

Checklist for Couples Marrying Outside ROM / On ROM Grounds

WHEN	THINGS TO DO	TICK
At least 25 days before solemnization	<p>We have obtained the signed consent of a Solemnizer and his/her contact no</p> <p>We have e-Filed a notice of marriage at: www.rom.gov.sg. At the end of eFiling, we have printed the Important Instructions on what to do, what to bring, when to go to ROM, etc</p>	
On appointment day at the ROM	<p>We have collected the following:</p> <ol style="list-style-type: none"> a. Certificate of Marriage – white and colour copy b. Confirmation of Marriage Licence Issued c. ROM’s self-addressed pre-stamped envelope 	
3 working days before solemnization	<p>We have called our Solemnizer to <input type="checkbox"/> Confirm the appointment date, time, venue, details and changes; OR <input type="checkbox"/> Cancel the appointment</p> <p>We have prepared an envelope to reimburse our Solemnizer for <u>taxi/transport fares</u>.</p> <p>We have arranged for a friend or family member to standby on the day of solemnization to <u>receive, entertain and send my Solemnizer off</u></p> <p>We have ensured that <u>solemnization starts on time</u> (my Solemnizer may leave the wedding if solemnization is delayed by more than 15 minutes)</p>	
Before leaving for the wedding venue on the day of solemnization	<p>We have brought along the:</p> <ol style="list-style-type: none"> a. Envelope containing minimally transport reimbursement b. ROM documents (Certificates of Marriage, Confirmation of Marriage Licence Issued, ROM self-addressed pre-stamped envelope) c. Our Identity Cards/Passports and those of our 2 witnesses 	
At the wedding venue before the ceremony	<p>We have handed over to our Solemnizer</p> <ol style="list-style-type: none"> a. The ROM documents b. Our Identity Cards/Passports c. Our 2 witnesses’ Identity Cards/Passports 	
During the ceremony	<p>We have <u>signed the white copy of the Certificate of Marriage in BLACK INK and in the same manner as we have signed the Statutory Declaration</u></p>	
Immediately after the ceremony	<p>We have checked that</p> <ol style="list-style-type: none"> a. The white copy of the Certificate of Marriage bears 5 signatures (Solemnizer, Groom, Bride, Witness 1 and 2) b. The colour copy of the Certificate of Marriage (which we will be keeping) <u>bears correct data entries</u> (especially Names and Identity Numbers) <u>and the signature of our Solemnizer</u> c. Our Solemnizer has returned all 4 Identity Cards/Passports 	
IMPORTANT After the ceremony	<p>WE HAVE</p> <ol style="list-style-type: none"> a. <u>Reimbursed our Solemnizer for transport if he is agreeable</u> b. <u>Reminded him to POST THE WHITE COPY OF THE CERTIFICATE OF MARRIAGE WITHIN THE SAME DAY OF SOLEMNIZATION (using ROM’s self addressed pre-stamped envelope); and that if ROM receives the Certificate after 3 days, our marriage may not be confirmed in the Singapore State Marriage Register.</u> 	

IMPORTANT INSTRUCTIONS FOR COUPLES

1. Your Solemnizer is appointed by the Minister for Community Development, Youth and Sports to carry out the Statutory role of a Deputy Registrar of Marriages/Licensed Solemnizer.
2. Your Solemnizer is not a staff of the ROM and hence receives neither a salary nor honorarium. He/She is a volunteer who gives of his/her personal time and efforts to grace your happy occasion. ROM will therefore appreciate it if you will, as gesture of basic courtesy and appreciation, reimburse him/her for taxi/transport fares to and from your wedding venue. Your Solemnizer may choose to donate the transport reimbursement to charity or community, at times in your names.
3. Your Solemnizer is your specially-invited guest. Please ensure you have arranged for a friend or family member to receive, keep him company and send him/her off.
4. If your Solemnizer is a Grassroots Leader or Justices of the Peace, please note that he/she has busy community and grassroots commitments. For others, they may have other appointments and commitments. Therefore, please ensure that;
 - * The ceremony starts on time. Your Solemnizer has the prerogative to leave the wedding venue if delay is more than 10-15 minutes. If your solemnization is delayed, please inform your Solemnizer in a timely manner, and his agreeing to solemnize your marriage is subject to his community, grassroots and other commitments.
 - * You contact him/her 3 working days before solemnization, on a Monday – Friday, 8.30 am - 5 pm, (regardless of whether the appointment is made by yourself or a third party) to confirm whether the ceremony is to proceed as scheduled, cancelled, postponed or changed; otherwise, your Solemnizer may deem the appointment as cancelled.

Important note:

Please use the Checklist (overleaf) and tick accordingly. This will ensure your big day is glitch-free.