

CAPE COAST METROPOLITAN ASSEMBLY

MARRIAGE REGISTRY

The Marriage Registry of the Metropolitan Assembly performs the following duties in accordance with the Marriage Act, 1884-1985 and serves as an intermediary between the Community and the Assembly in terms of Marriage Activities:

CORE FUNCTIONS OF THE REGISTRY

1. Registration of Customary Marriage.
2. Registration of Ordinance Marriage.
3. Inspect and facilitate Churches as part of the requirements for gazetting of Worship Centres.
4. Facilitation of Marriage Officers License.

ACTIVITIES / RESPONSIBILITIES OF THE REGISTRY

1. Issuance of Certified True Copy.
2. Authentication of Marriage Certificates.
3. Train Pastors / Religious Leaders on Marriage Administration procedures and filling of marriage Ordinance book.
4. Celebration of Ordinance Marriage Ceremonies.
5. Counseling and Guidance Sessions.
6. Submission of returns (that is marriages celebrated at the Municipal Assembly Office and Churches within the Municipality) to the Registrar General's Department on monthly basis.
7. Community Outreach; education and awareness creation of the activities of the Marriage Registry.

BASIC INFORMATION FOR MARRIAGE REGISTRATION

Before one can register his/her marriage, the parties to the marriage would have to;

FOR CUSTOMARY MARRIAGE

- Be residence of the Municipality for at least **SIX (6) Months**.
- Provide a copy of any **Valid National ID** (Ghana Card, Voters ID, Passport, Drivers' License)
- File for a Notice of Marriage for **28 Days** with the District Assembly before proceeding to marry.
- Provide basic personal information like (**Full Name as it appears on all legal documents, Age as it appears on all legal documents, Residence, occupation, length of residence, marital status as at time of registration**) for registration purposes.
- Provide a copy of a **divorce certificate** if any.

NB: For parties living outside the country, a copy of their passport would be needed for registration purposes. Also, their country of residence would be used as their residence in the registration process.

FOR ORDINANCE MARRIAGE

- Be residence of the Municipality for at least **SIX (6) Months**.
- Provide a copy of any **Valid National ID** (Ghana Card, Voters ID, Passport, Driver's License)
- File for a Notice of Marriage for **21 Days** with the District Assembly before proceeding to marry.
- Provide basic personal information like (**Full Name as it appears on all legal documents, Age as it appears on all legal documents, Residence, occupation, length of residence, marital status as at time of registration**) for registration purposes.

- Provide Full Names of their **Biological Parents** either deceased or alive.
- Provide a copy of a **divorce certificate** if any.
- Attain a **Registrar's Certificate** before proceeding to have the ceremony.

NB: For parties living outside the country, a copy of their passport would be needed for registration purposes. For both parties living outside the country, they should have been in the country for at least 14 Days before they can be eligible for registration. Also, their country of residence would be used as their residence in the registration process.