

# Checklist

	Things To Do	Checked
<p><b>1. Preparations</b></p>	<p><b>Decide on:</b></p> <ul style="list-style-type: none"> <li>❖ The date you would like to register your marriage (fixed on Saturday mornings or any requested day subject to availability of the Marriage Registrars)               <ul style="list-style-type: none"> <li>○ Remember to pick a date at least 14 days after filing your Notice of Marriage</li> </ul> </li> <li>❖ 2 witnesses to the marriage</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>2. Prepare Documents</b></p>	<p><b>The Documents needed to file are:</b></p> <ul style="list-style-type: none"> <li>❖ Copy of identify card of bride and groom or passport</li> <li>❖ Identify Card or passport of 2 witnesses</li> <li>❖ Birth certificates of bride and groom</li> <li>❖ Notice of Marriage (fill in your details only and do not sign)</li> <li>❖ Statutory Declaration (fill in your details only and do not sign)</li> <li>❖ Approval from Immigration Department (for any Bruneian marrying a foreigner)</li> <li>❖ Document proving single status or Certificate of no impediment (for foreigners only)</li> <li>❖ Original copy of divorce papers (for divorcees)</li> <li>❖ Original copy of death certificate of late spouse (for widowers)</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>3. File the Notice of Marriage</b></p>	<p><b>Submit the Notice of Marriage:</b></p> <ul style="list-style-type: none"> <li>❖ Send the documents in an envelope or file to the Civil Marriage Registry</li> <li>❖ Drop of the documents in the drop-off box provided</li> <li>❖ Please do not put original copies of your documents in the file, a photocopy will suffice</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

<p><b>4. Verification of Documents and Statutory Declaration</b></p>	<p><b>On appointment at the Registry of Civil Marriages:</b></p> <ul style="list-style-type: none"> <li>❖ The Bride and Groom ought to be present <input type="checkbox"/></li> <li>❖ Documents to bring along: <ul style="list-style-type: none"> <li>○ Original IC of bride and groom <input type="checkbox"/></li> <li>○ Original birth certificate of bride and groom <input type="checkbox"/></li> <li>○ Approval from Immigration Department (for any Bruneian marrying a foreigner) <input type="checkbox"/></li> <li>○ Document proving single status or Certificate of no impediment (for foreigners only) <input type="checkbox"/></li> <li>○ Original copy of divorce papers (for divorcees) <input type="checkbox"/></li> <li>○ Original copy of death certificate of late spouse (for widowers) <input type="checkbox"/></li> </ul> </li> <li>❖ If you do not have a copy of the original document please ensure you have a certified true copy <input type="checkbox"/></li> </ul>	
<p><b>5. Solemnization &amp; Registration of Marriages</b></p>	<p><b>On the day of your marriage:</b></p> <ul style="list-style-type: none"> <li>❖ Who needs to be present? <ul style="list-style-type: none"> <li>○ The bride and groom <input type="checkbox"/></li> <li>○ The 2 witnesses <input type="checkbox"/></li> <li>○ Your guests <input type="checkbox"/></li> </ul> </li> <li>❖ Documents to bring along: <ul style="list-style-type: none"> <li>○ Identity Card/passport of the bride and groom <input type="checkbox"/></li> <li>○ Identity Card/Passport of the witnesses <input type="checkbox"/></li> </ul> </li> <li>❖ Make the payment of \$100.00 <input type="checkbox"/></li> <li>❖ You may choose to exchange rings during the solemnization <input type="checkbox"/></li> <li>❖ After the solemnization and signing of the marriage certificate copy of the Certificate of Marriage (colored copy) will be given to the couple <input type="checkbox"/></li> </ul>	

**SOLEMN DECLARATION BEFORE MARRIAGE (BRIDE)**

**(Section 18 MARRIAGE ACT, Cap.76)**

I (name)..... holding Brunei IC No. .... (Y/G/R)\* or\*  
Passport No ..... Born on (date of birth) ..... of (address)  
.....

do solemnly and sincerely declare that:-

- a) I do not know of any lawful impediment to the intended marriage:
- b) I am not related to Mr. .... holding Brunei IC No. ....  
(Y/G/R) or Passport No ..... \* Born on (date of birth) .....
- c) I am not at present married to any other person under any law, custom, religion or usage;
- d) I am over the age of 18/\* I am under the age of 18 but consent of my parents/guardian/court\* have been are enclosed herewith;
- e) I am mentally sound and is capable of understanding the nature of the marriage contract;
- f) I freely consent to marry Mr. ....;
- g) I understand that once the marriage referred to this declaration is registered, I cannot until it is dissolved by death or a valid Judgment or divorce declaration of nullity by a Court of competent Jurisdiction, contract a marriage with any other person;
- h) I was born a female at birth;
- i) I am of .....faith and I make this solemn declaration conscientiously believing the same to be true, as required under Section 11 and Section 26 of the Marriage Act (Cap. 76).

Subscribed and solemnly declared by:

The abovenamed (name)..... in.....  
Brunei Darussalam dated this .....day of ..... 20.....

(signed) .....

INTERPRETED in .....( language of choice) by ..... to the declarant.

**Before me.**

*\* delete where applicable*

**SOLEMN DECLARATION BEFORE MARRIAGE (GROOM)**

**(Section 18 MARRIAGE ACT, Cap.76)**

I (name)..... holding Brunei IC No. .... (Y/G/R)\* or\*  
Passport No ..... Born on (date of birth) ..... of (address)  
.....

do solemnly and sincerely declare that:-

- j) I do not know of any lawful impediment to the intended marriage:
- k) I am not related to Miss. .... holding Brunei IC No. ....  
(Y/G/R) or Passport No ..... \* Born on (date of birth) .....
- l) I am not at present married to any other person under any law, custom, religion or usage;
- m) I am over the age of 18/\* I am under the age of 18 but consent of my parents/guardian/court\* have been are enclosed herewith;
- n) I am mentally sound and is capable of understanding the nature of the marriage contract;
- o) I freely consent to marry Miss. ....;
- p) I understand that once the marriage referred to this declaration is registered, I cannot until it is dissolved by death or a valid Judgment or divorce declaration of nullity by a Court of competent Jurisdiction, contract a marriage with any other person;
- q) I was born a male at birth;
- r) I am of .....faith and I make this solemn declaration conscientiously believing the same to be true, as required under Section 11 and Section 26 of the Marriage Act (Cap. 76).

Subscribed and solemnly declared by:

The abovenamed (name)..... in.....  
Brunei Darussalam dated this .....day of ..... 20.....

(signed) .....

INTERPRETED in .....(language of choice) by ..... to the declarant.

**Before me.**

*\* delete where applicable*

### Additional Information

<b>Bride's Name</b> (as appears on IC or passport)	
<b>Bride's mobile number and email</b>	
<b>Groom's Name</b> (as appears on IC or passport)	
<b>Groom's mobile number and email</b>	
<b>Preferred date for solemnization</b>	

<b>Bride</b>		<b>Groom</b>	
Father's Name		Father's Name	
Father's IC/Passport No.		Father's IC/Passport No.	
Father's Occupation		Father's Occupation	
Witness's Name		Witness's Name	
Witness's IC/Passport No.		Witness's IC/Passport No.	
Witness's Address		Witness's Address	

