

# PRO 317 eRegistry - eMarriages

## Summary

This document provides work instructions to Marriage Celebrants for creating a new Marriage Notification using eRegistry, from which a Marriage Registration can be created. It describes eRegistry system use as well as related manual tasks and procedures.

This procedure applies to the following authorised people that have access to the system to notify the Registry of a marriage:

- Marriage Celebrants

The above people should have knowledge of the following;

- Understanding of *Marriage Act 1961*
- Use of the eRegistry component of LifeLink and its related functionality.

A compliant Marriage Notification (MN) submitted by a Marriage Celebrant through eRegistry will automatically create a Marriage Registration (MR) in LifeLink.

This procedure details how an authorised person can use eRegistry to prepare and submit a Marriage Notification and an application for a Marriage Certificate to the NSW Registry of Births Deaths and Marriages (the Registry).

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0.1	21/05/2018	Migrated to new template. Updated to support the Marriage Act 1961 amendments of 9 December 2017.

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**Note:** Printed copies are not controlled. Ensure that you have the latest version of this document before doing any work in relation to it.

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# **1 About this document**

## **1.1 Purpose**

This document provides working instructions for creating a new Marriage Notification using eRegistry. It describes the system's use as well as related manual tasks, and the process to send electronic information to the Registry.

Data can be entered directly into the eRegistry system and submitted to the Registry by Marriage Celebrants. If the data is compliant, a Marriage Registration is automatically created in the Registry's LifeLink system.

After a couple is married in NSW, the Marriage Celebrant is required to submit the relevant documents to the Registry for marriages to be registered.

eRegistry allows Marriage Celebrants to automatically register their marriages by creating a Marriage Notification and submitting it online. eRegistry also allows Marriage Celebrants to generate the relevant documents required for a ceremony and order any certificates requested by the couple following solemnisation.

## **1.2 Scope**

The scope of this document contains the following for Marriage Celebrants

- Creating a Marriage Notification for a Marriage Registration within eRegistry
- Creating an eApplication for a Marriage Certificate

This document does not contain the following

- User login details for eRegistry

All other procedures and processes are completed by the Registry of Births, Deaths and Marriages.

## **1.3 Audience**

Marriage Celebrants (Including Registry celebrants).

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## 1.4 Glossary of terms

Terms here are specific to this document.

Term	Description
<b>Application</b>	A request made by a client or stakeholder requesting products and/or services.
<b>eApplication</b>	An application for a Marriage Certificate made through eRegistry and not in any other way.
<b>eRegistry</b>	The system stakeholders use to submit notifications to the Registry.
<b>eMarriage</b>	A marriage registered via eRegistry is referred to as an 'eMarriage'.
<b>Family Name at Birth</b>	Refers to the person's original family name.
<b>LifeLink</b>	The NSW Registry of Births Deaths and Marriages records system.
<b>Life Event</b>	A birth, death, marriage, change of name, change of sex, recognised details or relationship record.
<b>Marriage Forms</b>	These are the forms required by the NSW Registry of Births, Deaths and Marriages and the Commonwealth in order to perform and register a marriage. Refer to your Celebrants training information for more detail.
<b>Notice of Intended Marriage</b>	Formerly Form 13. Used by marrying couples to lodge their intention to marry and provided to the authorised celebrant
<b>Official certificate of marriage</b>	Formerly For 16. Used by Authorised marriage celebrants, which displays the marriage information of the couple getting married Please note under section 50(3) of the <i>Marriage Act 1961</i> , one of the official certificates of marriage shall be on the reverse side of the paper bearing the declaration of no legal impediment to marriage.

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Term	Description
<b>Declaration of no legal impediment to marriage</b>	<p>Formerly Form 14.</p> <p>Used by the Marrying couples and authorised marriage celebrants and declares the couple getting are fit to marry</p> <p>Please note under section 50(3) of the <i>Marriage Act 1961</i>, this form shall be printed on the reverse of one of the official certificates of marriage.</p>
<b>Notification</b>	Information provided to NSW Registry of Births Deaths & Marriages to enable a Life Event to be registered.
<b>Partner</b>	Can be used as a 'Description of Party' if preferred by a person getting married.
<b>Party 1/Party 2</b>	Refers to the persons getting married. Either individual can be listed as Party 1 or Party 2.
<b>Registration</b>	A Life Event that has been registered in LifeLink.
<b>X</b>	Can be used to describe a person's 'Sex' when 'Male' or 'Female' do not meet the needs of an individual, and when 'X' is recorded on the person's identification.

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## 2 Background

To perform these tasks, Marriage Celebrants should know the following information:

### 2.1 Characters used in eRegistry and LifeLink

The Registry only accepts English alphabetical characters. Diacritical marks are not accepted. This complies with standards set out by the International Civil Aviation Organisation in a document titled 'Machine Readable Travel Documents'. This document states that surnames and given names be written without diacritical marks e.g. accents/graves, etc.

Hyphens (-) and apostrophes (') can be used. Slashes (/ \) cannot be used in names, however they can be used in addresses.

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**Note:** You must enter all names of people and places in title case (John Smith, or Sydney Botanical Gardens).

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### 2.2 Login in to eRegistry

Log in via the URL and with the username and password provided by eRegistry Support.

The screenshot shows the LifeLink login interface. At the top, there are logos for 'LIFE LINK', 'NSW GOVERNMENT', and 'Registry of Births Deaths & Marriages Police & Justice'. Below these, there are two input fields: 'Username:' and 'Password:'. A 'Login to LifeLink' button is positioned below the password field. At the bottom of the form, there is a link that reads 'Forgotten/Reset Password. Contact the Administrator.'

When the username is connected to more than one Celebrant, choose from the Marriage Celebrants listed in Stakeholder field.

The screenshot shows a 'Stakeholder' dropdown menu. The dropdown is open, displaying two options: 'Marriage Celebrant 1' and 'Marriage Celebrant 2'. Below the dropdown, there is a 'Confirm selection' button.



## 2.3 Screen Functions

NSW Registry of Births Deaths & Marriages Police & Justice

Logged in as emarriagespreprod@gmail.com  
[Contact Us](#) | [ENews](#) | [Help](#) | [Logout](#)

**1** Marriages

**2** Current Record  
Marriage Notification  
Incomplete  
Created date:  
Marriage Details  
Party 1's Details  
Party 2's Details  
Additional Party 1's Details  
Additional Party 2's Details  
Parties Related Details  
NOIM Lodgement  
Parties' Identification  
Statutory Requirements  
Celebrant Notes  
Declarations Form 14  
Solemnisation Details  
Certificate of Marriage Form 15

**3** Action List: Select Action Go

**4** Marriage Details Collapse all sections

**5** Date  
Date of Marriage (Date Marriage was Solemnised) \*

Place of Marriage  
Location \*  
Country Please Select  
International Address

Marriage Rites Marriage Act 1961

View Errors Save Discard

**Party 1's Details** Collapse all sections  
Description of Party \* Please Select

Number	Description
<b>1. Navigation menu</b>	Access available functions.
<b>2. Widget</b>	Provides quick links to information relating to the current record. Clicking the items listed in light blue will automatically scroll down to the relevant section.
<b>3. Action List</b>	Perform actions relating to the current record.
<b>4. Expand or Collapse</b>	This button allows you to hide or display information from view.
<b>5. Mandatory field</b>	Any field displaying an asterisk is a mandatory input field.

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## 2.4 eRegistry Checklist

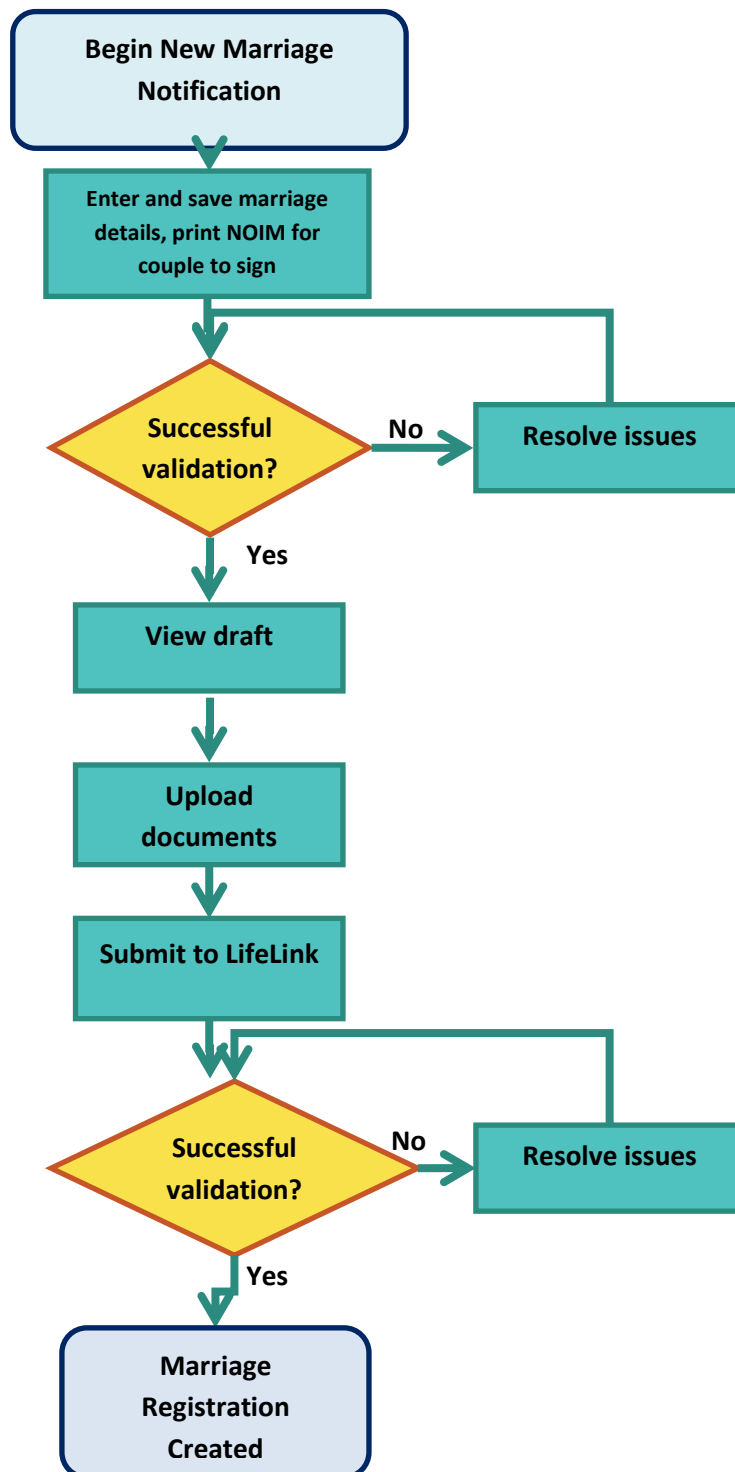
Before you start this procedure, ensure that you are an authorised and registered Marriage Celebrant in Australia.

To submit a Marriage Notification, prepare the following:

Form	Description
<b>Notice of Intended Marriage (NOIM)</b>	<ul style="list-style-type: none"><li>• The NOIM can be completed in eRegistry and printed out for the couple to sign</li><li>• Ensure all details have been completed for both parties (if either party is unemployed, please leave this field empty).</li><li>• Ensure all parties; witnesses and the celebrant have signed the form.</li><li>• Ensure all required identification has been noted and copied.</li><li>• The NOIM is complete and a Marriage Notification created in eRegistry <b>before</b> the marriage takes place so that forms 14 and 16 can be printed with pre-populated information.</li></ul>
<b>Declaration of no legal impediment to marriage)</b>	<ul style="list-style-type: none"><li>• Ensure both parties have signed the form.</li><li>• Ensure the celebrant has signed the form in the correct places.</li></ul>
<b>Official Certificate of Marriage</b>	<ul style="list-style-type: none"><li>• Ensure that both parties have signed the form.</li><li>• Ensure that the celebrant has signed the form.</li></ul>
<b>Statutory Declaration/s (if required)</b>	<ul style="list-style-type: none"><li>• Meaning 'Statutory Declaration – Date of Birth'.</li><li>• This must be completed for each party unable to provide proof of their birth.</li></ul>

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### 3 The Marriage Registration process



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## 4 Register a Marriage via eRegistry

### 4.1 Create a new Marriage Notification

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**Note:** You can enter the parties' details directly into eRegistry and then print pre-populated forms for them to sign (*See 7.4 Print Marriage Notifications and eApplications*). This can save you time and effort.

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#### 4.1.1 Enter marriage details

1. Click on 'Marriages' in the navigation menu, then select 'New Marriage Notification'. A blank Marriage Notification form displays.
2. Enter all details exactly as they appear on the NOIM:

Marriage Details
Party 1's Details
Party 2's Details
Additional Party 1's Details
Additional Party 2's Details
Parties Related Details
NOIM Lodgement
Parties' Identification *
Statutory Requirements *
Celebrant Notes
Declarations Form 14
Solemnisation Details
Certificate of Marriage Form 15
Celebrant Details

Related Documents
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**Note:** Sections that require further explanation are highlighted in the above image with a red asterisk.

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### 4.1.2 Parties' Identification

Each party must satisfy the identification (ID) requirements in order for the marriage to proceed. There are number acceptable ID options, so use your judgement and the information contained in the NOIM when collecting and entering these into eRegistry.

Parties' Identification		Collapse all sections
<b>Party 1's Identification</b>		
Did Party 1 produce a Birth Certificate? *	Yes	
Party 1's Birth Certificate Registration Year	1995	
Party 1's Birth Certificate Registration Number	213654789	
Did Party 1 produce photo identification?	Yes	
Type of Identification?	Please Select	
Document Number	Please Select	
Issue of Documents S42(5A)	Current card with the cardholder's photograph Current drivers licence Current proof of age card or evidence of age card Passport	

**Note:** If you are unsure how to best capture the ID, contact eRegistry Support.

**Warning:** Statutory Declarations should only be accepted if a party is unable to produce other forms of identification. Statutory Declarations must be scanned and uploaded before the Marriage Notification is submitted.

Parties' Identification		Collapse all sections
<b>Party 1's Identification</b>		
Did Party 1 produce a Birth Certificate? *	No	
Was a Passport produced by Party 1? *	No	
Did Party 1 produce a Statutory Declaration regarding birth?	Yes	
Has Statutory Declaration been sighted?	Yes	
Reason for Statutory Declaration	Please Select	
Location declaration was made at	Please Select	
Did Party 1 produce photo identification?	Birth Certificate or passport cannot be produced Complete birth details not recorded on documents Previous marriage not recognised in Australia	
Type of Identification?	Current drivers licence	
Document Number		
Issue of Documents S42(5A)	Yes	

### 4.1.3 Statutory Requirements

The Statutory Requirements fields are unavailable to edit by default:

The screenshot shows a form titled 'Statutory Requirements' with a 'Collapse all sections' link. It contains two sections: 'Marriage of Party under 18 years' and 'Shortening of Time'. Each section has a dropdown menu that is currently set to 'Please Select' and is disabled (greyed out).

Statutory Requirements	
<b>Marriage of Party under 18 years</b>	
Were Consents received?	Please Select
Was Court approval received?	Please Select
<b>Shortening of Time</b>	
Was approval for Shortening of Time received?	Please Select

These fields will become active if:

- Either party is under the age of 18 at the time of the marriage
- There is a shortening of time between the NOIM lodgement and the marriage date

This is because further permissions are required, such as a court order or other approval from a prescribed authority. Dropdowns will then become active and allow you to select 'No' or 'Yes'.

This screenshot is identical to the one above, but the dropdown menus are now active (blue borders and arrows), indicating that the conditions for their use have been met.

Statutory Requirements	
<b>Marriage of Party under 18 years</b>	
Were Consents received?	Please Select
Was Court approval received?	Please Select
<b>Shortening of Time</b>	
Was approval for Shortening of Time received?	Please Select

Add the corresponding documents to support the marriage registration and will be viewed by Registry staff before the registration can be completed.

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#### 4.1.4 Print Marriage Notifications and eApplications

A number of documents can be printed from eRegistry with prepopulated information (party and marriage details, etc.). These documents are:

- ☐ Certificate of Marriage - Form 15 - Civil
- ☐ Certificate of Marriage - Form 15 - Religious
- ☐ Certificate of faithful performance by interpreter
- ☐ Combined declaration of no impediment and official cert of marriage - BDM only
- ☐ Combined declaration of no legal impediment and official certificate of marriage
- ☐ Notice of Intended Marriage
- ☐ Statutory Declaration - Date of Birth
- ☐ Statutory Declaration Commonwealth
- ☐ Summary

**Note:** If you require a printed copy of the eApplication (which is attached to the Marriage Notification draft), select Summary

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##### Print a document

1. Find the item(s) you want to print (see 7.1 Find a Marriage Notification or eApplication).
2. Check the box to the left of the item and click **Print**

<input checked="" type="checkbox"/>	<a href="#">Party 1's Name</a>	<a href="#">Party 2's Name</a>	<a href="#">Status</a>	<a href="#">Date of Marriage</a>	<a href="#">Application Linked</a>	<a href="#">Place of Marriage</a>	<a href="#">Stakeholder</a>	<a href="#">Author</a>
<input checked="" type="checkbox"/>	Fox, Graham Thorin	Lovett, Katrina Gaye	Incomplete	11/05/2018	N	SYDNEY	eServices	emarriagesprepro
<div>SubmitDeleteTransfer to another CelebrantPrint</div>								

3. The 'Print Documents' page displays. Check the information is correct and check the boxes for each document you want to print, and then click **Generate Selected Document for Printing**.

## Print Documents

These notifications can be generated for print

Party 1's Name	Party 2's Name	Status	Date of Marriage	Application Linked	Place of Marriage	Stakeholder	Author
Fox, Graham Thorin	Lovett, Katrina Gaye	Incomplete	11/05/2018	N	SYDNEY	eServices	emarriagespreprod@gmail.com

Select documents to be generated for printing

- ☐ Certificate of Marriage - Form 15 - Civil
- ☐ Certificate of Marriage - Form 15 - Religious
- ☐ Certificate of faithful performance by interpreter
- ☐ Combined declaration of no impediment and official cert of marriage - BDM only
- ☐ Combined declaration of no legal impediment and official certificate of marriage
- ☐ Notice of Intended Marriage
- ☐ Statutory Declaration - Date of Birth
- ☐ Statutory Declaration Commonwealth
- ☐ Summary

Generate Selected Documents for Printing

- The 'Print Summary' screen displays. Click **Download PDF**

## Print Summary

These notifications were successfully generated for print

[Download PDF](#) Fox, Lovett

- The document will download ready to be opened and printed.

## Print documents for multiple marriages

- Find the item(s) from which you want to print (see 7.1 Find a Marriage Notification or eApplication).
- Check the box for each marriage for which you need documents and click **Print**.

<input checked="" type="checkbox"/>	<a href="#">Party 1's Name</a>	<a href="#">Party 2's Name</a>	<a href="#">Status</a>	<a href="#">Date of Marriage</a>	<a href="#">Application Linked</a>	<a href="#">Place of Marriage</a>	<a href="#">Stakeholder</a>	<a href="#">Author</a>
<input checked="" type="checkbox"/>	Nguyen, Guy	Fisher, Lady	Incomplete	11/05/2018	N	SYDNEY	eServices	emarriagespreprod@
<input checked="" type="checkbox"/>	Gray, Kate	McDonald, Kate	Incomplete	11/05/2018	Y	SYDNEY	eServices	emarriagespreprod@
<a href="#">Submit</a> <a href="#">Delete</a> <a href="#">Transfer to another Celebrant</a> <a href="#">Print</a>								



3. The 'Print Documents' page displays. Check the box for each document you need to print.

**Print Documents**

These notifications can be generated for print

Party 1's Name	Party 2's Name	Status	Date of Marriage	Application Linked	Place of Marriage	Stakeholder	Author
Nguyen, Guy	Fisher, Lady	Incomplete	11/05/2018	N	SYDNEY	eServices	emarriagespreprod@gmail.cc
Gray, Kate	McDonald, Kate	Incomplete	11/05/2018	Y	SYDNEY	eServices	emarriagespreprod@gmail.cc

Select documents to be generated for printing

☐ Certificate of Marriage - Form 15 - Civil

☐ Certificate of Marriage - Form 15 - Religious

☐ Certificate of faithful performance by interpreter

☐ Combined declaration of no impediment and official cert of marriage - BDM only

☐ Combined declaration of no legal impediment and official certificate of marriage

☐ Notice of Intended Marriage

☐ Statutory Declaration - Date of Birth

☐ Statutory Declaration Commonwealth

☐ Summary

Generate Selected Documents for Printing

**Note:** When printing for multiple marriages, you can only select the same print option for all. If you do not need all documents for each marriage, you can either print separately, or discard the unneeded documents after printing.

4. Click **Generate Selected Documents for Printing** and the 'Print Summary' page will display with a separate download for each marriage:

**Print Summary**

These notifications were successfully generated for print

Download PDF

 Nguyen, Fisher

Download PDF

 Gray, McDonald

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#### 4.1.5 Solemnisation Details

Solemnisation details can be entered before or after the marriage takes place. If any information changes, you can edit the Marriage Notification before it is submitted. To do so:

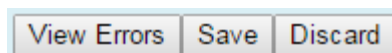
1. Locate the Marriage Notification (see 7.1 Find a Marriage Notification or eApplication)
2. Click **View** in the right-hand column

	Submitted	View	Action
mail.com	Submitted	<a href="#">view</a>	<a href="#">Request Certificate</a>

#### 4.1.6 Save a Marriage Notification

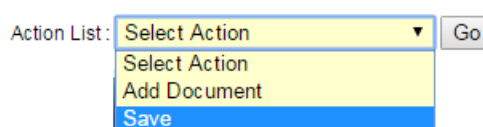
A Marriage Notification can be saved at any point, meaning you can return to edit or enter more information as required. To save a Marriage Notification you can:

Either Click on the **Save** button located at the bottom-right of each section



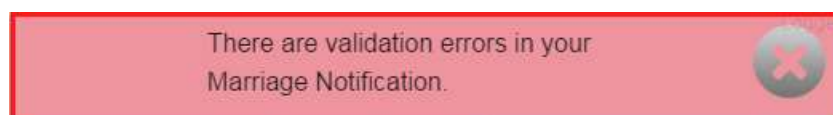
Or

Select 'Save' via the Action List dropdown and click **Go**



Once the Marriage Notification is ready to submit, you should check it for errors. To do this:

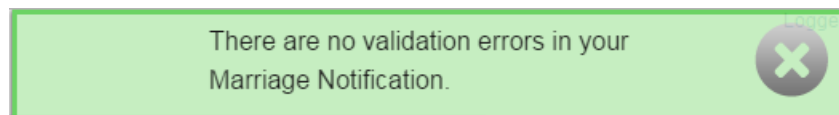
1. Click on 'View Errors' (see above).
2. If:
  - a) There are validation errors, this message will appear along with a list detailing the errors.



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To return to the Marriage Notification, click on 'Back to Form' where you will see red text next to any error that needs to be resolved.

- b) There are NO validation errors, this message will appear.



You can now proceed to print the marriage paperwork (see 7.4 Print Marriage Notifications and eApplications) or add the corresponding documents.

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**Note:** The '**Discard**' button will either delete the Marriage Notification (if not yet saved), or delete all changes made since the last save.

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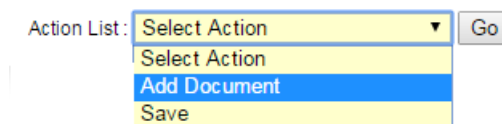
#### 4.1.7 Add Documents

Documents can only be added to a Marriage Notification once it has been saved. These documents must be added to the Notification before it is submitted. Documents to be added are:

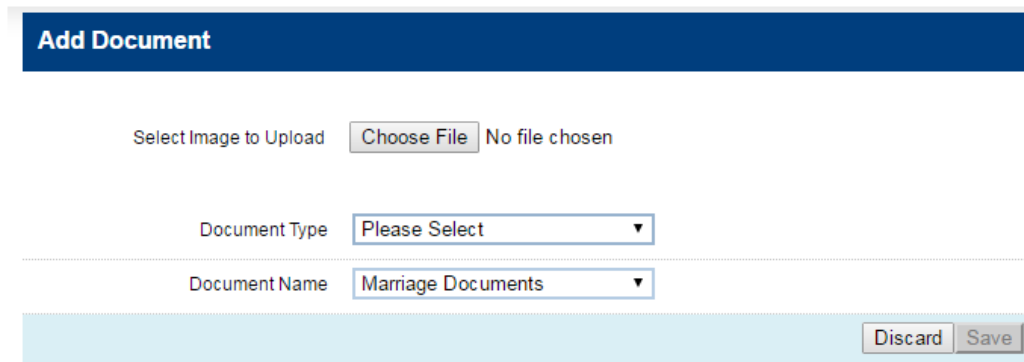
- Notice of Intended Marriage (NOIM)
- Declaration of no legal impediment to marriage (form 14)
- Official Certificate of Marriage (form 16)
- Any other required documents (i.e. Statutory Declarations, Court Orders, etc.)

Documents must be in PDF, JPEG or TIFF format. You can upload the documents directly into the Marriage Notification form (or see note below). To add the documents:

1. Click on the Action List drop down and select **Add Document**.



- 
- Click on the **Go** button and the 'Add Document' page will display.

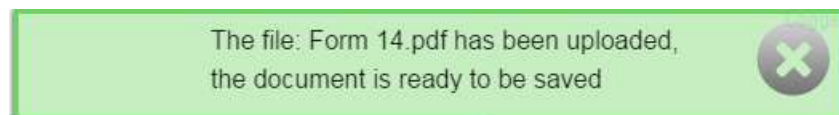


**Note:** The 'Save' button will be inactive until the document is uploaded. If it remains inactive, refresh your screen and try uploading the document again (Command + R on a MAC, or Ctrl + F5 for Windows)

- Click on the **Choose File** button and a window will open to allow you to locate the marriage documents



- Select your first document and click **Open**. If the upload was successful, you will see this message:



- From the 'Document Type' dropdown, select the correct option (you do not need to amend the 'Document Name' field)

- Click on the **Save** button and the 'Attached documents' page will display with the newly added document:

Attached documents					
Document Name	Type	Origin	Status	Reason Code	View
Marriage Documents	Form 14 & 16 and NOIM	Incoming	Active		<a href="#">View</a>
<a href="#">Back To Form</a>					

- Repeat these steps, if you have more than one document to add

**Note:** If you are returning to a Marriage Notification to upload documents, see 7.1 Find a Marriage Notification or eApplication.

**Note:** If the document upload was unsuccessful, you can check the format (PDF, JPEG or TIFF only) and retry the upload or contact eRegistry Support.

## 4.2 Submit Marriage Notifications

### 4.2.1 Submit a single Marriage Notification

Once you are satisfied that all the information and documentation has been entered, eMarriages will permit a Marriage Notification to be submitted. To submit a Marriage Notification:

- Locate the draft Marriage Notification (see 7.1 Find a Marriage Notification or eApplication)
- Check that the status of the Marriage Notification is 'Ready for Upload'
- Check the relevant box in the left-hand column and click **Submit**.

Online Drafts									
Party 1's Family name		<input type="text" value="Smith"/>							
Party 2's Family name		<input type="text"/>							
Date of Marriage		<input type="text" value="09/05/2018"/>							
<a href="#">Refresh</a>									
<input checked="" type="checkbox"/>	Party 1's Name	Party 2's Name	Status	Date of Marriage	Application Linked	Place of Marriage	Stakeholder	Author	
<input checked="" type="checkbox"/>	Smith, Jane	Jones, Peter	Ready For Upload	09/05/2018	N	CHIPPENDALE, 35 Regent St	eServices	emarriagespreprod	
<a href="#">Submit</a> <a href="#">Delete</a> <a href="#">Transfer to another Celebrant</a> <a href="#">Print</a>									

4. The 'Confirmation required' page will display. Check the details and click **Submit**

**Confirmation required**

These notifications or applications can be submitted

Party 1's Name	Party 2's Name	Date of Marriage	Place of Marriage	Stakeholder	Author	Actions
SMITH, Jane	JONES, Peter	09/05/2018	Registry of Births Deaths and Marriages 35 Regent St Chippendale, NSW, AUSTRALIA, 2008	eServices	emarriagespreprod@gmail.com	<input type="button" value="Submit"/>

5. The 'Submission Summary' page will display. From here, you can view the list of submitted Marriage Notifications, if required.

**Submission Summary**

Successfully submitted notifications

Party 1's Name	Party 2's Name	Date of Marriage	Place of Marriage	Stakeholder	Author	Actions
SMITH, Jane	JONES, Peter	09/05/2018	Registry of Births Deaths and Marriages 35 Regent St Chippendale, NSW, AUSTRALIA, 2008	eServices	emarriagespreprod@gmail.com	<input type="button" value="View Submitted List"/>

**Note:** Once submitted, you can order any marriage certificates required (see 6. Request a Marriage Certificate via eApplication)

#### 4.2.2 Submit multiple Marriage Notifications

If you have multiple Marriage Notifications to submit, eRegistry allows you do so in one batch:

1. Locate the draft Marriage Notifications (see 7.1 Find a Marriage Notification or eApplication)
2. Check the box next to each required Marriage Notification and click **Submit**

Online Drafts

Party 1's Family name

Party 2's Family name

Date of Marriage

Refresh

<input checked="" type="checkbox"/>	<a href="#">Party 1's Name</a>	<a href="#">Party 2's Name</a>	<a href="#">Status</a>	<a href="#">Date of Marriage</a>	<a href="#">Application Linked</a>	<a href="#">Place of Marriage</a>	<a href="#">Stakeholder</a>	<a href="#">Author</a>
<input checked="" type="checkbox"/>	Qi, Hetian	Xue, Jie	Ready For Upload	09/05/2018	N	SYDNEY	eServices	emarriagespreprod@
<input checked="" type="checkbox"/>	Dickinson, Jamie Quentin	Sun, Xuemei	Ready For Upload	09/05/2018	N	SYDNEY	eServices	

Submit

Delete

Transfer to another Celebrant

Print

- The 'Confirmation required' page will display. Click **Submit** to confirm submission (as per a single submission).

### 4.2.3 Unable to submit Notifications

#### Not 'Ready For Upload'

If you have selected to submit draft Marriage Notifications that are not yet 'Ready for Upload', eRegistry will alert you of this in the 'Confirmation required' page:

Confirmation required

These notifications or applications can be submitted

Party 1's Name	Party 2's Name	Date of Marriage	Place of Marriage	Stakeholder	Author	Actions
LUCKY, Jim	JONES, Anna Elizabeth	09/05/2018	St Mary's Sydney, NSW, AUSTRALIA, 2000	eServices	emarriagespreprod@gmail.com	

Submit

Unable to submit these notifications or applications

Party 1's Name	Party 2's Name	Errors	Date of Marriage	Place of Marriage	Stakeholder	Author
GREEN, Caitlin	MATTHEWS, Caitlin	Incomplete/Validations errors	09/05/2018	Starship Sydney, NSW, AUSTRALIA,	eServices	emarriagespreprod@

View Drafts List

---

Here you have two main choices:

- a) Continue to submit those drafts that are ready without the ones noted as 'unable to submit...' and then fix the issues with the remaining Marriage Notifications
- b) Click on **View Drafts List**, fix the issues and submit all Marriage Notifications again

---

**Note:** Selecting option **b** will cancel the current submission and you will have to reselect all draft Marriage Notifications again.

---

### Duplicate Marriage Notifications

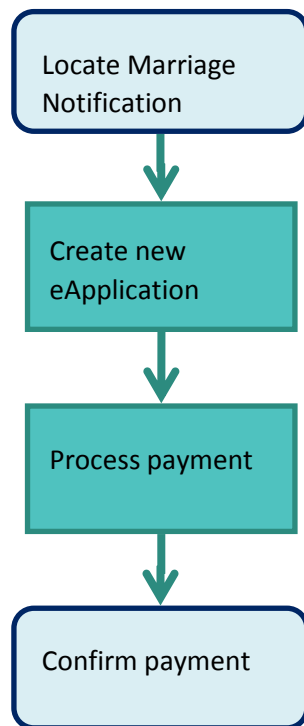
If you have created a duplicate Marriage Notification, the 'Unable to submit...' table will show 'Duplicate' in the 'Errors' field. To resolve this issue contact the eRegistry support.

Confirmation required						
Unable to submit these notifications or applications						
Party 1's Name	Party 2's Name	Errors	Date of Marriage	Place of Marriage	Stakeholder	Author
SMITH, Jane	JONES, Peter	Duplicate	21/05/2018	NSW Registry 35 Regent St Chippendale, NSW, AUSTRALIA, 2008	eServices	emarriagespreprod@gmail.com
<a href="#">View Drafts List</a>						



---

## 5 The Marriage Certificate Application process



## 6 Request a Marriage Certificate via eApplication

You can apply for a certificate up to two months after a Marriage Notification has been submitted to the Registry. After this time, one of the married parties must apply for a certificate via the Registry's online application form.

### 6.1 Create a new eApplication – standard certificates

**Note:** A standard Marriage Certificate may be requested. If a commemorative certificate is also requested, this requires an additional eApplication to be created (see 6.4 Commemorative certificates)

1. Locate the Marriage Notification either from the draft or statements list (see 7.1 Find a Marriage Notification or eApplication).
2. In the far-right column, click on **Request Certificate**.

	Submitted	View	Action
ail.com	Submitted	<a href="#">view</a>	<a href="#">Request Certificate</a>

3. The 'Application Details' page displays. Complete this form:
  - **Product Code** will update automatically based on your Keyword choice
  - **Keyword** dropdown relates to the type of certificate requested (see the [certificate application form](#)) – here, you should select 'eRegistry Marriage Certificate – Ordinary'
  - **Quantity** is the number of copies required
  - **Submitted with Notification** – select 'No' if the Marriage Notification has already been submitted, and 'Yes' if it has not.

**Application Details**

**Product details**

Product Code

Please Select

Keyword

Please Select

Quantity

1

Account Name

eServices

Submitted with Notification

Please Select

Next

Discard

- Click **Next** to confirm and the 'Product Specification' page will display

**Product Specification**

Certificate template MR Certificate ▼

Previous Add Extra Next Discard

- Confirm the Certificate Template using the dropdown and click **Next**

**Note:** You will only have one option here. Depending on your Keyword selection, it will be either 'MR Certificate' or 'Marriage [Name of commemorative certificate option]'.

- On the 'Order Details' page, enter the correct:

**Order Details**

**Applicant Postal Details**

Delivery Option Registered Mail ▼

**Delivery address**

Copy From Please Select ▼

Family Name

First Given Name

Other Given Name(s)

Company Name

External Reference Number

Country Please Select ▼

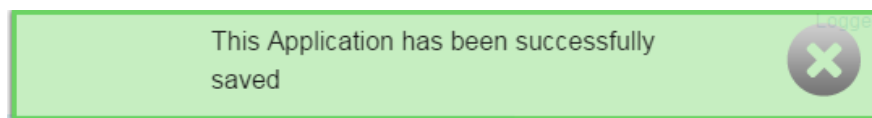
International Address

Previous Next Discard

- a) Delivery option:
  - (i) Registered Mail
  - (ii) Collect
  - (iii) International Express Post
- b) Recipient name and delivery address:
  - (i) Select **External User – Applicant** from the 'Copy From' dropdown, to have the certificate delivered to yourself (i.e. the Celebrant)
  - (ii) Enter the recipients details if it is to be delivered directly to the married couple

7. Click **Next** to move to the 'Validation' page

8. If there are no validation errors, click **Save** and the following message will display:



## 6.2 Validation errors

Details of any validation errors will display in the 'Validation Errors' page:

**Validation**

Product Selected : **eNMO**  
 Template Selected : **MR Certificate**  
 Delivery Option : **Registered Mail**

**Validation Errors**

	Section	Field	Description
<a href="#">Order Details</a>		Company Name	Delivery Address Company Name cannot be blank if Family Name and First Given Name are also blank
<a href="#">Order Details</a>		Family Name	Delivery Address Family Name cannot be blank if First Given Name and Company Name are also blank
<a href="#">Order Details</a>		First Given Name	Delivery Address First Given Name cannot be blank if Family Name and Company Name are also blank

When **Complete** and **Saved** an Application can be **Submitted**.

[Previous](#)
[Next](#)

[Save](#)

[Discard](#)

To resolve these issues, click on the link in the 'Section' column.

**Note:** At any point in the application, you can navigate through the screens using the 'Previous' and 'Next' buttons, or you can 'Save' progress, or 'Discard' to cancel any changes since the last save.

## 6.3 Submit an eApplication

To submit an eApplication, you can either:

- a) Submit directly from the 'Validation' page after you have saved the application (see above)

Or

- b) Submit from the Statements list (see 7.1 Find a Marriage Notification or eApplication):

**Submitted Drafts**

Party 1's Family name

smith

Party 2's Family name

Date of Marriage

Refresh

<input type="checkbox"/>	Notification Number	<a href="#">Party 1's Name</a>	<a href="#">Party 2's Name</a>	Status	<a href="#">Date of Marriage</a>	Application Linked	<a href="#">Place of Marriage</a>	<a href="#">Stakeholder</a>	<a href="#">Aut</a>
<input type="checkbox"/>	3144/2018	Smith, Jane	Jones, Peter	In progress	09/05/2018	Y	CHIPPENDALE, 35 Regent St	eServices	ema
<input checked="" type="checkbox"/>	00031232018	SMITH, Jane	JONES, Peter	In progress	09/05/2018			eServices	ema

Print

Submit Application

Make Payment

Delete

- (i) Check the box on the far-left column for the application(s) you want to submit (this option allows you to select multiple applications), and click **Submit Application**

### Confirmation required

These notifications or applications can be submitted

Party 1's Name	Party 2's Name	Date of Marriage	Place of Marriage	Stakeholder	Author	Actions
SMITH, Jane	JONES, Peter	09/05/2018	Chippendale, AUSTRALIA,	eServices	emarriagespreprod@gmail.com	<a href="#">Submit</a>

- (ii) The 'Confirmation required' page displays, click **Submit** and the 'Submission Summary' page will display the details of the 'Successfully submitted notifications'

### Submission Summary

Successfully submitted notifications



Party 1's Name	Party 2's Name	Date of Marriage	Place of Marriage	Stakeholder	Author	Actions
SMITH, Jane	JONES, Peter	09/05/2018	Chippendale, AUSTRALIA,	eServices	emarriagespreprod@gmail.com	<a href="#">View Submitted List</a> <a href="#">Make Payment</a>

## 6.4 Commemorative Certificates

1. Locate the relevant Marriage Notification either from the draft or statements list (see 7.1 Find a Marriage Notification or eApplication)

<input type="checkbox"/>	Notification Number	<a href="#">Party 1's Name</a>	<a href="#">Party 2's Name</a>	Status	<a href="#">Date of Marriage</a>	Application Linked	<a href="#">Place of Marriage</a>	<a href="#">Stakeholder</a>	<a href="#">Author</a>
<input type="checkbox"/>	3144/2018	Smith, Jane	Jones, Peter	In progress	09/05/2018	Y	CHIPPENDALE, 35 Regent St	eServices	emarri
<input type="checkbox"/>	00031232018	SMITH, Jane	JONES, Peter	Ready For Upload	09/05/2018			eServices	emarri
<a href="#">Print</a> <a href="#">Submit Application</a> <a href="#">Make Payment</a> <a href="#">Delete</a>									

2. In the far-right column, click on **Request Certificate** and follow the steps for a standard certificate (see 6.1 Create a new eApplication – standard certificates) – ensuring that you select the commemorative certificate
3. Once both applications have been submitted, you will see two eApplications for this marriage in the statements list:

	Notification Number	Party 1's Name	Party 2's Name	Status	Date of Marriage	Application Linked	Place of Marriage	Stakeholder	Author
	3144/2018	Smith, Jane	Jones, Peter	In progress	09/05/2018	Y	CHIPPENDALE, 35 Regent St	eServices	emarria
<input checked="" type="checkbox"/>	00031232018	SMITH, Jane	JONES, Peter	Ready For Upload	09/05/2018			eServices	emarria
<input checked="" type="checkbox"/>	00031282018	SMITH, Jane	JONES, Peter	In progress	09/05/2018			eServices	emarria
<input type="button" value="Print"/> <input type="button" value="Submit Application"/> <input type="button" value="Make Payment"/> <input type="button" value="Delete"/>									

**Note:** When making the payment for this marriage, ensure that you check both boxes on the left-hand side. This will process the payment as one transaction (see 6.5 Payments).

## 6.5 Payments

### 6.5.1 Make a payment

To make a payment, you can either:

- Pay directly from the 'Submission Summary' page after you have submitted the application (see above 6.4 Commemorative Certificates, step 3)

Or


- Click **Make Payment** from the Statements list (see 7.1 Find a Marriage Notification or eApplication):
  - Check the box on the far-left column for the application (or applications) you want make a payment for (this option allows you to select multiple applications), and click **Make Payment**
  - The 'Confirmation required' page displays, click **Submit** and the 'Transaction Details' page will display

- (iii) Check that the details are correct and click **Start Payment**

Transaction Details		Expand all sections		
Transaction Summary		Collapse all sections		
Applications	Status	Quantity	Unit Price	Total Price
Application: 00033542018 <span>Compliant</span>				
eRegistry Marriage Certificate - Ordinary		1	\$47.00	\$47.00
* Registered Mail		1	\$9.00	\$9.00
* Indicates GST taxable items		Transaction Total (incl. GST)		\$56.00

[Start Payments](#)


- (iv) The only option for 'Payment Type' is 'Card', and the amount is automatically populated from the 'Balance Due'. Click **Submit Payment**
- (v) You will be redirected to the credit card payment screen. Enter the card details and click **Next**



## Payment Details

Fields marked with an asterisk (★) are mandatory.

Click **Next** to proceed to the confirmation page where you can review your payment details.

Order number	900115720189h		
Payment amount	\$56.00 AUD		
★ Card holder name	<input type="text"/>		
★ Credit card number	<input type="text"/>		
★ Expiry date (mm/yy)	<input type="text" value="01"/>	/	<input type="text" value="18"/>
★ Card verification number (CVN)	<input type="text"/>	<a href="#">What's this?</a>	

To ensure you do not lose any data, use **Next** to continue.

[Cancel](#) [Next >>](#)



(vi) Enter the 'Captcha verification code' and click **Make Payment**

Captcha verification code



Unclear? [Generate a new Captcha verification code](#)

Enter Captcha verification code here

(vii) If required, a receipt can be sent to an email address.

## 6.5.2 Unsuccessful payments

**Note:** If your payment was unsuccessful, you will not then be able to process the payment from the statements list.

1. Locate the Marriage Notification either from the draft or statements list (see 7.1 Find a Marriage Notification or eApplication)
2. Click **View** on the right-hand column

Author	Submitted	View	Action
emarriagespreprod@gmail.com	Submitted	<a href="#">view</a>	<a href="#">Request Certificate</a>
emarriagespreprod@gmail.com	Paid	<a href="#">view</a>	
emarriagespreprod@gmail.com	Submitted	<a href="#">view</a>	

3. From the widget (on the left of the screen), click on the link under **Linked Transaction**:

**Application**

**New Application**

Created Date: 11 / 04 / 2018

Application Number: 00031612018

Submitted

1.

Application Details

2.

Product Specification

3.

Order Details

4.

Validation

5.

Review

Related Documents

History

File Notes

Alerts

Tasks

Certificate Tracker

**Linked Transaction**

Transaction 9001240/2018

4. The 'Transaction' page will display. Scroll to the 'Transaction Summary' section and click **Start Payments**.

Transaction Summary				
Applications	Status	Quantity	Unit Price	Total Price
Application: 00031612018				
Marriage - Gold Rings	Compliant	1	\$25.00	\$25.00
Externally Printed and Post		1	\$0.00	\$0.00
* indicates GST taxable items		Transaction Total (incl. GST)		\$25.00
Start Payments				

5. Proceed through the standard payment process (see 6.4 Commemorative Certificates).

## 7 Manage Marriage Notifications and eApplications


### 7.1 Find a Marriage Notification or eApplication

Before you can search, you will need to bring up the correct list. Anything you have saved in eRegistry can be found via the navigation menu:

Marriages
New Marriage Notification
Drafts List
Statements List

- a) **Drafts List** will display all draft Marriage Notifications (yet to be submitted)
- b) **Statements List** will display all submitted Marriage Notifications and any eApplications that have been saved or submitted

Each of these lists will display the following columns:

Term	Description
	The checkbox allows you to select one or more items.
<b>Notification Number</b>	A notification number is automatically generated for each Marriage Notification and eApplication once it is saved. Tip: a prefix of '000' distinguishes an eApplication.
<b>Party 1's Name</b>	The names of the two parties getting married.
<b>Party 2's Name</b>	
<b>Status</b>	Advises you on the current status of each item.
<b>Date of Marriage</b>	Tells date of marriage
<b>Application Linked</b>	'N' or 'Y' states whether a Marriage Certificate application has been created (and linked).
<b>Place of Marriage</b>	Tells place of marriage
<b>Stakeholder</b>	Name of the Celebrant
<b>Author</b>	The person lodging the Marriage Notification or eApplication.
<b>Submitted</b>	(Only appears in the Statements List.) Tells you whether the item has been submitted.
<b>View</b>	Shows a link to view the full item.

Term	Description
Action	Displays available actions for each item.

## 7.2 Search and sort lists

Both the Drafts List and Submitted Lists are dynamic, meaning you can filter results (by searching within the list) and sort results.

### Search for an item

Above the lists, you will see three fields:

Party 1's Family name	<input type="text"/>
Party 2's Family name	<input type="text"/>
Date of Marriage	<input type="text"/>
<input type="button" value="Refresh"/>	

You can use these fields to filter the list depending on what you want to see:

- Enter the family name of one or both parties
- Enter the date of marriage to list all marriages taking place on that date (and that are available for you to view)
- Combine a) and b) to find a specific marriage

Once you have entered the search terms, click **Refresh**.

### Sort the lists

A number of the columns can be sorted alphabetically. Clicking the link in the column header will sort the list a-z (ascending), clicking again will sort the list z-a (descending).

## 7.3 Delete

**Warning:** You should only delete records when you are certain it's appropriate to do so. If you are unsure, please contact eRegistry Support.

### Delete from the Drafts List

- Find the record you want to delete (see 7.1 Find a Marriage Notification or eApplication)

2. Check the box next to the item and click **Delete**

**Online Drafts**

Party 1's Family name

Party 2's Family name

Date of Marriage

11/05/2018

Refresh

<input type="checkbox"/>	<u>Party 1's Name</u>	<u>Party 2's Name</u>	<u>Status</u>	<u>Date of Marriage</u>	<u>Application Linked</u>	<u>Place of Marriage</u>	<u>Stakeholder</u>	<u>Author</u>
<input checked="" type="checkbox"/>	Inkaew, Chaiwichit	Sirivilai, Benjawan	Incomplete	11/05/2018	N	SYDNEY	eServices	emarriagespreprod@
<input type="checkbox"/>	Fox, Graham Thorin	Lovett, Katrina Gaye	Incomplete	11/05/2018	N	SYDNEY	eServices	

Submit

Delete

Transfer to another Celebrant

Print

3. The 'Confirmation required' page displays. Check the details are correct and click **Delete**.

**Confirmation required**

These notifications can be deleted

Party 1's Name	Party 2's Name	Date of Marriage	Place of Marriage	Stakeholder	Author	Actions
INKAEW, Chaiwichit	SIRIVILAI, Benjawan	11/05/2018	Registry of Births, Deaths and Marriages Sydney, NSW, AUSTRALIA,	eServices	emarriagespreprod@gmail.com	<div>Delete</div>

4. The 'Submission Summary' page displays with confirmation that the notification has been deleted.

**Submission Summary**

Successfully deleted notifications

Party 1's Name	Party 2's Name	Date of Marriage	Place of Marriage	Stakeholder	Author	Actions
INKAEW, Chaiwichit	SIRIVILAI, Benjawan	11/05/2018	Registry of Births, Deaths and Marriages Sydney, NSW, AUSTRALIA,	eServices	emarriagespreprod@gmail.com	<div>View Draft List</div>

Unable to delete

If you have selected an item that cannot be deleted for whatever reason (if unsure of anything regarding this, please contact eRegistry Support), the 'Confirmation required' page will display this message:

Confirmation required						
Unable to delete these notifications						
Party 1's Name	Party 2's Name	Errors	Date of Marriage	Place of Marriage	Stakeholder	Author
SMITH, Jane	JONES, Peter	Cannot delete Submitted Notification or application	09/05/2018	Registry of Births Deaths and Marriages 35 Regent St Chippendale, NSW, AUSTRALIA, 2008	eServices	emarriagespreprod@gmail.com

## 7.4 Transfer a Marriage Notification to another Celebrant

To successfully transfer a Marriage Notification, you must know:

- the receiving Celebrant's code
  - that the receiving Celebrant uses eRegistry
- Find the record(s) you want to transfer (see 7.1 Find a Marriage Notification or eApplication)
  - Check the box next to each Marriage Notification (you can transfer single or multiple records) and click **Transfer to another Celebrant**

<input checked="" type="checkbox"/>	<a href="#">Party 1's Name</a>	<a href="#">Party 2's Name</a>	<a href="#">Status</a>	<a href="#">Date of Marriage</a>	<a href="#">Application Linked</a>	<a href="#">Place of Marriage</a>	<a href="#">Stakeholder</a>	<a href="#">Author</a>
<input checked="" type="checkbox"/>	Nguyen, Guy	Fisher, Lady	Incomplete	11/05/2018	N	SYDNEY	eServices	emarriagespreprod@gr
<input checked="" type="checkbox"/>	Gray, Kate	McDonald, Kate	Incomplete	11/05/2018	Y	SYDNEY	eServices	emarriagespreprod@gr

- The 'Transfer Marriage Notification' page displays. Check the information is correct, and enter the correct prefix (from the dropdown) and Celebrant code (enter into the text field below).

---

## Transfer Marriage Notification

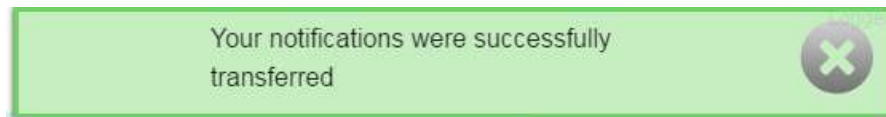
### Marriage Notification

Subjects NGUYEN, FISHER  
Subjects GRAY, MCDONALD

### Transfer to Another Celebrant

Transfer to Another Celebrant

4. Click **Transfer** Notifications and you will see one of two messages:
- a) Your transfer was successful:



- b) Your transfer was unsuccessful. If this is the case, please do the following:
- Check the Celebrant code with the Celebrant and retry
- Or
- Contact eRegistry Support on 90356336 or email: [eregistry-support@justice.nsw.gov.au](mailto:eregistry-support@justice.nsw.gov.au)

