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HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY

# how to apply

Marriage  
Registration



# HOW TO APPLY FOR MARRIAGE REGISTRATION

## **Giving Notice of Intended Marriage**

Persons intending to get married, whether the marriage is to take place at a Marriage Registry by a Registrar; in a licensed place of worship by a competent minister; or at any other place in Hong Kong by a civil celebrant of marriages (civil celebrant), are required to give a notice of intended marriage (notice) on the prescribed form in advance to the Registrar. There are no residential requirements and the marrying parties may be of any nationality. The minimum legal age for getting married is 16 years of age (Gregorian reckoning).

The notice, except for an overseas notice (mentioned later), is given by one or both of the parties to the intended marriage to the Marriage Registry either directly or through a civil celebrant with their Hong Kong identity cards or travel documents. At the time the notice is given, the following personal particulars of the parties must be provided: full names; marital condition (whether bachelor or widower, spinster or widow; whether a divorced person or previously married by any form of marriage); occupation; date of birth; residential addresses and the full name of parents of each of the parties. In the case of a party under the age of 21, the name and address of the person consenting to the marriage, and also the capacity of this person—that is, the relevant person specified in Schedule 3 to the Marriage Ordinance. The party giving the notice is also required to make an affidavit of no impediment before the Registrar or the civil celebrant.

The notice will be exhibited at the Marriage Registry where it is given and also at the Marriage Registration & Records Office. Notices given through civil celebrants will be exhibited at the Marriage Registration & Records Office. The notice will be exhibited for at least 15 clear days. During this period any person whose consent to an intended marriage is required may object to the intended marriage by writing the word “Forbidden” on the copy of the notice produced by the Registrar for inspection, and by signing his name and stating the capacity in which he forbids. If the Registrar of Marriages is satisfied that the person has no such right, he may allow the marriage to proceed. If, however, he is satisfied that the objection is valid, either of the parties may appeal against his decision by petition to the Court of First Instance to determine the matter. The decision of the Court of First Instance is final.

If no objection is received after the period of 15 clear days, the marriage may take place in the Marriage Registry. For marriage to be celebrated in a licensed place of worship or by a civil celebrant, the Registrar shall issue a Certificate of Registrar of Marriages directly to either of the proposed parties or through a civil celebrant nominated by either party.

After a notice is given, the marriage must take place within a period of three months, otherwise the notice becomes void and fresh notice must be given before the marriage can take place.

While the normal exhibition period of notice is 15 clear days, the Registrar may shorten this period in special circumstances. Each case will be considered on its individual merits. A special fee will be charged for such case.

## **Minors, Divorcees and Widower/Widow**

If either party is of or over 16 and under 21 years of age as at the date of marriage (Gregorian Reckoning) and not a widower or widow, the written consent of the relevant person specified in Schedule 3 to the Marriage Ordinance must be produced. If consent is given by a parent, the party's birth certificate and the parent's marriage certificate are required. Forms for giving such consent are available at any of the Marriage Registries or from any civil celebrants. If there is no such person capable of consenting, the party may apply to a District Judge for such consent.

In the case of a divorced person, proof of the dissolution of the former marriage by decree pronounced by a competent court is required; and before the marriage takes place, a sealed, certified copy of the court's final decree must be produced to the Registrar. The question of whether or not a particular decree is recognised in Hong Kong is too complicated to be summarised here and reference should be made to the detailed provisions of Part IX of the Matrimonial Causes Ordinance, Cap. 179.

In the case of a widower or widow, proof of former marriage and death certificate of former spouse are required.

If the required documents are not written in English or Chinese, certified translations of them are required.

Photostat copies of the documents should also be produced for record purpose.

## **Overseas Notices**

In the event of both parties living abroad, they may write direct to the Marriage Registration & Records Office at 3/F, Low Block, Queensway Government Offices, 66 Queensway, Hong Kong, for a copy of Notice of Intended Marriage Form for completion. This form, when completed, should be returned to the office by registered airmail as soon as possible. The parties' signatures on the form should be authenticated by a Notary Public of the country where they reside. Payment of the prescribed fee for giving of notice should be made by bank draft payable to "The Government of the Hong Kong Special Administrative Region" which should be dispatched together with the completed notice. Overseas notices may also be given through a civil celebrant. The notice period starts from the date immediately after the date of receipt of the notice with all supporting documents at the office of the Registrar.

## **Appointment Booking for Marriage Ceremony and Giving of Notice**

Appointments for marriage ceremonies at marriage registries are given on a first-come-first-served basis to ensure that every person will have a fair chance to choose a desired day for marriage. Persons intending to get married at a marriage registry may book an appointment for giving of notice through the website: <http://marriage.esd.gov.hk> or the Interactive Voice Response System (IVRS) at 3102 3883 by using a touch-tone telephone. The booking system provides round-the-clock service and is free-of-charge. Each appointment is given in accordance with the selected date of marriage and on a first-come-first-served basis. Each marrying couple can only make **one** appointment through either the Internet or IVRS within 14 days before the 3-month period from the date of marriage. One party to the marriage **must** attend the Marriage Registry/office to give the notice with the required documents according to the scheduled appointment. Please read the separate *Guidance Notes on the Appointment Booking for Giving of Marriage Notice* for details.

Those who intend to celebrate their marriage at a licensed place of worship may contact a marriage registry/office for arrangement of giving of notice.

If the proposed marriage is to take place in a licensed place of worship, or celebrated by a civil celebrant, the parties should consult the officiating minister or civil celebrant for the exact day, time and place of the marriage.

### **Fees**

The prescribed fee for filing and exhibition of the notice is payable upon giving of the notice. A notice given through a civil celebrant shall be accompanied by the prescribed fee. For details of fees, please see the separate fee leaflet (MR 60).

### **Celebration of Marriage**

A marriage may be celebrated by any competent minister of a licensed place of worship according to the rites or usages of marriage observed in such church, denomination, or body with open doors and between 7 a.m. and 7 p.m.

A marriage celebrated by the Registrar shall take place in his office, with open doors between 9 a.m. and 7 p.m.

A marriage celebrated by a civil celebrant may take place at any hour and shall take place at any place which is a place in Hong Kong other than the office of the Registrar and a licensed place of worship.

Before a marriage is celebrated by the Registrar or a civil celebrant, each of the parties shall sign a written declaration in the presence of and witnessed by the Registrar or civil celebrant. If necessary, the declaration shall be interpreted to both or either of the parties in their or his or her own language in the presence of the Registrar or civil celebrant, and the person interpreting the declaration shall subscribe his or her name to it as interpreter.

Marriages shall take place in the presence of 2 or more witnesses. The certificate of marriage shall be signed in duplicate by the Registrar, the officiating minister or the civil celebrant, by the parties and by witnesses. One certificate of marriage shall be delivered to the parties immediately after it is signed and the other one shall be filed in the Registrar's office.

For marriage celebrated in a Marriage Registry, the bride and bridegroom should attend 15 minutes before the time previously arranged with the Registrar, bringing two responsible adult persons to act and sign as witnesses. Relatives and friends may be invited to be present at the marriage ceremony. Rings may be exchanged between the parties.

### **Processing Time at Counter**

The standard processing time for an application for giving of notice of marriage at counter in a marriage registry is 30 minutes. However, this standard may not be achievable during peak periods or in complicated cases.

### **Where to Enquire**

You may visit the Immigration Department website at <http://www.immd.gov.hk> for the lists of Civil Celebrant of Marriages and licensed place of worship. If you have any enquiry, please contact the Information and Liaison Section at 2824 6111, by fax at 2877 7711 or by E-mail: [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk).

## Addresses and Office Hours of Marriage Registries

### HONG KONG

- |   |   | Tel.      |
|---|---|-----------|
| (1) <i>Marriage Registration &amp; Records Office</i>   |   | 2867 2787 |
| 3rd Floor, Low Block,<br>Queensway Government Offices,<br>66 Queensway, Hong Kong.<br>(please see NOTE below) |   |           |
| Monday – Friday   | 8:45 a.m. – 4:45 p.m.                           |           |
| Saturday  | 9:00 a.m. – 11:30 a.m.                          |           |
| Sunday & Public Holiday   | Closed  |           |
| (2) <i>City Hall Marriage Registry</i>  |   | 2523 0725 |
| 1st Floor, High Block, City Hall, Central.<br>(please see NOTE below)   |   |           |
| Monday – Friday   | 8:45 a.m. – 12:45 p.m.<br>2:00 p.m. – 4:45 p.m. |           |
| Saturday  | 9:00 a.m. – 12:30 p.m.                          |           |
| Saturday afternoon<br>(for marriage ceremonies only)  | 2:00 p.m. – 4:45 p.m.                           |           |
| Sunday (for marriage ceremonies only)   | 9:00 a.m. – 12:45 p.m.<br>2:00 p.m. – 4:45 p.m. |           |
| Public Holiday  | Closed  |           |
| (3) <i>Cotton Tree Drive Marriage Registry</i>  |   | 2869 0500 |
| Ground Floor, Rawlinson House,<br>19 Cotton Tree Drive, Central.<br>(please see NOTE below)                   |   |           |
| Monday – Friday   | 8:45 a.m. – 12:45 p.m.<br>2:00 p.m. – 4:45 p.m. |           |
| Saturday  | 9:00 a.m. – 11:30 a.m.                          |           |
| Sunday (for marriage ceremonies only)   | 9:00 a.m. – 12:45 p.m.<br>2:00 p.m. – 4:45 p.m. |           |
| Public Holiday  | Closed  |           |

(NOTE: if the marriage ceremony is intended to take place at the City Hall Marriage Registry or the Cotton Tree Drive Marriage Registry, the Notice of Marriage should be filed at the Marriage Registration & Records Office at Queensway.)

### KOWLOON

- |  |   | Tel.      |
|--|---|-----------|
| (1) <i>Tsim Sha Tsui Marriage Registry</i>   |   | 2312 0929 |
| Upper Basement & Level 3,<br>Administration Building,<br>Hong Kong Cultural Centre,<br>10 Salisbury Road, Tsim Sha Tsui. |   |           |
| Monday – Friday  | 8:45 a.m. – 12:45 p.m.<br>2:00 p.m. – 4:45 p.m. |           |
| Saturday   | 9:00 a.m. – 11:30 a.m.                          |           |
| Sunday (for marriage ceremonies only)  | 9:00 a.m. – 12:45 p.m.<br>2:00 p.m. – 4:45 p.m. |           |
| Public Holiday   | Closed  |           |

## NEW TERRITORIES

**Tel.**

- (1) *Sha Tin Marriage Registry*  
Ground Floor, Sha Tin Town Hall,  
1 Yuen Wo Road, Sha Tin.  
Monday – Friday  
Saturday  
Sunday (for marriage ceremonies only)  
Public Holiday
- (2) *Tuen Mun Marriage Registry*  
1st Floor, Tuen Mun Government Offices,  
1 Tuen Hi Road, Tuen Mun.  
Monday – Friday  
Saturday  
Sunday & Public Holiday

8:45 a.m. – 12:45 p.m.  
2:00 p.m. – 4:45 p.m.  
9:00 a.m. – 11:30 a.m.  
9:00 a.m. – 12:45 p.m.  
2:00 p.m. – 4:45 p.m.  
Closed

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