

## Registration of a birth

Under the relevant Ordinance, a birth will be registered upon receipt by the registrar of the relevant birth return (a document that records a baby's birth) from the hospital in which the baby is born. For birth registration, you need to make prior appointment booking through the Internet

([www.gov.hk/birthregistration](http://www.gov.hk/birthregistration) ( <http://www.gov.hk/en/residents/immigration/bdmreg/birth/birthreg/regbirth.htm> )) or by telephone (2598 0888). You should make enquiry with the relevant hospital to confirm that the birth return has been delivered to the registrar before making an appointment booking. For details of the appointment booking service, please read the leaflet "Guidance Notes on the Appointment Booking for Birth Registration".

- [Guidance Notes on the Appointment Booking for Birth Registration](http://www.gov.hk/en/residents/immigration/images/pdf/regbirthguide.pdf)  
<http://www.gov.hk/en/residents/immigration/images/pdf/regbirthguide.pdf>

No registration fee is payable if the birth is registered within a period of 42 days. A registration fee will be charged if the birth is registered after the period of 42 days but within 1 year. After 1 year, a birth can be registered only with the consent of the Registrar of Births and Deaths and upon payment of a registration fee. If you want to obtain a certified copy of the birth entry (commonly known as Certificate of Birth) after registration of the birth, you are required to pay a prescribed fee.

For birth registration, the presence of the child is not required. In the case of legitimate child, the attendance of either parent is sufficient.

### Where to Register

The birth of a child should be registered at a birth registry of the district in which it occurred. If the child was born before arrival at a hospital/clinic or the birth has not been registered within 1 year, the birth should be registered at the Births and Deaths General Register Office.

- [Addresses and office hours of Births Registries](http://www.gov.hk/en/residents/immigration/bdmreg/birth/address/)  
<http://www.gov.hk/en/residents/immigration/bdmreg/birth/address/>

General Enquiries

Hotline: (852) 2824 6111

Fax: (852) 2877 7711

Email: [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk) ( <mailto:enquiry@immd.gov.hk> )

### Supporting Documents

When applying for the registration of your child's birth, you should supply originals of the following documents:

- Hong Kong identity cards or valid travel documents (e.g. passports, documents of identity etc.) of you and your spouse; and
- your marriage certificate.

The abovementioned documents are normally required for the purpose of verifying the Hong Kong permanent resident status of the child under the Immigration Ordinance (Chapter 115). Additional documents or information may be required if necessary.

In the case of illegitimate child, the father's name is to be included in the birth register under the following circumstances:

- at the joint request of the parents, who personally attend the registry to make the joint request; or
- at the request of mother, she personally attends the registry and produces her Declaration and father's Statutory Declaration to confirm the child's paternity; or
- at the request of father, he personally attends the registry and produces his Declaration and mother's Statutory Declaration to confirm the child's paternity; or
- at the request of the father or mother, either parent personally attends the registry and produces a certified copy of relevant Court Order to confirm the child's paternity and if the child has reached the age of 16, the written consent of the child to the registration of that person as his father.

For application for consent to post registration of birth (a birth that has not been registered within 1 year), applicant is required to apply for a search of his birth record in the first instance to ensure that he has no registered birth record in Hong Kong. The application should be supported with evidence indicative of the applicant's date and place of birth as well as proof of relationship between the applicant and his parents. The parents and two additional witnesses will be required to make statutory declarations on the applicant's birth in Hong Kong.

### **How Long Will the Processing Take**

The registration of a birth normally takes 30 minutes to complete, and a certified copy of a birth entry can usually be issued within another 10 minutes.

### **Application Fees**

Registering a birth does not incur a fee if it is made within 42 days of the birth. If it is made after 42 days of the birth but within 1 year, a registration fee of HK\$140 will be charged. After 1 year, the registration fee will be HK\$680. You will need to pay HK\$140 for a certified copy of a birth entry after the birth registration. If you had not applied for a certified copy at the time of the birth registration but need to get one afterwards, you may need to apply for a search of birth records first. You will have to pay a search fee (HK\$140 for Particular Search and HK\$680 for General Search).

- [More on applying for a search of birth records and a certified copy of a birth entry](http://www.gov.hk/en/residents/immigration/bdmreg/birth/applybirth.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/birth/applybirth.htm>

## Appointment Booking for Birth Registration

You need to make prior appointment booking through either the Internet or the telephone booking system for birth registration of your newborn baby. Both channels provide round-the-clock service and the service is free of charge. Before selecting the date of appointment, you should confirm with the hospital where the child was born that the birth return has been delivered to the registrar. Upon making the appointment, you are required to provide information which matches that on your baby's birth return. The appointment is given on a first-come-first-served basis. For telephone booking system users, a touch-tone phone is required and the telephone number is 2598 0888. For Internet users, please visit the website below:

- [Online Appointment Booking for Birth Registration](http://www.gov.hk/en/residents/immigration/bdmreg/birth/birthreg/bookbirthreg.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/birth/birthreg/bookbirthreg.htm>

### Attention:

- Please confirm with the hospital to ensure that the birth return of your baby has been delivered to the concerned births registry by the hospital before you use the appointment booking service. Moreover, the information which you provide should match with those on your baby's birth return. Otherwise, the appointment booking cannot be processed.
- **Special Arrangement for Applying Travel Documents for Newborn Babies**

With immediate effect, if an eligible newborn child in Hong Kong is required to apply for travel documents (including HK Re-entry Permit and/or HKSAR Passport) after the birth registration, the parent or legal guardian of the child can make such an application with the Hong Kong birth certificate issued on that day. He/She may approach the reception counter of any of the Immigration branch offices on the same day [Note: Before 1530 hours for Mondays to Fridays and before 1100 hours for Saturdays, except Sundays and General Holidays]. In applying for travel documents for the child, the parent or legal guardian **should bring the child to the office in person** and bring along the following documents to support the application:

(a) the child's Hong Kong birth certificate [Note: Item (11) of the certificate should read "2(a), Schedule 1 to the Immigration Ordinance (Cap. 115) established"];

(b) recent photos of the child [Note: 2 photos for Re-entry Permit or/and 3 photos for HKSAR Passport (colour photo with plain white background)];

(c) consenting parent or legal guardian's Hong Kong identity card or valid travel document;

(d) completed application form(s) [ID73A(Re-entry Permit) or/and ID842 and ROP3 (HKSAR Passport)]; and

(e) a completed Form for Countersignature [ID641] with a copy of identity document of the person countersigning the form.

For enquiry, please contact the Immigration enquiry hotline at 2824 6111.

## **Applying for a Search of Birth Records and a Certified Copy of a Birth Entry**

In support of an application for a certified copy of a birth entry, you are required to produce the original or photocopy of the certified copy of a birth entry previously issued to you or the result of previous search of birth records. If you cannot produce such kind of documents or the birth registration number on the documents cannot be read, you are required to apply for a search of birth records in the first instance. Here you can find details about how and where to apply for a search of birth records and a certified copy of a birth entry, the processing time and the fees.

### **How and Where to Apply**

You can submit your application for a search of birth records and a certified copy of a birth entry in person, by post or online.

#### **In Person**

If you apply in person, you can go to one of the following registries:

- The Births and Deaths General Register Office
- Kowloon Births Registry
- Sha Tin District Births Registry
- Tuen Mun District Births Registry
- [Addresses and office hours of Births Registries](http://www.gov.hk/en/residents/immigration/bdmreg/birth/address/)  
<http://www.gov.hk/en/residents/immigration/bdmreg/birth/address/>

#### **By Post**

If you want to submit your application by post, you should send your application to :

The Births and Deaths General Register Office  
3/F, Low Block  
Queensway Government Offices

66 Queensway  
Hong Kong

- [Application form for a search of birth record \(Form BDR40\)](http://www.immd.gov.hk/ehhtml/bdr40.htm)  
<http://www.immd.gov.hk/ehhtml/bdr40.htm>
- [Application form for a certified copy of a birth entry \(Form BDR87\)](http://www.immd.gov.hk/ehhtml/bdr87.htm)  
<http://www.immd.gov.hk/ehhtml/bdr87.htm>

## **Online**

You can choose to apply online on the following link:

- [Applying online for a search of birth records and a certified copy of a birth entry](http://www.gov.hk/en/residents/immigration/bdmreg/applybdm.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/applybdm.htm>

## **Supporting Documents**

For applications made in person, you need to produce your Hong Kong identity card or valid travel document. If you apply for a certified copy of a birth entry, you will be required to produce the original or photocopy of the certified copy of the birth entry or the result of a previous search of birth records. Otherwise, you will need to apply for a search of birth records in the first instance. For applications by post or online, you will need to produce the relevant documents at the time of collection.

## **Type of search**

- Particular Search - a search for any given entry in relation to an identified person for any period not exceeding 5 years (i.e. the person's exact name and date of birth (if available) can be provided for the search. Unless otherwise specified by the applicant, the search will be conducted with 2 years preceding and 2 years following the person's year of birth provided in case no matched record is found against the year of birth provided).
- General Search – a search for any entry other than particular search, for example, in relation to a person whose identity is not clearly specified (i.e. the person's exact name and / or exact date of birth cannot be provided for the search).

## **How Long Will the Processing Take**

### **Applying in Person**

It takes about 10 minutes to process an in-person application at the counter. If the birth record that you request has been converted into a computer record, you will be issued a search result and/or a certified copy of the birth entry within 10 minutes. Otherwise, you will have to wait for the following durations (working days denote Monday to Friday excluding General Holidays):

- 9 working days for a search of birth records
- 9 working days for issue of a certified copy of a birth entry (if search of record is not involved)
- 14 working days for a search of birth records and issue of a certified copy of a birth entry

**For a General Search of birth record, there is no pledged processing time. You will be notified separately when the result is ready.**

## **Online Applications**

It takes 10 to 20 minutes to process an online application. You will be notified when to collect the search result and the certified copy of a birth entry at your selected registry.

## **Fees**

### Search of Birth Records

- HK\$140 for Particular Search
- HK\$680 for General Search

### Certified Copy of a Birth Entry

- Local Applications : HK\$140 per copy
- Overseas Applications : HK\$275 per copy plus an additional amount equivalent to the airmail postage at the normal rate

## **Payment Methods**

### **In person**

By cash, crossed cheque or cashier's order in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region".

### **By post**

By crossed cheque or cashier's order (for local applications) or bank draft (for overseas applications) in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region". Please do not send in cash.

### **Online**

For search of birth records, the fee will be collected online; for a certified copy of a birth entry, the application fee will be collected at the time of collection in your selected registry.

## Registration of a Death from Natural Causes

Under the Births and Deaths Registration Ordinance, you need to register a death from natural causes within 24 hours. In most cases, the registered medical practitioner who attended the deceased person during his or her last illness will sign and issue a Medical Certificate of the Cause of Death (Form 18). You will need to take it to the death registry for registration of the death.

### Where to Register

Deaths from natural causes can be registered on weekdays and Saturday mornings (except General Holidays) at Hong Kong Island Deaths Registry or Kowloon Deaths Registry. On Sundays and General Holidays, you can approach the Births and Deaths General Register Office from 10 am to 12:30 pm for service. Death registration services for natural deaths are also available in some designated police stations in the New Territories such as Cheung Chau and Mui Wo for deaths that occurred in the respective districts.

- [Addresses and office hours of Deaths Registries](http://www.gov.hk/en/residents/immigration/bdmreg/death/address/)  
<http://www.gov.hk/en/residents/immigration/bdmreg/death/address/>

General Enquiries

Hotline: (852) 2824 6111

Fax: (852) 2877 7711

Email: [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk) ( <mailto:enquiry@immd.gov.hk> )

### Supporting Documents

When applying for registering a death, you should supply originals of the following documents:

- Medical Certificate of the Cause of Death (Form 18), signed and issued by the registered medical practitioner who attended the deceased person during his or her last illness
- The deceased person's Hong Kong identity card or travel document
- Your Hong Kong identity card or travel document

You are required to provide information on the deceased person's occupation, nationality, and marital status.

### How Long Will the Processing Take

The registration of a death normally takes 30 minutes, and a certified copy of a death entry (commonly known as Certificate of Death) can usually be issued within another 10 minutes.

## Application Fees

Registering a death does not incur a fee, but you will need to pay HK\$140 for a certified copy of a death entry. If you had not applied for a certified copy of a death entry at the time of the death registration but need to get one afterwards, you may need to apply for a search of death records first and you will have to pay a search fee (HK\$140 for Particular Search and HK\$680 for General Search).

- [More on applying for a search of death records and a certified copy of a death entry](http://www.gov.hk/en/residents/immigration/bdmreg/death/applydeath.htm) <http://www.gov.hk/en/residents/immigration/bdmreg/death/applydeath.htm>

## Registration of a Death from Unnatural Causes

### How to Register

You do not need to register a death from unnatural causes by yourself. For a death resulted from unnatural causes such as poison or violence, the case will be reported to the Coroner. The Coroner may conduct a post-mortem examination or an inquest to determine the cause of death. When the cause of death is determined, the Coroner will inform the Registrar of Deaths to register the death. The Registrar will then notify the family member of the deceased in writing after the death is registered.

### Where to Register

Registration of a death referred by the Coroner is only processed at the Births and Deaths General Register Office in Admiralty. You can apply for a certified copy of the death entry at that Office or any of the other two Deaths Registries on Hong Kong Island and in Kowloon after you have received the Registrar's notification on the completion of death registration.

- [Addresses and office hours of Deaths Registries](http://www.gov.hk/en/residents/immigration/bdmreg/death/address/) <http://www.gov.hk/en/residents/immigration/bdmreg/death/address/>
- [More on applying for a search of death records and a certified copy of a death entry](http://www.gov.hk/en/residents/immigration/bdmreg/death/applydeath.htm) <http://www.gov.hk/en/residents/immigration/bdmreg/death/applydeath.htm>

## Application Fees

You are required to provide the Registrar's notification letter upon application and pay HK\$140 for one certified copy.

If you had not applied for a certified copy of a death entry at the time of the death registration but need to get one afterwards, you may need to apply for a search of death records first and you will have to pay a search fee (HK\$140 for Particular Search and HK\$680 for General Search).

- [More on applying for a search of death records and a certified copy of a death entry](http://www.gov.hk/en/residents/immigration/bdmreg/death/applydeath.htm) <http://www.gov.hk/en/residents/immigration/bdmreg/death/applydeath.htm>

## **How Long Will the Processing Take**

The Coroner usually takes 1 to 6 months to determine the cause of death. If the cause of death is determined by the Coroner and made known to the Registrar, the death will be registered within 1 week and you will be notified by letter.

## **Enquiries**

If you need to enquire about the registration of a death which was reported to the Coroner, you can telephone the Births and Deaths General Register Office at (852) 2867 2784 within office hours.

## **Applying for a Search of Death Records and a Certified Copy of a Death Entry**

In support of an application for a certified copy of a death entry, you are required to produce the original or photocopy of the certified copy of a death entry previously issued to you or the result of previous search of death records. If you cannot produce such kinds of documents or the death registration number on the documents cannot be read, you will be required to apply for a search of death records in the first instance. Here you can find details about how and where to apply for a search of death records and a certified copy of a death entry, the processing time and the fees.

## **How and Where to Apply**

You can submit your application for a search of death records and a certified copy of a death entry in person, by post or online.

### **In Person**

If you apply in person, you can go to one of the following registries:

- The Births and Deaths General Register Office
- Hong Kong Island Deaths Registry
- Kowloon Deaths Registry
- Sha Tin Births Registry
- Tuen Mun Births Registry
  
- [Addresses and office hours of Deaths Registries](http://www.gov.hk/en/residents/immigration/bdmreg/death/address/)  
<http://www.gov.hk/en/residents/immigration/bdmreg/death/address/>
- [Addresses and office hours of Births Registries](http://www.gov.hk/en/residents/immigration/bdmreg/birth/address/)  
<http://www.gov.hk/en/residents/immigration/bdmreg/birth/address/>

## **By Post**

If you want to submit your application by post, you should send your application to:

The Births and Deaths General Register Office

3/F, Low Block  
Queensway Government Offices  
66 Queensway, Hong Kong

- [Application form for a search of death record \(Form BDR41\)](http://www.immd.gov.hk/ehtml/bdr41.htm)  
<http://www.immd.gov.hk/ehtml/bdr41.htm>
- [Application form for a certified copy of a death entry \(Form BDR62\)](http://www.immd.gov.hk/ehtml/bdr62.htm)  
<http://www.immd.gov.hk/ehtml/bdr62.htm>

## **Online**

You can choose to apply online at the following website:

- [Applying online for a search of death records and a certified copy of a death entry](http://www.gov.hk/en/residents/immigration/bdmreg/applybdm.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/applybdm.htm>

## **Supporting Documents**

For applications made in person, you need to produce your Hong Kong identity card or valid travel document. If you apply for a certified copy of a death entry, you will be required to produce the original or photocopy of the certified copy of the death entry or the result of a previous search of death records. Otherwise, you will need to apply for a search of death records in the first instance. For applications by post or online, you will need to produce the relevant documents at the time of collection.

## **Type of search**

- Particular Search - a search for any given entry in relation to an identified person for any period not exceeding 5 years (i.e. the person's exact name and date of birth (if available) can be provided for the search. Unless otherwise specified by the applicant, the search will be conducted with 2 years preceding and 2 years following the person's year of death provided in case no matched record is found against the year of death provided).
- General Search – a search for any entry other than particular search, for example, in relation to a person whose identity is not clearly specified (i.e. the person's exact name and/or exact date of birth cannot be provided for the search).

## **How Long Will the Processing Take**

## **Applying in Person**

It takes about 10 minutes to process an in-person application at the counter. If the death record that you request has been converted into a computer record, you will be issued a search result and/or a certified copy of the death entry within 10 minutes. Otherwise, you will have to wait for the following durations (working days denote Monday to Friday excluding General Holidays):

- 9 working days for a search of death records
- 9 working days for issue of a certified copy of a death entry (if search of record is not involved)
- 14 working days for a search of death records and issue of a certified copy of a death entry

**For a General Search of death record, there is no pledged processing time. You will be notified separately when the result is ready.**

## **Online Applications**

It takes 10 to 20 minutes to process an online application. You will be notified when to collect the search result and the certified copy of a death entry at your selected registry.

## **Fees**

### **Search of Death Records**

- HK\$140 for Particular Search
- HK\$680 for General Search

### **Certified Copy of a Death Entry**

- Local Applications : HK\$140 per copy
- Overseas Applications: HK\$275 per copy plus an additional amount equivalent to the airmail postage at the normal rate

## **Payment Methods**

### **In person**

By cash, crossed cheque or cashier's order in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region"

## **By post**

By crossed cheque or cashier's order (for local applications) or bank draft (for overseas applications) in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region". Please do not send in cash.

## **Online**

For search of death records, the fee will be collected online; for a certified copy of a death entry, the application fee will be collected at the time of collection in your selected registry.

## **Giving of a Notice of Intended Marriage**

No matter where and how you are going to celebrate your marriage, a Notice of Intended Marriage (the notice) on the prescribed form (Form MR1(S)) must be given in advance to a marriage registry.

### **How to Give a Notice of Intended Marriage**

Unless you're living outside Hong Kong, one or both of you are required to give the notice at the marriage registry in person or through a civil celebrant of marriages.

To give a notice, both of you are required to provide your Hong Kong identity card or valid travel document. It is not necessary for you to fill in any application form at the time the notice is given. However, to facilitate our completion and printing of the notice for you, the following personal particulars of both of you must be provided:

- name and surname
- marital condition (i.e. whether you are a bachelor/spinster; widower/widow; a divorced person; or previously married by any form of marriage)
- occupation
- age
- residential address
- the full name of your parents
- in the case of either party is under the age of 21 – the name, address and capacity of the person consenting to the marriage (i.e. the relevant person or persons specified in the Third Schedule to the Marriage Ordinance)

To shorten the processing time at the Registrar's office of giving the notice, you may complete and submit the information sheet "Information Required for Registration of Marriage" (Form MR 21B) online in advance. You may also choose to download the form for completion and submit the completed form at the time the notice is given. Please note that the information sheet is neither an application form nor a notice.

- [Online submission of information required for registration of marriage](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/onlinemarriagereq.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/onlinemarriagereq.htm>
- [Information Required for Registration of Marriage \(Form MR 21B\)](http://www.immd.gov.hk/ehtml/mr21b.htm)  
<http://www.immd.gov.hk/ehtml/mr21b.htm>

## **Special Requirements for Persons aged below 21, divorced persons or widows/widowers**

For marriage of persons aged below 21, divorced persons or widows/widowers, they are required to provide additional supporting documents upon giving of notice. Please refer to the link here for details.

- [Special requirements and supporting documents](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/givingnotice/supportdocuments.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/givingnotice/supportdocuments.htm>

## **Where to Give a Notice of Intended Marriage**

If you are going to celebrate your marriage at the City Hall Marriage Registry or the Cotton Tree Drive Marriage Registry, you should give the notice at the Marriage Registration and Records Office. If your marriage is to be celebrated at any other marriage registry, you should give the notice at the respective registry.

If your proposed marriage is to take place in a licensed place of worship, you can give the notice at the Marriage Registration and Records Office or a marriage registry other than the City Hall Marriage Registry or the Cotton Tree Drive Marriage Registry.

- [Addresses and office hours of marriage registries](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/address/)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/address/>

You may also give the notice through a civil celebrant of marriages.

## **Engaging a Civil Celebrant of Marriages**

If you intend to give the notice through a civil celebrant of marriages, you can refer to the following links for what you need to do and to know before you engage a civil celebrant of marriages in order to arrange a marriage ceremony smoothly.

- [Information Leaflet for the Marrying Parties \(pdf file\)](http://www.immd.gov.hk/pdfforms/mr70_e.pdf)  
[http://www.immd.gov.hk/pdfforms/mr70\\_e.pdf](http://www.immd.gov.hk/pdfforms/mr70_e.pdf)
- [List of appointed civil celebrants of marriages \(pdf file\)](http://www.immd.gov.hk/pdf/list_of_civil_celebrant(e).pdf)  
[http://www.immd.gov.hk/pdf/list\\_of\\_civil\\_celebrant\(e\).pdf](http://www.immd.gov.hk/pdf/list_of_civil_celebrant(e).pdf)
- [Code of Practice for Civil Celebrants of Marriages \(pdf file\)](http://www.immd.gov.hk/pdf/cpcc_e.pdf)  
[http://www.immd.gov.hk/pdf/cpcc\\_e.pdf](http://www.immd.gov.hk/pdf/cpcc_e.pdf)

## **Appointment Booking for Giving a Notice of Intended Marriage**

You can book an appointment for giving notice through the Internet or the Interactive Voice Response System (IVRS). The booking service is free of charge and both channels provide round-the-clock service.

If you intend to have your marriage celebrated on a specified date at a marriage registry, you can make an appointment within 14 days before the 3-month period from the date of marriage.

If you intend to celebrate your marriage at a marriage registry when the 14-day booking period before the 3-month period preceding the date of marriage has lapsed, or at a licensed place of worship, or by a civil celebrant of marriages, you can make an appointment for giving notice on a day within 12 working days starting from the next working day from the date when you make the appointment.

Please note that only one appointment could be made by each couple. The appointment is given on a first-come-first-served basis.

### **Online**

You can access the online service by clicking on the link below.

- [Online appointment booking for giving of Notice of Intended Marriage](http://www.gov.hk/en/residents/immigration/bdmreg/bookgivingmarriage.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/bookgivingmarriage.htm>

### **By Phone**

For IVRS user, a touch-tone telephone is required and the telephone number is 3102 3883.

## **Online Submission of Information Required for Registration of Marriage**

If you have successfully made an appointment for giving the notice at the marriage registry through the Internet or the IVRS, you may also choose to submit the above-mentioned "Information Required for Registration of Marriage" through the Internet at least one day before the scheduled appointment.

- [Online submission of information required for registration of marriage](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/onlinemarriagereq.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/onlinemarriagereq.htm>

## **Exhibition of Notice of Intended Marriage**

Part I of the notice will be exhibited at the marriage registries (other than the Cotton Tree Drive Marriage Registry and City Hall Marriage Registry) and Marriage Registration and Records Office for at least 15 clear days.

During this period, any person who is authorised by law to object to your proposed marriage may do so. If no objection is received after the period of 15 clear days and all the legal requirements are met, the marriage may take place in accordance with the Marriage Ordinance after the issue of a Certificate of Registrar of Marriages by a Registrar.

If the proposed marriage is to take place in a licensed place of worship, or celebrated by a civil celebrant, the Certificate of Registrar of Marriages will be issued directly to either of the marrying parties or through the civil celebrant nominated by either party.

Please note that no marriage shall be celebrated in a licensed place of worship or by a civil celebrant in the absence of a Certificate of Registrar of Marriages.

The marriage must take place within three months from the date of giving the notice. Otherwise, the notice becomes void and fresh notice must be given before the marriage can take place.

### **Arrangement of the Marriage Ceremony**

If you plan to celebrate your wedding ceremony at a marriage registry, you can select the date and time of the celebration when you give the notice at the marriage registry.

If the proposed marriage is to take place in a licensed place of worship, or celebrated by a civil celebrant, you should consult the officiating minister or civil celebrant for the exact date, time and place of the wedding. You should also ensure that a Certificate of Registrar of Marriages has been issued before the ceremony takes place.

To learn more about celebration of marriage and the related registration fee, you can click on the link below:

- [More on celebration of marriage](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/celebration.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/celebration.htm>

### **How Long Will the Processing Take**

The processing time for giving Notice of Intended Marriage at the counter in a marriage registry is around 30 minutes. It may take longer for some complicated cases.

### **Fee and Payment Method**

The prescribed fee for giving and exhibition of the notice is HK\$305.

For notice given at the Marriage Registration and Records Office or a marriage registry, payment can be made by cash, EPS, crossed cheque or cashier's order in Hong Kong

dollars payable to "The Government of the Hong Kong Special Administrative Region". Post dated cheques will not be accepted.

## **Giving of a Notice of Intended Marriage from Places Outside Hong Kong**

No matter where and how you are going to celebrate your marriage, a Notice of Intended Marriage (the notice) on the prescribed form (Form MR1(S)) must be given in advance.

### **Who May Give Notice from Places Outside Hong Kong**

If both of you are currently living outside Hong Kong and intend to get married in Hong Kong, you may give the notice outside Hong Kong.

### **How to Give Notice from Places Outside Hong Kong**

You should write direct to the Marriage Registration and Records Office at the address below for a copy of Notice of Intended Marriage form and information sheet "Information Required for Registration of Marriage" for completion. The address:

The Marriage Registration and Records Office  
3/F, Low Block  
Queensway Government Offices  
66 Queensway  
Hong Kong

You may also choose to send email to the Immigration Department at the [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk) (mailto:enquiry@immd.gov.hk) for the form and information sheet.

The completed notice form with your signature should be authenticated by a Notary Public of the country where you live. The authenticated notice, the completed information sheet together with the supporting documents and the bank draft being the payment of the prescribed fee should be sent by registered airmail or submit through your contact person in Hong Kong or a civil celebrant of marriages to the Marriage Registration and Records Office.

### **Engaging a Civil Celebrant of Marriages**

If you intend to give the notice through a civil celebrant of marriages, you can refer to the following links for what you need to do and to know before you engage a civil celebrant of marriages in order to arrange a marriage ceremony smoothly.

- [Information Leaflet for the Marrying Parties \(pdf file\)](http://www.immd.gov.hk/pdforms/mr70_e.pdf)  
[http://www.immd.gov.hk/pdforms/mr70\\_e.pdf](http://www.immd.gov.hk/pdforms/mr70_e.pdf)

- [List of appointed civil celebrants of marriages \(pdf file\)](http://www.immd.gov.hk/pdf/list_of_civil_celebrant(e).pdf)  
[http://www.immd.gov.hk/pdf/list\\_of\\_civil\\_celebrant\(e\).pdf](http://www.immd.gov.hk/pdf/list_of_civil_celebrant(e).pdf)
- [Code of Practice for Civil Celebrants of Marriages \(pdf file\)](http://www.immd.gov.hk/pdf/cpcc_e.pdf)  
[http://www.immd.gov.hk/pdf/cpcc\\_e.pdf](http://www.immd.gov.hk/pdf/cpcc_e.pdf)

## **Supporting Documents and Other Requirements**

Both of you are required to provide the photocopy of your Hong Kong identity card or valid travel document.

For marriage of persons aged below 21, divorced persons or widows/widowers, they are required to provide additional supporting documents upon giving of notice. Please refer to the link here for details:

- [Special requirements and supporting documents](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/givingnotice/supportdocuments.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/givingnotice/supportdocuments.htm>

## **Exhibition of Notice of Intended Marriage**

The notice takes effect from the date following the date of the receipt of the authenticated notice with all the supporting documents and prescribed fee at the Marriage Registration and Records Office. It will be exhibited for at least 15 clear days.

- [More about exhibition of Notice of Intended Marriage](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/givingnotice/)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/givingnotice/>

## **Issue of Certificate of Registrar of Marriages**

A Certificate of Registrar of Marriages will be issued if:

- one of the proposed parties had made an affidavit before the Registrar in accordance with section 12 of the Marriage Ordinance, Cap. 181, or if such an affidavit (made before a civil celebrant) had been transmitted by the civil celebrant to the Registrar;
- no objection is received after the exhibition of the notice for a period of 15 clear days; and
- all other legal requirements are met.

Your marriage may take place in accordance with the Marriage Ordinance after the issue of a Certificate of Registrar of Marriages.

If you intend to celebrate your marriage in a licensed place of worship or by a civil celebrant of marriages, the Certificate of Registrar of Marriages will be issued to you after arrival at Hong Kong, your contact person or your civil celebrant of marriages.

Please note that no marriage shall be celebrated in a licensed place of worship or by a civil celebrant in the absence of a Certificate of Registrar of Marriages.

The marriage must take place within three months from the effective date of the notice. Otherwise, the notice becomes void and fresh notice must be given before the marriage can take place.

### **Affidavit Prior to Issue of Certificate of Registrar of Marriages**

Both of you should, after your arrival at Hong Kong, attend the Marriage Registration and Records Office within office hours or meet your civil celebrant, bringing along your travel documents and originals of the documents which you have submitted earlier. The party giving the notice should make an affidavit before the Registrar or the civil celebrant that there is no impediment of kindred or affinity or any other lawful hindrance to the marriage. Ample time should be allowed for the civil celebrant to transmit the affidavit to the Registrar for the issue of the Certificate of Registrar of Marriages.

### **Arrangement of the Ceremony**

If you intend to celebrate your marriage in a marriage registry, you may indicate your preference about date of marriage and registry on the information sheet. A reply will be sent to you to confirm the appointment for marriage ceremony after receipt of the authenticated notice, the prescribed fee, and supporting documents. Please note that the marriage registry has quota limit of marriage appointment. To facilitate the alternative arrangement, you may provide several preferences of marriage appointment and your email address for easy communication.

If your marriage is to take place in a licensed place of worship or to be celebrated by a civil celebrant of marriages, you should consult the officiating minister or civil celebrant of marriages for the exact date, time and place of wedding. Please also ensure that a Certificate of Registrar of Marriages has been issued before the ceremony takes place.

To learn more about celebration of marriage and the related registration fee, you can click on the link below:

- [More on celebration of marriage](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/celebration.htm)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/marreg/celebration.htm>

### **Fee and Payment Method**

The prescribed fee for giving and exhibition of Notice of Intended Marriage is HK\$305.

You should send in bank draft in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region" together with the completed notice. If the

bank draft is not drawable in Hong Kong currency, you should pay for an additional bank handling commission of HK\$100 for exchanging of currency. Please do not send in cash.

If your notice is given through your contact person in Hong Kong, payment can be made by cash, EPS, crossed cheque or cashier's order in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region" by your contact person. Post dated cheques will not be accepted.

## **Post-registration of Marriage**

### **Who May Apply**

If you and your spouse celebrated a customary or validated marriage in Hong Kong before 7 October 1971, you may apply for post-registration of the marriage. Where the other party of the marriage disputes in the application or his/her whereabouts is unknown, the applicant may apply for post-registration of marriage alone by producing a Court Order declaring that a customary or validated marriage subsists.

### **Supporting Documents and Other Requirements**

You are required to produce evidence indicating your customary or validated marriage celebrated in Hong Kong before 7 October 1971. Two witnesses of the marriage are required to give statutory declarations to confirm their presence during the wedding ceremony.

### **Where to Register**

You should apply for post-registration of the marriage in person at the Marriage Registration and Records office or any marriage registry except City Hall Marriage Registry and Cotton Tree Drive Marriage Registry.

- [Addresses and Office Hours of Marriage Registries](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/address/)  
<http://www.gov.hk/en/residents/immigration/bdmreg/marriage/address/>

### **Fee**

Filing of application for registration of marriage: HK\$140

Certificate of registration of marriage for post-registered marriage: HK\$425 per copy

For further enquiries, you can contact the Immigration Department at hotline 2824 6111 or visit a marriage registry.