

A GUIDE TO

COMPLETING THE NEW S.A. MARRIAGE REGISTER

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The New Marriage Register

A Guide

The Dept of Home Affairs has recently changed the Marriage register book BI-30 to DHA-30. This new book comes with significant changes which need to be managed. If possible, exchange the “old” Marriage Register for the new one as soon as possible.

The new book requires the following-

1. Fingerprints (left thumb print) of the Bride and Groom
2. Three ID size photos (preferably in colour) of the Bride
3. Three ID size photos (preferably in colour) of the Groom
4. Certified copy of the Bride’s green ID or Passport
5. Certified copy of the Groom’s green ID or Passport
6. Certified copy of the ID with address and telephone number of the TWO witnesses
7. Proof of residence

Other requirements for South African citizens & Foreign citizens

1. Letter of Permission signed by BOTH parents if the person is under the age of 18
2. Copy of the Final decree of Divorce (Certified)
3. Copy of the Death certificate (Certified)
4. Customary marriage declaration
5. Verification of single status can be obtained by smsing to 32551. Text should read M followed by the ID number. Can also use www.DHA.gov.za/enquiry/get_status.asp. or can also call 0800601190
6. The discovery of fraudulent marriages should be reported to The Head, Marriage Section, DHA Head Office on 021810 6001 or 0218106737 or to the SAPS

For Citizens of Other Countries

1. Completion of the BI 31E (Declaration for the Purpose of a Marriage) if there is no South African ID document for an SA citizen
2. Proof of residence (Certified)
3. Copy of Visa with entry stamps (Certified)
4. Copy of Passport (Certified)
5. Copy of Permanent Residence permit (Certified)
6. Can verify status with a document from DHA
7. Letter of No Impediment from the equivalent of the Dept of Home Affairs in that person’s home country. The purpose of the letter is to state that the person getting married is either single, divorced or is a widow(er). The SA Government would prefer that this letter is issued by that department or sometimes by the Embassy. Note: some countries (eg. UK and USA) do not supply these letters.
8. If it is not possible to obtain a Letter of No Impediment, a sworn affidavit made at the local SAPS will suffice.

9. **If either party is non-South African** – an interview with the Immigrations section of the Dept. of Home Affairs at least a week before the marriage takes place.

10. A new rule has been put into place. (November 2013). Non-South African citizens, including those with permanent residence permits, are now required to attend an immigration interview with their potential spouse before a priest can officiate. The procedure is as follows: The couple (where one or both parties is not a South African citizen) are now required to present themselves at the Office of Home Affairs. They must collect a form (not sure of the HA number) and make an appointment to be interviewed at least two days before the marriage takes place. They are then required to present themselves on a different day for the interview. The Priest is required to either accompany them and collect the Immigration Report or call in later and collect it before the wedding. It is possible that this certificate will be handed to the couple or emailed by the Interviewing Officer to the Marriage Officer. The priest is then required to attach this report as well as the other paperwork to the Marriage Register when reporting back to hand deliver the completed and signed Marriage Register forms.

When completing the Marriage Register

1. Take the Fingerprints first. In order to get the best impression on the first page of the three - Start on the 3rd copy of page one. Remember to use the LEFT thumb. Ink the finger, roll the thumb in the block provided then move to the second page without re-inking the thumb then to the top copy without re-inking the thumb. Start with the Groom then repeat for the Bride. (Hint: best ink pad to use is a small one used for a TRODAT stamp machine. Obtainable in most stationary shops)
2. Stick in the photos. Top page has glue. Use Pritt stick on the other two pages.
3. Use the ID copy to fill in the details of both parties starting with the Groom
4. Make sure you have a PHYSICAL address for each person
5. Make sure you have an address for the couple after marriage
6. Record the EDUCATION LEVEL completed by each person
7. Record their OCCUPATION
8. Ask which surname the Bride will be known by after the wedding (husband's surname, surname used at any other time, joins maiden name/previous married name to husband's, retains maiden name)
9. State if this is a Community of Property (CoP) or marriage by Ante Nuptial Contract. Write this in on the same line as the Date of Solemnisation
10. Use ID documents to fill in the information of each witness. Preferably SA citizens. Don't forget the contact telephone number for each person.

After the Wedding

1. Complete all necessary items
2. You must go to the Home Affairs office with your Marriage register and all documents. They prefer you to report within two to three days of the marriage taking place.
3. Report to the Marriage Officer or section designated for the receipt of Marriage Register documentation.
4. The Marriage Register with the following documents must be handed to the receiving officer (Certified copies of the Bride, Groom and both Witnesses ID documents, proof of residence, letter of No Impediment or equivalent, Proof of residence/entry, death certificate, divorce certificate)
5. Ensure all documents have been certified
6. Make sure the official completes their section and removes the pages
7. Obtain a Date Stamp in your Marriage Register before leaving the Dept. Of Home Affairs office.
8. Hand the second copy of both pages to your bridal couple or send it to them via Registered post.

Useful tips

1. Purchase a small stamp pad for the purpose like those used in Trodat stamp pads
2. Keep tissues handy. (to wipe fingers, not tears!)
3. Take fingerprints and collect all documentation at the wedding rehearsal and NOT on the wedding day
4. Insist that you have all the necessary paperwork, photos and fingerprints before the wedding commences
5. Strongly recommend that the couple request an Unabridged Marriage Certificate from the DHA as soon as they can after the wedding
6. Hand the couple a copy of the Marriage Register documents as soon as you return from the DHA office
7. Encourage them (esp. the Bride) to attend to the change of names on passports and ID documents as soon as possible
8. Encourage couples to seek legal advice regarding the benefits of an Ante Nuptial contract rather than accepting marriage in Community of Property as a matter of course.
9. Encourage them to check on the names of beneficiaries on Insurance and Pension fund plans and to correct these if necessary.
10. Encourage them to create a Last Will and Testament and have this and all other legal matters concluded at the time of their marriage. Ask what provision has been made for the children
11. Encourage them to check their HIV status

Information Form

Particulars of Bridegroom

Identity Number: _____ Nationality: _____

Place of birth: _____ Age: _____

Surname: _____

First Names in full:

Marital Status: (bachelor, widower, divorced):

If divorced, please supply details and **certified copy** of divorce decree:

Case No.: _____ Court: _____ Date: _____ Surname at time of the divorce _____

Date of becoming widowed: _____ (**certified copy** of death certificate)

Present Residential Address:

_____ Code: _____

Present Postal Address:

_____ Code: _____

Telephone: Work: _____ Home: _____

Fax: _____ Cell: _____

E-mail: _____

Educational level: _____ Highest qualification: _____

Occupation: _____

Particulars of Bride:

Identity Number: _____ Nationality: _____

Place of birth: _____ Age: _____

Surname: _____

First Names in full:

Marital Status (spinster, widow, divorced):

If divorced, please supply details and **certified copy** of divorce decree:

Case No.: _____ Court: _____ Date: _____ Surname at time of the divorce _____

Date of becoming widowed: _____ (**certified copy** of death certificate)

Present Residential Address:

_____ Code: _____

Present Postal Address:

_____ Code: _____

Telephone: Work: _____ Home: _____

Fax: _____ Cell: _____

E-mail: _____

Educational level: _____ Highest qualification: _____

Occupation: _____

Preferred surname of the wife after marriage (please tick choice & write in full)

- husband's surname _____
- surname used at any other time _____
- joins maiden name/previous married name to husband's _____
- retains maiden name _____

THE MARRIAGE

Date of marriage: day _____ month _____ year _____

Time of marriage: _____ Place: _____

Married by: Anti Nuptial contract _____ Community of property _____

Place: _____

Names, I.D. Numbers and contact numbers of both witnesses:

Witness 1.

Witness 2.

Permanent Residential Address where you will reside after your marriage:

Signature of Applicants: 1. _____

2. _____

Date:

ITEMS TO SUPPLY WITH APPLICATION FORMS

- Copy of Husband's ID document
- Copy of Wife's ID document
- 3 Passport size copies of the bride's photographic likeness
- 3 Passport size copies of the groom's photographic likeness
- Copies of the ID documents of 2 witnesses with address and contact details
- Parental consent form for person younger than 18 on date of marriage
- Foreign Nationals - Copy of Proof of Residence **OR** Visa
- Certified copy of the divorce papers/death certificate if previously married
- *Letter of No Impediment* supplied to foreign nationals by their embassy or Home Affairs department **OR** affidavit from SAPS stating single status
- Date of interview with Immigrations official