

## **MARRIAGE REGISTRATION PROCESS**

- ✓ Filing of 21 days' marriage notice.
- ✓ Information needed for filing notice include;
  - Full name (as being used on documents)
  - Age
  - Occupation
  - Marital status (Single, Widower, and Divorcee) NB: if applicant is a divorcee, a copy of divorce certificate is required for the registration process.
  - ID (passport, voters, national or license)
  - Residence
  - Length of residence

## **COST OF MARRIAGE REGISTRATION PROCESS**

- ✓ *Parties resident in Ghana*
  - Customary - 80 Ghana cedis.
  - Ordinance – 120 Ghana cedis.
- ✓ *Party's non-resident in Ghana*
  - Customary - 200 Ghana cedis.
  - Ordinance – 250 Ghana cedis.

## **CELEBRATION OF MARRIAGE**

- ✓ Usage of the assembly's hall – 100 Ghana cedis.
- ✓ Certified true copy of marriage certificate – 75 Ghana cedis.
- ✓ After marriage certificate search - 75 Ghana cedis.

## **CHURCH GAZETTE**

Requirement for church gazette;

- ✓ Application letter on church letter head.
- ✓ Certificate of in-cooperation.
- ✓ Certificate of commencement of business.
- ✓ A fee of 1,400 Ghana cedis.
- ✓ The size of the land. NB: should be more than 2 plots.
- ✓ A sitting capacity of 200.

- ✓ The exit should be more than 2.
- ✓ Good sanitation facility.
- ✓ Good parking area.
- ✓ Gazette process takes 8 weeks.

## **GAZETING OF PASTORS**

Requirement for pastor gazette;

- ✓ 3 copies of original letter head (type the letter on the original letter head)
- ✓ 2 photocopies of ordination certificate.
- ✓ 2 photocopies of church premises certificate.
- ✓ Name
- ✓ Academic Qualification(MSLC/SCE/SSCE/Diploma/Degrees)
- ✓ Fee – Ghana cedis
- ✓ Gazette process takes 3 months`