



## 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)*  
\_\_\_\_\_ *(place)*.

2. Our details are given below:

	Name	NRIC/PP No.	Contact No.	Correspondence Address
Groom				
Bride				

3. We will file a notice of marriage at [www.rom.gov.sg](http://www.rom.gov.sg) at least 25 days ahead of solemnisation.

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 **3 working days before solemnisation** (Monday to Friday, 9am to 5pm only) to confirm the appointment. If I do not hear from you, the appointment is deemed cancelled.

Signature: \_\_\_\_\_

Licence No: \_\_\_\_\_

Name of Licensed Solemniser: \_\_\_\_\_

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 Outside ROM

1. Go to [www.rom.gov.sg](http://www.rom.gov.sg), 'List of Licensed Solemnisers'
2. Invite a Solemniser *near your home* (inform him/her of your marriage details such as venue, date and time).
3. Download 'Solemniser Consent Form' and obtain his/her signed consent (this can be done via meeting or fax).
4. 'File Notice of Marriage' at [www.rom.gov.sg](http://www.rom.gov.sg). During filing, you will need to submit the following details:
  - Bride and Groom's NRIC No. / Passport No.
  - 2 witnesses' NRIC No. / Passport No.
  - Solemniser's name, licence number, date, time and venue of solemnisation
  - Credit Card Details
5. At the end of filing, print and read the 'Filing Instructions'. **To have a licence issued for solemnisation**, please go to the ROM on the day/time allotted (usually 3 to 4 days before solemnisation) for Statutory Declaration, verification of documents and collection of marriage documents.

### 在婚姻注册局外举行典礼所应具备的步骤：

- 1) 首先，上我们的网站 [www.rom.gov.sg](http://www.rom.gov.sg) 寻找注册官的名单 (List of Licensed Solemnisers) 与他联络。
- 2) 邀请其中任何一位当你的婚姻注册官，并经过他的同意，告诉他你的结婚细节 (如日期，时间和地点)。
- 3) 下载注册官的同意书 (**Solemniser's Consent Form**) 之后，安排与你的注册官会面，并让他签下同意书。
- 4) 上网站 [www.rom.gov.sg](http://www.rom.gov.sg) 提出申请前，应具备以下的资料：
  - 新人的详情如名字，登记号码或户照号码
  - 两位证婚人的名字，登记号码或户照号码
  - 婚姻注册官的同意书
  - 信用卡
- 5) 手续办完后，记得打印一份正式的注册章呈 (**Filing Instructions**)。依照所指定的日子和时间，前往婚姻注册局办理注册手续。