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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<thead>
<tr>
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<tr>
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</tbody>
</table>

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).

1.4 Glossary of terms

Terms here are specific to this document.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>A request made by a client or stakeholder requesting products and/or services.</td>
</tr>
<tr>
<td>eApplication</td>
<td>An application for a Marriage Certificate made through eRegistry and not in any other way.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>eRegistry</td>
<td>The system stakeholders use to submit notifications to the Registry.</td>
</tr>
<tr>
<td>eMarriage</td>
<td>A marriage registered via eRegistry is referred to as an ‘eMarriage’.</td>
</tr>
<tr>
<td>Family Name at Birth</td>
<td>Refers to the person’s original family name.</td>
</tr>
<tr>
<td>LifeLink</td>
<td>The NSW Registry of Births Deaths and Marriages records system.</td>
</tr>
<tr>
<td>Life Event</td>
<td>A birth, death, marriage, change of name, change of sex, recognised details or relationship record.</td>
</tr>
<tr>
<td>Marriage Forms</td>
<td>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.</td>
</tr>
<tr>
<td>Notice of Intended Marriage</td>
<td>Formerly Form 13. Used by marrying couples to lodge their intention to marry and provided to the authorised celebrant</td>
</tr>
</tbody>
</table>
| Official certificate of marriage | 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 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. |
| 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 Party’ if preferred by a person getting married.                                                             |
| Party 1/Party 2             | Refers to the persons getting married. Either individual can be listed as Party 1 or Party 2.                                                |
| Registration                | A Life Event that has been registered in LifeLink.                                                                                           |
| X                           | 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. |
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: You must enter all names of people and places in title case (John Smith, or Sydney Botanical Gardens).

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

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Widget</td>
<td>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.</td>
</tr>
<tr>
<td>3. Action List</td>
<td>Perform actions relating to the current record.</td>
</tr>
<tr>
<td>4. Expand or Collapse</td>
<td>This button allows you to hide or display information from view.</td>
</tr>
<tr>
<td>5. Mandatory field</td>
<td>Any field displaying an asterisk is a mandatory input field.</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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 parties (if either party is unemployed, please leave this field empty).  
  • Ensure all parties; witnesses and the celebrant have signed the form.  
  • 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 that forms 14 and 16 can be printed with pre-populated information. |
| Declaration of no legal impediment to marriage)           | • Ensure both parties have signed the form.  
  • Ensure the celebrant has signed the form in the correct places. |
| Official Certificate of Marriage                           | • Ensure that both parties 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 party unable to provide proof of their birth. |
4 Register a Marriage via eRegistry

4.1 Create a new Marriage Notification

**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.

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**

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

**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.
4.1.3 Statutory Requirements

The Statutory Requirements fields are unavailable to edit by default:

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’.

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

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:
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 check the boxes for each document you want to print, and then click Generate Selected Document for Printing.
4. The ‘Print Summary’ screen displays. Click **Download PDF**

   ![Print Summary Screen]

   These notifications were successfully generated for print

   ![Download PDF Button]

   Fox, Love

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

**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 displays. Check the box for each document you need to print.

   ![Print Documents Screen]

   These notifications can be generated for print

   ![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 Button]
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]

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

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.

   ![Validation Error Message]

   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.

   ![No Validation Errors Message]

   You can now proceed to print the marriage paperwork (see 7.4 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.

### 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.

2. Click on the Go button and the ‘Add Document’ page will display.

   ![Add Document](image)

   **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)

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

   ![Choose File](image)

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

   ![Upload Success](image)
5. From the ‘Document Type’ dropdown, select the correct option (you do not need to amend the ‘Document Name’ field)

6. Click on the **Save** button and the ‘Attached documents’ page will display with the newly added document:

   ![Attached documents](image)

7. 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:

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

**Confirmation required**

These notifications or applications can be submitted

<table>
<thead>
<tr>
<th>Party 1's Name</th>
<th>Party 2's Name</th>
<th>Date of Marriage</th>
<th>Place of Marriage</th>
<th>Stakeholder</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Jane</td>
<td>Jones, Peter</td>
<td>09/05/2018</td>
<td>Registry of Births Deaths and Marriages 35 Regent St Chippendale, NSW, AUSTRALIA, 2008</td>
<td>eServices</td>
<td><a href="mailto:emarriagesprod@gmail.com">emarriagesprod@gmail.com</a></td>
</tr>
</tbody>
</table>

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

**Submission Summary**

Successfully submitted notifications

<table>
<thead>
<tr>
<th>Party 1's Name</th>
<th>Party 2's Name</th>
<th>Date of Marriage</th>
<th>Place of Marriage</th>
<th>Stakeholder</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Jane</td>
<td>Jones, Peter</td>
<td>09/05/2018</td>
<td>Registry of Births Deaths and Marriages 35 Regent St Chippendale, NSW, AUSTRALIA, 2008</td>
<td>eServices</td>
<td><a href="mailto:emarriagesprod@gmail.com">emarriagesprod@gmail.com</a></td>
</tr>
</tbody>
</table>

**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**
3. 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

<table>
<thead>
<tr>
<th>Party 1’s Name</th>
<th>Party 2’s Name</th>
<th>Date of Marriage</th>
<th>Place of Marriage</th>
<th>Stakeholder</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUCKY, Jim</td>
<td>JONES, Anna Elizabeth</td>
<td>09/05/2018</td>
<td>St Mary’s Sydney, NSW, AUSTRALIA, 2000</td>
<td>eServices</td>
<td><a href="mailto:emarriagespreprod@gmail.com">emarriagespreprod@gmail.com</a></td>
</tr>
</tbody>
</table>

Submit

Unable to submit these notifications or applications

<table>
<thead>
<tr>
<th>Party 1’s Name</th>
<th>Party 2’s Name</th>
<th>Errors</th>
<th>Date of Marriage</th>
<th>Place of Marriage</th>
<th>Stakeholder</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN, Caitlin</td>
<td>MATTHEWS, Caitlin</td>
<td>Incomplete/Validation errors</td>
<td>09/05/2018</td>
<td>Starship Sydney, NSW, AUSTRALIA,</td>
<td>eServices</td>
<td><a href="mailto:emarriagespreprod@gmail.com">emarriagespreprod@gmail.com</a></td>
</tr>
</tbody>
</table>

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.
5 The Marriage Certificate Application process

- Locate Marriage Notification
- Create new eApplication
- Process payment
- Confirm payment
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.

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.

4. Click Next to confirm and the ‘Product Specification’ page will display
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:**
   
   (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:

![Message: This Application has been successfully saved]

6.2 **Validation errors**

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

![Validation Errors Table]

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):

(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

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

   ![Notification Table]

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 Table]

   **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:

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

Or

b) Click Make Payment from the Statements list (see 7.1 Find a Marriage Notification or eApplication):
(i) Check the box 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**

(ii) 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**

<table>
<thead>
<tr>
<th>Applications</th>
<th>Status</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>eRegistry Marriage Certificate - Ordinary</td>
<td>Compliant</td>
<td>1</td>
<td>$47.00</td>
<td>$47.00</td>
</tr>
<tr>
<td>* Registered Mail</td>
<td></td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>* indicates GST taxable items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transaction Total (incl. GST)</strong></td>
<td>$56.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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**
Enter the ‘Captcha verification code’ and click **Make Payment**

![Captcha verification code]

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

   ![Linked Transaction](image)

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

4. The ‘Transaction’ page will display. Scroll to the ‘Transaction Summary’ section and click **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:

![Navigation Menu]

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:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification Number</td>
<td>A notification number is automatically generated for each Marriage Notification and eApplication once it is saved. Tip: a prefix of ‘000’ distinguishes an eApplication.</td>
</tr>
<tr>
<td>Party 1’s Name</td>
<td>The names of the two parties getting married.</td>
</tr>
<tr>
<td>Party 2’s Name</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Advises you on the current status of each item.</td>
</tr>
<tr>
<td>Date of Marriage</td>
<td>Tells date of marriage</td>
</tr>
<tr>
<td>Application Linked</td>
<td>‘N’ or ‘Y’ states whether a Marriage Certificate application has been created (and linked).</td>
</tr>
<tr>
<td>Place of Marriage</td>
<td>Tells place of marriage</td>
</tr>
<tr>
<td>Stakeholder</td>
<td>Name of the Celebrant</td>
</tr>
<tr>
<td>Author</td>
<td>The person lodging the Marriage Notification or eApplication.</td>
</tr>
<tr>
<td>Submitted</td>
<td>(Only appears in the Statements List.) Tells you whether the item has been submitted.</td>
</tr>
<tr>
<td>View</td>
<td>Shows a link to view the full item.</td>
</tr>
<tr>
<td>Action</td>
<td>Displays available actions for each item.</td>
</tr>
</tbody>
</table>
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**
- **Party 2's Family name**
- **Date of Marriage**

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

a) Enter the family name of one or both parties

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 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

1. 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**
3. The 'Confirmation required' page displays. Check the details are correct and click Delete.

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

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:
7.4 Transfer a Marriage Notification to another Celebrant

To successfully transfer a Marriage Notification, you must know:

a) the receiving Celebrant’s code

b) that the receiving Celebrant uses eRegistry

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

3. 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).

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