



WAKISO DISTRICT LOCAL GOVERNMENT



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
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Civil marriage payment circular (Ref. CR 502/2)

Date: November 2022

Dear All,

Upon the advent of **IRAS and ElogRev** platforms for revenue automation, you are hereby guided to embrace the new procedure for payment of marriage fees by way of PRN (Payment Registration Number).

GUIDELINES FOR CIVIAL MARRIAGE REGISTRATION

1. Introduction

Marriage is regulated under the Marriage Act chapter 251 among others.

2. Definition of marriage.

The legal contract by which a woman and a man become Wife and husband.

3. Forms of Marriage.

The marriage act chapter 251 provides

for three forms of marriages:

- a) Religious Marriage
- b) Civil marriage
- c) Customary manage

➤ **We will put more emphasis on civil marriage**

4. Appointment of a registrar who conduct a civil marriage.

The minister shall from time to time appoint an individual to be a registrar of marriages for each district. For Wakiso District, it is the Chief Administrative Officer

5. Who is eligible for marriage?

- a) National over 18 years of age.
- b) Foreigners over 18 years of age

REQUIREMENTS/ PROCEDURE FOR CONDUCTING OF A CIVIL MARRIAGE

- a) File notice of intention to contract marriage
- b) The notice to last 3 months

- c) Registrar posts a 21 days mandatory public notice (fall within the 3month above in (b) above)
- d) Groom and bride to swear affidavit under the marriage act declaring their intention and status.
- e) Two passports photos for (Groom And Bride)
- f) Two witnesses (18 years and above) required on the day of celebrating the marriage
- g) Introduction letter from the LC1.
- h) Any other information e.g. voter card, passport, birth certificates National IDS
- i) Letters of consent from the parents (Applies to couples between 18 and 21 years).
- j) Detailed data about intending bride and groom i.e. [name: parents, age, residence, occupation)

Dues /fees

S/N	Statutory Fees	National (UGX)	Foreigners (\$USD)
1	Filing notice of marriage	10,000/=	\$10.
2	Issuance of each certificate	25,000/=	\$25.
3	Marriage in the registrar’s Office	200,000/=	\$150.
4	Registration of Civil Marriage	25,000/=	\$25.
5	Stamp Duty	60,000/=	60,000/=
Fees paid to Wakiso District			
	Seek for a PRN from front desk /Revenue Office on Block A Wakiso District Head quarters For further help contact; finance@wakiso.go.ug +256 702 124 129	150,00/=	150,000/=

Alternatively you can generate a PRN by clicking on the link below and follow the prompts

1) <https://iras.go.ug/ontr/ontcreate> , fill the form and pick

Revenue category: **registration fees for documents and businesses**

Revenue Source: [click] **Marriage fees**

Payment details: [click] **Other payment options**

2) <https://e-logrev.go.ug/wakiso-headquarters/portal/> ,

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For Chief Administrative Officer