PRO 317 eRegistry-eMarriages

Summary

This procedure provides:

- Work instructions to Marriage Celebrants creating a new Marriage Notification using eRegistry from which a Marriage Registration can be created

- Describes eRegistry system use.

Document information

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Business unit:	Stakeholder Support
Author:	Stakeholder Support Officer
Owner:	Manager, Business Development
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Document history

Version	Date	Reason for amendment
1.0	22-Jun-2014	Procedure created and published
2.0	30-May-2018	Updated to support the *Marriage Act* 1961 amendments of 9 December 2017
3.0	23-Dec-2021	Reviewed and Updated

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

Contents

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

- Registry Celebrants

1.4 Related documents

This table lists other documented information referred to in this document.

Document	Description
N/a	

1.5 Glossary of terms

Terms here are specific to this document.

Term	Description
Application	A request made by a client or stakeholder requesting products and/or services.
eApplication	An application for a Marriage Certificate made through eRegistry and not in any other way.
eRegistry	The system stakeholders use to submit notifications to the Registry.
eMarriage	A marriage registered via eRegistry is referred to as an 'eMarriage'.
Family Name at Birth	Refers to the person's original family name.
LifeLink	The NSW Registry of Births Deaths and Marriages records system.
Life Event	A birth, death, marriage, change of name, change of sex, recognised details or relationship record.
Marriage Forms	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.
Notice of Intended Marriage	Formerly Form 13. Used by marrying couples to lodge their intention to marry and provided to the authorised celebrant
Official certificate of marriage	Formerly Form 16. Used by Authorised marriage celebrants, which displays the marriage information of the couple getting married Please note under section 50(3) of the *Marriage Act* 1961, 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.
Declaration of no legal impediment to marriage	Formerly Form 14. Used by the Marrying couples and authorised marriage celebrants and declares the couple getting are fit to marry Please note under section 50(3) of the *Marriage Act 1961*, this form shall be printed on the reverse of one of the official certificates of marriage.

Term	Description
Notification	Information provided to NSW Registry of Births Deaths & Marriages to enable a Life Event to be registered.
Partner	Can be used as a 'Description of Person' if preferred by a person getting married.
Person1/Person 2	Refers to the persons getting married. Either individual can be listed as Person 1 or Person 2.
Registration	A Life Event that has been registered in LifeLink.
Non-binary	Can be used to describe a person's 'gender' when 'Male' or 'Female' do not meet the needs of an individual.

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.

Note: Surname(s) are to be entered in capital letters i.e. MCDONALD, SMITH, DECOSTA

2.2   Login in to eRegistry

1.   Log in via the URL and with

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

2.3 Screen Functions

Number	Description
1. Navigation menu	Access available functions.
2. Widget	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.
3. Action List	Perform actions relating to the current record.
4. Expand or Collapse	This button allows you to hide or display information from view.
5. Mandatory field	Any field displaying an asterisk is a mandatory input field.

2.4 eRegistry Checklist

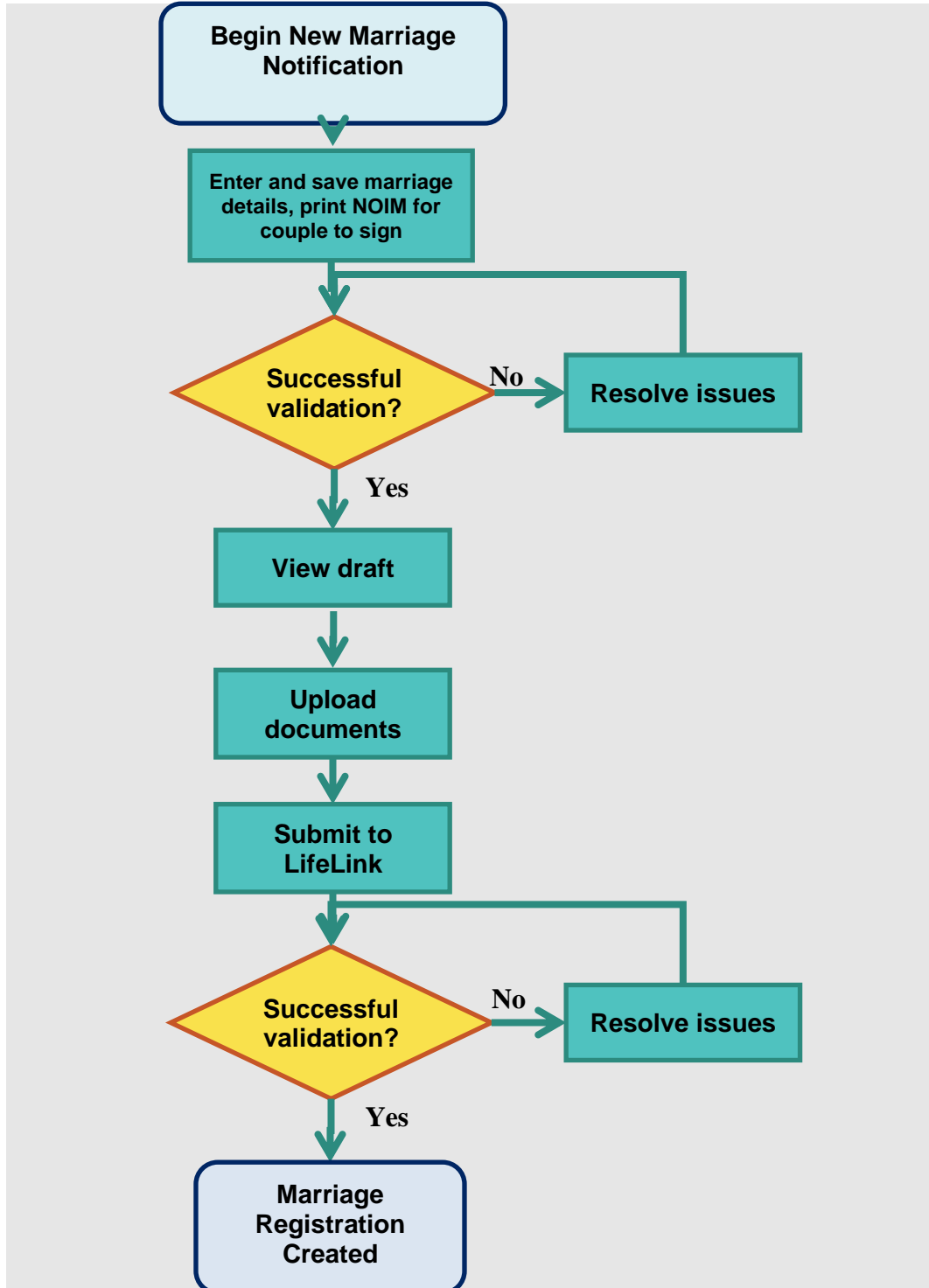Before you start this procedure, ensure that you are an authorised and registered Marriage Celebrant in Australia.

To submit a Marriage Notification, prepare the following:

Form	Description
Notice of Intended Marriage (NOIM	• The NOIM can be completed in eRegistry and printed out for the couple to sign • Ensure all details have been completed for both persons (if either person is unemployed, please leave this field empty). • Ensure both parties to the marriage persons'; witnesses and the celebrant have signed the form.

Date of effect: 23 December 2021

Form	Description
	• Ensure all required identification has been noted and copied. • The NOIM is complete, and a Marriage Notification created in eRegistry before the marriage takes place so Official Certificate of Marriage (OCM) and Declaration of no legal impediment to marriage (DNLI) can be printed with pre-populated information.
Declaration of no legal impediment to marriage (DNLI)	• Ensure both parties to the marriage' have signed the form. • Ensure the celebrant has signed the form in the correct places.
Official Certificate of Marriage (OCM)	• Ensure that both parties to the marriage have signed the form. • Ensure that the celebrant has signed the form.
Statutory Declaration/s (if required)	• Meaning 'Statutory Declaration – Date of Birth'. • This must be completed for each person unable to provide proof of their birth.

3   The Marriage Registration process

```
┌─────────────────────────────┐
│  Begin New Marriage         │
│  Notification               │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Enter and save marriage    │
│  details, print NOIM for    │
│  couple to sign             │
└─────────────────────────────┘
              │
              ▼
         ◇ Successful ◇  ── No ──▶  Resolve issues
         ◇ validation? ◇
              │
             Yes
              ▼
        ┌──────────────┐
        │  View draft  │
        └──────────────┘
              │
              ▼
        ┌──────────────┐
        │  Upload      │
        │  documents   │
        └──────────────┘
              │
              ▼
        ┌──────────────┐
        │  Submit to   │
        │  LifeLink    │
        └──────────────┘
              │
              ▼
         ◇ Successful ◇  ── No ──▶  Resolve issues
         ◇ validation? ◇
              │
             Yes
              ▼
        ┌──────────────┐
        │  Marriage    │
        │  Registration│
        │  Created     │
        └──────────────┘
```

4 Register a Marriage via eRegistry

4.1 Create a new marriage Notification

Note: You can enter each persons' 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.

4.2 Enter marriage details

1. Click on 'Marriages' in the navigation menu, then select 'New Marriage Notification'. A blank Marriage Notification form will display.

Note: If you are entering data for a marriage that was solemnised prior to 31 August 2021 (inclusive), the eRegistry system will display fields to reflect the forms that were in use at that time. Enter all details exactly as they appear on the NOIM.

Marriage Details
Person 1's Details
Person 2's Details
Additional Person 1's Details
Additional Person 2's Details
Persons Related Details
NOIM Lodgement
Persons' Identification ✱
Statutory Requirements ✱
Celebrant Notes
Declarations Form 14
Solemnisation Details
Certificate of Marriage Form 15
Celebrant Details

Related Documents

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

4.3   Persons' Identification

Each person must satisfy specific requirements in relation to evidence of date and place of birth and establishing their identity in order for the marriage to proceed. There are a number of acceptable options for documents and forms of identification, so use your judgement and the information contained in the NOIM when collecting and entering the information into eRegistry.

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

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

4.4   Statutory Requirements

The Statutory Requirements fields are unavailable to edit by default
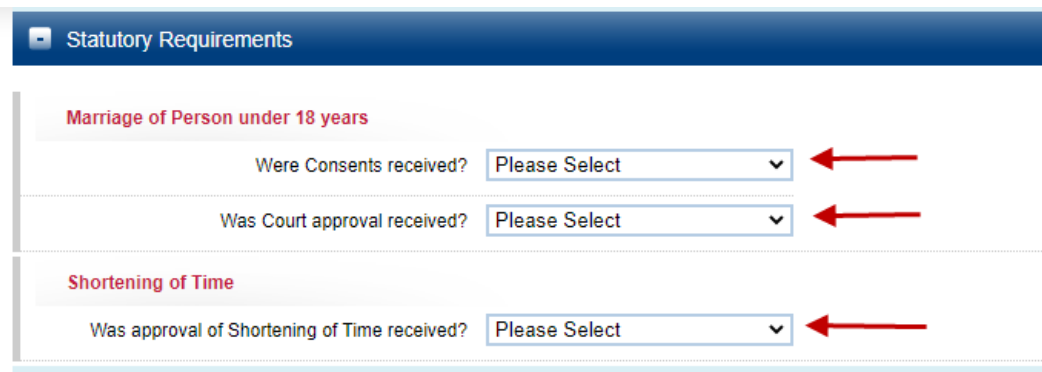
The field will become active if:

- Either person 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'.

Add the corresponding documents to support the marriage registration. These will be reviewed by Registry staff before the registration can be finalised.
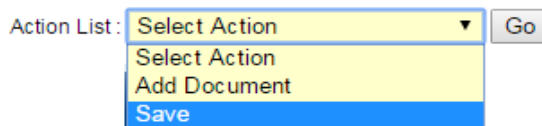
4.5 Save a marriage Notification

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 of the notification
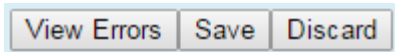
Or

Select 'Save' via the Action List dropdown on the top right-hand side of the notification and click **Go**
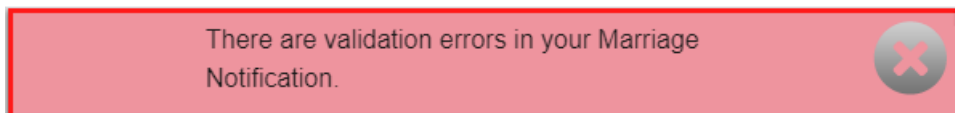
Once the Marriage Notification is ready to submit, you should check it for errors:

1. Click on the 'View Errors' button located at the bottom right of each section of the notification.
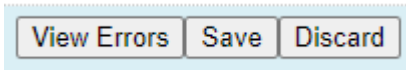
2. If there are validation errors, the message below will appear along with a list detailing the errors

    There are validation errors in your Marriage Notification.

3. 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. Once these have been resolved make sure to save the updated details.

    If there are NO validation errors, this message will appear.

    This Marriage Notification has been successfully saved
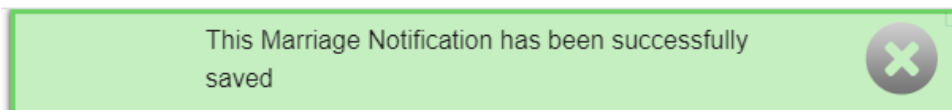
You can now proceed to print the marriage paperwork (see 4.6 Print Marriage Notifications and eApplications) or add the corresponding documents.

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

View Errors | Save | Discard

4.6 Print Marriage Notifications and eApplications

A number of documents can be printed from eRegistry with information prepopulated using the data already entered into the notification (persons' details and marriage details, etc.). These documents are:

Select documents to be generated for printing

- ☐ Certificate of faithful performance by interpreter
- ☐ Declaration of No Legal Impediment
- ☐ Happily Ever Before and After
- ☐ Notice of Intended Marriage
- ☐ Official Certificate of Marriage
- ☐ Statutory Declaration - Date of Birth
- ☐ Statutory Declaration Commonwealth
- ☐ Certificate of Marriage - Form 15
- ☐ Summary

Generate Selected Documents for Printing

Note: If you are printing marriage documents where the marriage date is prior to **31 August 2021** (inclusive), the eRegistry system will display fields relevant to the marriage forms that were valid at the time of marriage. As picture below.

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 legal impediment and official certificate of marriage
- ☐ Happily Ever Before and After
- ☐ Notice of Intended Marriage
- ☐ Statutory Declaration - Date of Birth
- ☐ Statutory Declaration Commonwealth
- ☐ Summary

Generate Selected Documents for Printing

4.7 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**

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

4. The 'Print Summary' screen displays. Click Download PDF

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

4.8   Print documents for multiple marriages

1. Find the item(s) from which you want to print (See 7.1 Find a Marriage Notification or eApplication)

2. Check the box for each marriage for which you need documents and click Print.

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

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 documents you don't need after printing.

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

4.9   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.

1.   Locate the Marriage Notification (see 7.1 Find a Marriage Notification or eApplication

2.   Click **View** in the right-hand column.

4.10   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 that should be added are:

- Notice of Intended Marriage (NOIM)

- Declaration of no legal impediment to marriage

- Official Certificate of Marriage

- Any other required documents (i.e., Statutory Declarations, Court Orders, etc.)

Documents must be in **PDF**, **JPEG** or **TIFF** format.

You can attach the documents directly into the Marriage Notification form.

To add the documents:

1. Click on the Action List drop down on the top right-hand side of the notification details screen and select '**Add Document**' and then click on '**Go**'
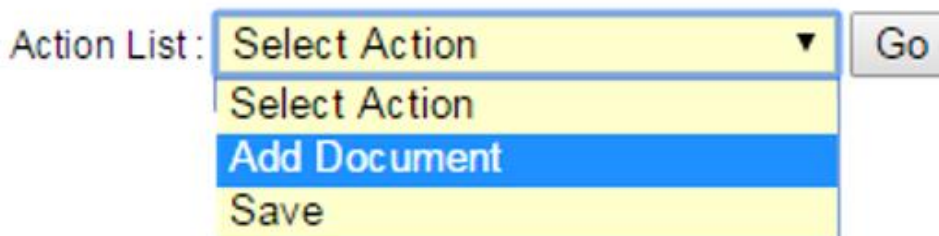
2. The '**Add Document**' page will display. Click on the '**Choose File**' button and a window will open to allow you to select the documents to be attached:
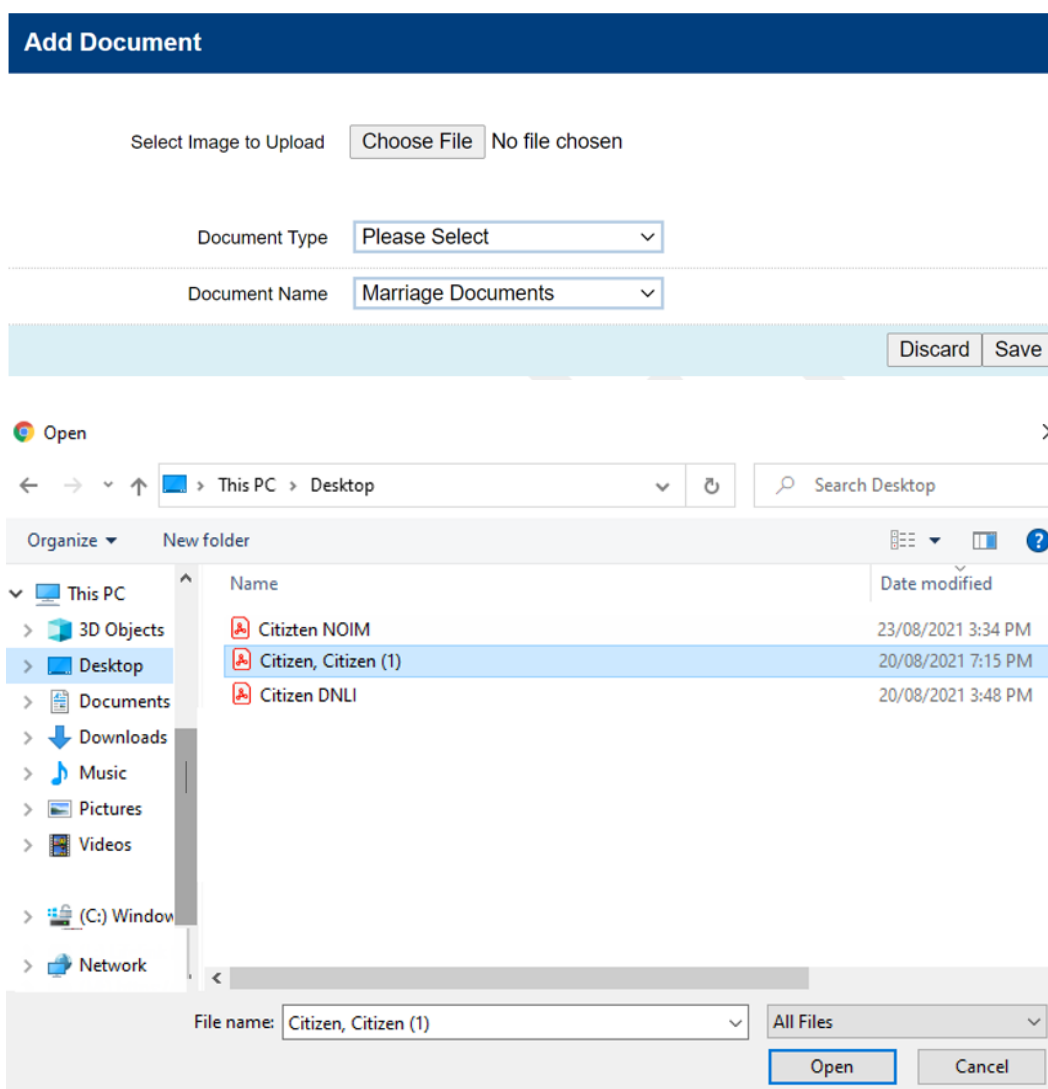
You will need to select one document at a time. If you would like to upload all documents together you will need to first scan your documents all together into 1 PDF.

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

> The file: Citizen, Citizen (1).pdf has been uploaded, the document is ready to be saved ⊗

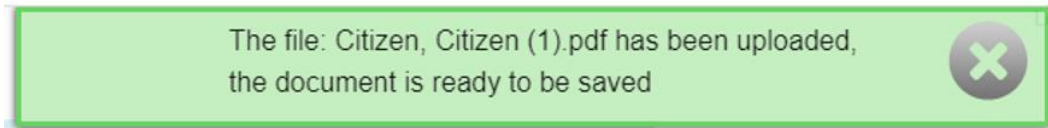4. From the '**Document Type'** dropdown, select the option that reflects the document you are attaching.

5. The document name field should show '**Marriage Documents**' and cannot be amended.

6. 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	Official Certificate of Marriage - COM	Incoming	Active		View

Back To Form

7. Repeat these steps if you have more than one document to attach.

Note: If the document upload was unsuccessful, check the file type (must be PDF, JPEG or TIFF only) or make sure you have only selected one document before adding your document again. If you are still unable to troubleshoot this error, please contact eRegistry Support.

4.11 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:

1. Locate the draft Marriage Notification (see 7.1 Find a Marriage Notification or eApplication)

2. Check that the status of the Marriage Notification is 'Ready for Upload'

3. Check the relevant box in the left-hand column and click **Submit**.

☐	**Person 1's Name**	**Person 2's Name**	**Status**	**Date of Marriage**	**Application Linked**	**Place of Marriage**	**Stake**
☑	MCDONALD, Citizen	NGUYEN, Guy	Ready For Upload	01/09/2021	N	CHIPPENDALE, 35 Regent Street	Marri Celeb

Submit   Delete   Transfer to another Celebrant   Print   nit

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

Confirmation required

These notifications or applications can be submitted

Product	Person 1's Name	Person 2's Name	Date of Marriage	Place of Marriage
	MCDONALD, Citizen	NGUYEN, Guy	24/08/2021	35 Regent Street Chippendale, NSW, AUSTRALIA, 2008

Submit

5. The '**Submission Summary'** page will display. From here, you can view the list of submitted Marriage Notifications, if required by clicking on the 'View Submitted List' button.

Submission Summary

Successfully submitted notifications

Product	Person 1's Name	Person 2's Name	Date of Marriage	Place of Marriage
	MCDONALD, Citizen	NGUYEN, Guy	24/08/2021	35 Regent Street Chippendale, NSW, AUSTRALIA, 2008

View Submitted List

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

4.12 Submit multiple Marriage Notifications

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

1. Navigate to your drafts list and 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**

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

4.13 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:

Click on **View Drafts List**, update the notification data and re-submit the Marriage Notifications again.
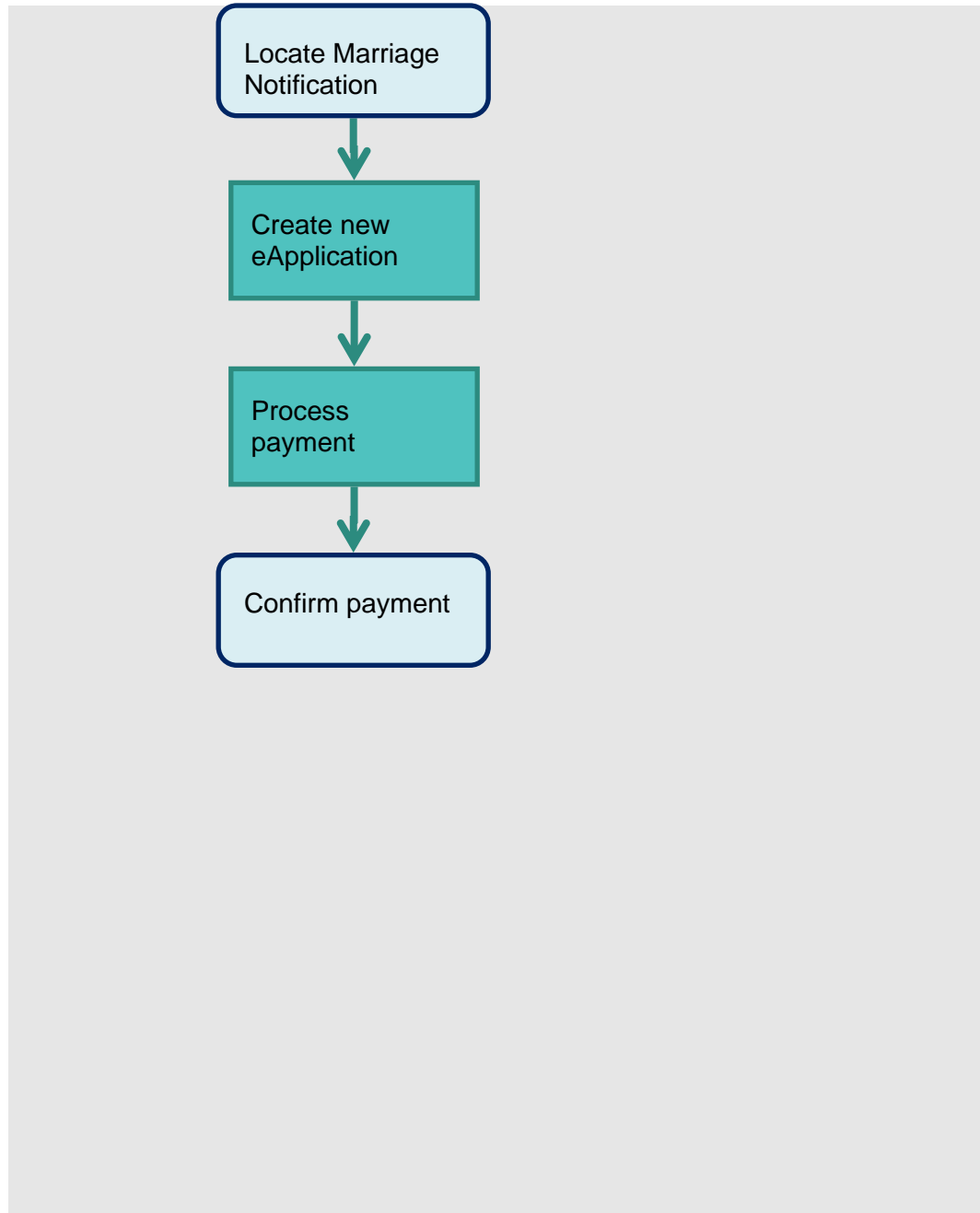
Duplicate Marriage Notification

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 eRegistry support.

5 The Marriage Certification application process

```
┌─────────────────────┐
│ Locate Marriage     │
│ Notification        │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Create new          │
│ eApplication        │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Process             │
│ payment             │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Confirm payment     │
└─────────────────────┘
```

6 Request a Marriage Certificate

You can apply for a marriage certificate up to two months after a Marriage Notification has been submitted to the Registry. After this time, one of the married persons' 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 request . If a commemorative certificate is also requested, this required 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**.

3. The 'Application Details' page will display. To complete this form, complete the details below:

   - The **Product Code** field will update automatically based on your Keyword choice

   - The **Keyword** field dropdown relates to the type of certificate requested. From 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 select 'Yes' if it has not.

4. Click Next to confirm and the 'Product Specification' page will display.

Product Specification

Certificate template	MR Certificate ▼

Previous | Add Extra | Next   Discard

5. 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].

6. On the 'Order Details' page, enter the correct delivery option.

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) Registered Mail

b) Collect

c) International Express Post

7. Enter recipient name and delivery address:

a) Select External User – Applicant from the 'Copy From' dropdown, to have the certificate delivered to yourself (i.e., the Celebrant)

b) Enter the recipient's details if it is to be delivered directly to the married couple.

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

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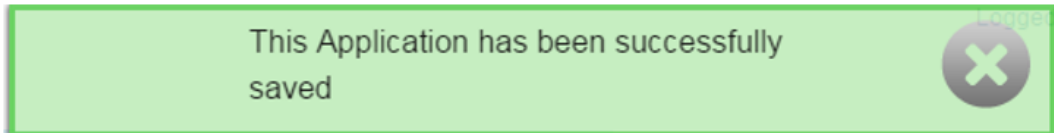
6.2 Validation errors

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

To resolve these issues, click on the link in the '**Section**' column, this will take you directly to the section of the notification the validation error relates to.

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, click on the submit button as pictured below.

OR

b) Submit from the Statements list. 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 clock **Submit Application**.

To continue:

1. The 'Confirmation required' page displays, click **Submit** and the 'Submission Summary' page will display the details of the 'Successfully submitted notifications'

Note: To make a payment for the certificate, keep the screen open and see 6.5. Make a payment.

6.4   Commemorative Certificates

1.   You will need to create 2 applications and submit them together.

2.   Locate the relevant Marriage Notification from the statements list and click the 'Request certificate' link.

3.   Follow the steps for a creating an eApplication for a Standard certificate and **ONLY** "SAVE" the application. (see 6.1 Create a new eApplication – standard certificates)

Note: If you accidently submit the application, you will not get the correct pricing for a Commemorative package – Please contact eRegistry Support to assist with finalising your application to reflect the correct price.

4. Then proceed to create another eApplication and select the commemorative certificate of your choice.

5. You will the need to navigate back to your statements list and tick both the 'eRegistry Marriage Certificate – ordinary' application and the Commemorative certificate application.

6. Check the status shows as 'Ready for upload' and then click submit application button.

	Notification Number	Person 1's Name	Person 2's Name	Status	Date of Marriage	Application Linked	Place of Marriage	Stakeholde
☐	1498/2021	MCDONALD, Citizen	NGUYEN, Guy	In progress	24/08/2021	Y	CHIPPENDALE, 35 Regent Street	Marriage Celebrant Two
☑		MCDONALD, Citizen	NGUYEN, Guy	Ready For Upload	24/08/2021	eRegistry Marriage Certificate - Ordinary		
☑		MCDONALD, Citizen	NGUYEN, Guy	Ready For Upload	24/08/2021	Marriage - Opera House		

Print | Submit Application | Make Payment | Delete

7. Once both applications have been submitted, you will see two eApplications for this marriage in the statements list with an allocated application number and a status of "in progress":

	Notification Number	Person 1's Name	Person 2's Name	Status	Date of Marriage	Application Linked	Place of Marriage	Sta
☐	1498/2021	MCDONALD, Citizen	NGUYEN, Guy	In progress	24/08/2021	Y	CHIPPENDALE, 35 Regent Street	Mar Cel Two
☐	00015002021	MCDONALD, Citizen	NGUYEN, Guy	In progress	24/08/2021	eRegistry Marriage Certificate - Ordinary		Mar Cel Two
☐	00015412021	MCDONALD, Citizen	NGUYEN, Guy	In progress	24/08/2021	Marriage - Opera House		Mar Cel Two

Print | Submit Application | Make Payment | Delete

To make a payment for the certificate, keep the screen open and see 6.5 Make a payment.

6.5 Make a payment

To make a payment, you can either:

a) Pay directly from the 'Submission Summary' page after you have submitted the application, proceed to click on the 'Make Payment' button.

OR

b) Continue the process from the Statements list.

1. Tick the box/boxes on the far-left column for the application (or applications) you want to make a payment for (this option allows you to select multiple applications), and click **Make Payment**

2. The 'Confirmation required' page displays, click Submit and the 'Transaction Details' page will display

3. Check that the details are correct and click **Start Payment**

4. The only option for 'Payment Type' is 'Card', and the amount is automatically populated from the 'Balance Due'. Click **Submit Payment**

5. 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.

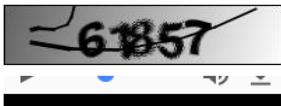|	
Order number	9001321202126
Payment amount	$87.00 AUD

★ Card holder name

★ Credit card number

★ Expiry date (mm/yy)   01   /   21

★ Card verification number (CVN)   What's this?

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

Cancel   **Next >>**

6. Enter the 'Captcha verification code' and click **Make Payment**

Captcha verification code

61857

Unclear? Generate a new Captcha verification code

Enter Captcha verification code here   67857

7. If you require, a receipt can be sent to an email address, please enter a valid email address.

8. Click on the "Finish" button to complete the process

6.6   Unsuccessful payments

If your payment was unsuccessful, you will not be able to process the payment from the statements list. Please follow the steps below to proceed to make a payment.

1. Locate the Marriage Notification either from the **Statements list** (see 7.1 Find a Marriage Notification or eApplication)

2. Click **View** on the right-hand column

	Notification Number	Person 1's Name	Person 2's Name	Status	Date of Marriage	Application Linked	Place of Marriage	Stakeholder	Author	Submitted	View	Action
☐	1498/2021	MCDONALD, Citizen	NGUYEN, Guy	In progress	24/08/2021	Y	CHIPPENDALE, 35 Regent Street	Marriage Celebrant Two	celebranttest2@gmail.com	Submitted	view	Request Certificate
☐	00015002021	MCDONALD, Citizen	NGUYEN, Guy	In progress	24/08/2021	eRegistry Marriage Certificate - Ordinary		Marriage Celebrant Two	celebranttest2@gmail.com	Submitted	view	
☐	00015412021	MCDONALD, Citizen	NGUYEN, Guy	In progress	24/08/2021	Marriage - Opera House		Marriage Celebrant Two	celebranttest2@gmail.com	Submitted	view	

Print Submit Application Make Payment Delete

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

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

5. Proceed through the standard payment process

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

When navigating saved items, select from either:

a)   Drafts List will display all draft Marriage Notifications that have been created (yet to be submitted)

b)   Statements List will display all submitted Marriage Notifications and any eApplications that have been saved or submitted

Term	Description
☐	The checkbox allows you to select one or more items.
Notification Number	A notification number is automatically generated for each Marriage Notification and eApplication once it is saved. Tip: a prefix of '000' distinguishes an eApplication.
Person 1's Details Person 2's Details	The names of the two parties to the marriage ('Person 1' and 'Person 2')'
Status	Advises you on the current status of each item.
Date of Marriage	Tells date of marriage
Application Linked	'N' or 'Y' states whether a Marriage Certificate application has been created (and linked).
Place of Marriage	Tells place of marriage
Stakeholder	Name of the Celebrant
Author	The person lodging the Marriage Notification or eApplication.

Term	Description
Submitted	(Only appears in the Statements List.)Tells you whether the item has been submitted.
View	Shows a link to view the full item.
Action	Displays available actions for each item.

7.2   Search and sort lists

Search for an item

Above lists, you will see three fields:

Person 1's Family name	
Person 2's Family name	
Date of Marriage	
	Refresh

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

a)   Enter the family name of either person getting married

b)   Enter the date of marriage to list all marriages taking place on that date (and that are available for you to view)

c)   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 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

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

NSW Government | Registry of Births Deaths & Marriages

PRO 317 eRegistry - eMarriages

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

☐	Person 1's Name	Person 2's Name	Status	Date of Marriage	Application Linked	Place of Marriage	Stakeh...
☑	MCDONALD, Citizen	NGUYEN, Guy	Incomplete	30/07/2021	N	CHIPPENDALE, 35 Regent Street	Marriag... Celebra... Two

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

Product	Person 1's Name	Person 2's Name	Date of Marriage	Place of Marriage	Package sale
	MCDONALD, Citizen	NGUYEN, Guy	30/07/2021	35 Regent Street Chippendale, NSW, AUSTRALIA, 2008	

Delete

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

Submission Summary

Successfully deleted notifications

Product	Person 1's Name	Person 2's Name	Date of Marriage	Place of Marriage	Package sale
	MCDONALD, Citizen	NGUYEN, Guy	30/07/2021	35 Regent Street Chippendale, NSW, AUSTRALIA, 2008	

View Draft List

Unable to delete

If you have selected an item that cannot be deleted for whatever reason (if you are unsure of anything regarding this, please contact eRegistry Support.

7.4 Transfer a Marriage Notification to another Celebrant

To successfully transfer a Marriage Notification, you must know:

a) the receiving Celebrant's code (Celebrant Number)

b) that the receiving Celebrant uses eRegistry

To process the transfer:

1. Find the record(s) you want to transfer (see 7.1 Find a Marriage Notification or eApplication)

2. Check the box next to each Marriage Notification (you can transfer single or multiple records) and click **Transfer to another Celebrant**

	Person 1's Name	Person 2's Name	Status	Date of Marriage	Application Linked
☑	MCDONALD, Citizen	NGUYEN, Guy	Incomplete	30/09/2021	N
☐	SMITH, Gary	CITIZEN, Jane	Incomplete	25/08/2021	N

Submit   Delete   **Transfer to another Celebrant**   Print

The '**Transfer Marriage Notification**' page will display.

Note: To ensure that your transfer is successful, it is important that the celebrant number is correctly entered.

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3. From the dropdown menu select the correct prefix for the celebrant number (this is the letter in front of your celebrant number)

4. In the free text field please ONLY enter the numerical characters that form the Celebrant number.

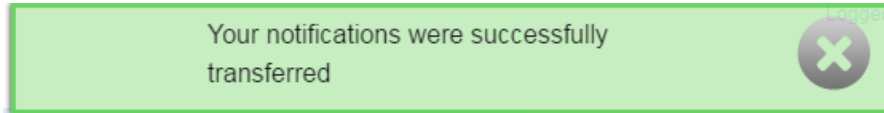### Transfer Marriage Notification

Marriage Notification

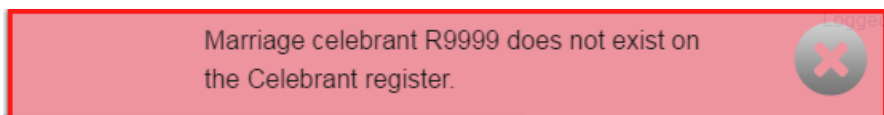Subjects MCDONALD, NGUYEN

Transfer to Another Celebrant

Transfer to Another Celebrant   Please Select ▼   [   ]

Transfer Notifications

5. Click the '**Transfer Notification**' button and you will see one of two messages:

a) Your transfer was successful

Your notifications were successfully transferred

b) Your transfer was unsuccessful

Marriage celebrant R9999 does not exist on the Celebrant register.

If your transfer was Unsuccessful:

a) Check the Celebrant code with the Celebrant and retry

OR

b) Contact eRegistry Support on 02 6885 9332

OR

c) Email eRegistry-support@customerservice.nsw.gov.au