

**INVITATION TO SOLEMNISE A MARRIAGE ( to be completed by groom and bride)**

Date: \_\_\_\_\_

Dear \_\_\_\_\_ ( licensed Solemniser)

1. We cordially invite you to solemnise our marriage on \_\_\_\_\_(date) at \_\_\_\_\_(time)  
\_\_\_\_\_. (full address of venue)

2. Our details are given below:

	Name	NRIC/ PP No.	Contact No.
<b>Groom</b>			
<b>Bride</b>			
<b>Correspondence Address</b>			

3. We will submit our marriage application with ROM to give the required notice period of at least 21 days. (For example, if we file a notice on 1 June, the earliest that we can marry is on 23 June)  
*(Note: Link to submit marriage application for a civil marriage can be found at Our Marriage Journey Portal at [www.marriage.gov.sg](http://www.marriage.gov.sg))*
4. Thank you for volunteering your time and efforts to grace our special occasion.

Yours Sincerely

\_\_\_\_\_  
Signature of Groom\_\_\_\_\_  
Signature of Bride**REPLY (to be completed by Licensed Solemniser)**

Dear Groom and Bride

Heartiest Congratulations! I am pleased to accept your invitation. Please call me to re-confirm our appointment at least **3 working days before the Solemnisation** (Monday – Friday, 9am to 5pm only) regardless of whether you have collected your marriage documents from ROM. If I do not hear from you, the appointment is deemed cancelled.

Signature \_\_\_\_\_  
Name of Licensed Solemniser: \_\_\_\_\_Licence No: \_\_\_\_\_  
Date: \_\_\_\_\_***Do Not Fax. This Form is to be handed over by the couple to ROM on the day of collection of documents.***

Acknowledgement of Marriage Certificates collected

## Steps to Getting Married at Venue Outside ROM

1. Go to Our Marriage Journey Portal at [www.marriage.gov.sg](http://www.marriage.gov.sg)
2. Under 'Getting Married', select 'Civil Marriage'. Go to step 3 - Book a solemniser. Invite a Solemniser online by logging into your SingPass.
3. If you do not have a SingPass account, download the Solemniser Consent Form and make arrangements directly with him/her to sign the form.
4. Go to step 4 - Submit marriage application. When using this eService, you will need to submit the following details:
  - Bride and Groom's NRIC No. (Singapore Citizen & PR) / Passport No. (Foreigner)
  - 2 witnesses' NRIC No. / Passport No.
  - Date, time, venue of solemnisation and Solemniser's name & licence number
  - Credit Card Details for fee payment
5. At the end of application, read and print the 'Summary of Marriage Application'. **To have a marriage licence issued for your solemnisation**, you will need to go to the ROM on the appointment date given (usually 1 to 14 working days before solemnisation) for verification of documents, statutory declaration and collection of marriage documents.