

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

## 1. Preamble

This pamphlet aims to introduce the procedures of marriage registration as well as information related to various marriage registries. You are advised to read through the contents of this pamphlet before making the application. For the detailed provisions on marriage registration, please refer to the Marriage Ordinance, Chapter 181, Laws of the Hong Kong Special Administrative Region.

Under the Marriage Ordinance, a marriage in Hong Kong will go through the following procedures :-

- One of the proposed parties to the intended marriage shall give a notice of intended marriage (“notice”) to the Registrar of Marriages (“Registrar”) either directly or through a civil celebrant of marriages (“civil celebrant”);
- If the marriage does not take place within 3 months after the giving of the “notice”, the “notice” and all proceedings thereupon shall be void, and another “notice” will be required before the parties can contract a marriage;
- The Registrar shall exhibit one copy of Part I of a “notice” at the office of the Registrar until he issues a Certificate of Registrar of Marriages or until the aforementioned 3 months expire;
- Under normal circumstances and at least 15 days after the giving of a “notice”, the Registrar will issue a Certificate of Registrar of Marriages. The Registrar may also refuse to issue a Certificate of Registrar of Marriages in relation to an intended marriage in accordance with the Marriage Ordinance.
- After the issue of a Certificate of Registrar of Marriages, the parties may, subject to the relevant provision of the Marriage Ordinance, contract a marriage before the Registrar, a competent minister or a civil celebrant.

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).

## 2. Procedures

### (i) 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, are required to give a notice of intended marriage on the prescribed form in advance to the Registrar.

The “notice”, except for a “notice” from outside the Hong Kong Special Administrative Region (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. It is not necessary to fill in any application form upon giving the “notice”. However, the following personal particulars of both parties must be provided including 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 facilitating the printing of the “notice”. 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.

To shorten the processing time at registrar’s office of giving the “notice”, marrying parties may choose to complete the information sheet ‘Information Required for Registration of Marriage’ (MR21B) in advance and submit it at the time the “notice” is given. Please note that “Information Required for Registration of Marriage” is neither an application form nor a “Notice of Intended Marriage”.

Part I of the given “notice” will be exhibited at the Marriage Registries (other than Cotton Tree Drive Marriage Registry and City Hall Marriage Registry) and the Marriage Registration & Records Office for at least 15 clear days. During this period any person whose consent to an intended marriage is required may raise objection to the intended marriage to the Registrar. 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.

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.

### **Persons aged below 21, 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, Chapter 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.

**(ii) “Notices” given outside Hong Kong**

In the event of both parties living outside Hong Kong, 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” Form for completion. The parties' signatures on the form should be authenticated by a Notary Public of the country/territory where they reside. This form, when completed, should be returned to the office by registered airmail as soon as possible together with the required documents and information, and payment of the prescribed fee for filing and exhibition of the “notice” made by Hong Kong dollar bank draft payable to ‘The Government of the Hong Kong Special Administrative Region’. The “notice” giving period starts from the date immediately after the date of receipt of the “notice” with all supporting documents at the office of the Registrar.

**(iii) 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 7:00 a.m. and 7:00 p.m.

A marriage celebrated by the Registrar shall take place in his office.

A marriage celebrated by a civil celebrant may take place at any hour and shall take place at any 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 aged 18 or above. The certificate of marriage shall be signed in duplicate by the Registrar, the officiating minister or the civil celebrant, by the parties and by 2 witnesses aged 18 or above. 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 persons aged 18 or above 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.

### 3. Appointment Booking

Marrying parties can book an appointment for giving the “notice” through the Internet: [www.gov.hk/marriagebooking](http://www.gov.hk/marriagebooking) or the Telephone Booking System at 3102 3883 by using a touch-tone telephone. The booking service is free of charge and both channels provide round-the-clock service. The appointment is given on a first-come-first-served basis. Marrying parties intending to have the marriage celebrated on a specified date at the marriage registry can make an appointment within 14 days before the 3-month period from the date of marriage. Marrying parties may also make an appointment on a date not earlier than 3 months before the marriage date if the marriage is to take place at a marriage registry by the Registrar without a fixed date of marriage, by a competent minister at a licensed place of worship, or by a civil celebrant of marriages at other places in Hong Kong. Marrying parties can only make **one** appointment through either the Internet or the Telephone Booking System. At least one of the marrying parties must attend the marriage registry/office according to the scheduled appointment to give the “notice”, bringing along the required documents. Please read the separate *Guidance Notes on the Appointment Booking for Giving of Notice of Intended Marriage* for details.

To shorten the processing time at registrar’s office of giving the “notice”, after having successfully made an appointment for giving the notice at the marriage registry through the Internet or the Telephone Booking System, marrying parties may submit the information sheet ‘Information Required for Registration of Marriage’ (MR21B) through the Internet at least one day before the scheduled appointment.

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

### 4. 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).

### 5. Processing Time at Counter

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

## 6. Enquiries

You may visit the Immigration Department website at [www.immd.gov.hk](http://www.immd.gov.hk) for the lists of Civil Celebrants of Marriages and licensed places 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).

## 7. List of Marriage Registries of the Hong Kong Immigration Department

### *Addresses and Office Hours*

#### **HONG KONG**

#### **Tel.**

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

(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” should be given at the Marriage Registration & Records Office at Queensway.)

## KOWLOON

**Tel.**

- (1) *Tsim Sha Tsui Marriage Registry*  
Upper Basement & Level 3,  
Administration Building,  
Hong Kong Cultural Centre,  
10 Salisbury Road, Tsim Sha Tsui.  
Monday – Friday

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

2312 0929

Saturday  
Sunday (for marriage ceremonies only)

Public Holiday

## NEW TERRITORIES

- (1) *Sha Tin Marriage Registry*  
Ground Floor, Sha Tin Town Hall,  
1 Yuen Wo Road, Sha Tin.  
Monday – Friday

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

2604 6974

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

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

2451 3005

Saturday  
Sunday & Public Holiday

