APPLICATION FOR LICENCE TO SOLEMNISE CIVIL MARRIAGES IN SINGAPORE

(SECTION 22 OF THE WOMEN'S CHARTER 1961)

This form may take you about 10 minutes to fill.

SECTION 1 – APPLICANT DETAILS

Title
☐ Dr ☐ Mr ☐ Miss
☐ Ms ☐ Mdm
☐ Rev ☐ Others _____

Name (in block letters and strictly according to NRIC)

(Please underline surname)

Affix a recent photo here

Awards / Conferment
☐ JP ☐ PJG ☐ BBM(L)
☐ BBM ☐ PBM ☐ PBS
☐ Others _____

Identity No : _____

Identity Type:
☐ S/Pink ☐ S/Blue ☐ Others _____
☐ Work Permit (e.g. Foreign Passport)
☐ Employment Pass

{Please attach a photocopy of your NRIC (for Singaporean/PR) or Passport & FIN Card (for foreigner)}

Marital Status
☐ Single ☐ Married
☐ Divorced ☐ Annulled
☐ Widowed ☐ Separated

Date of birth

Age

Country of birth

Race

Highest Educational Qualification
☐ University Degree
☐ Polytechnic Diploma
☐ Post-Secondary
☐ Secondary
☐ Others _____

Language Proficiency
☐ English ☐ Mandarin
☐ Tamil ☐ Malay
☐ Others _____

Religion

Residential Address

House/Block No. : _____

Street Name : _____

_____

Unit No. : _____ - _____

Building Name : _____

_____

Postal Code : _____

Contact No.
(H) _____
(O) _____
(HP) _____

Email
_____

Occupation

Name and Address of Employer

Church / Temple only

Name of Church / Temple: _____

_____

Denomination : _____

No. of solemnisers : _____

No. of solemnisations done by the church/temple for the past ONE year: _____

Congregation Size : _____

Grassroots Leaders only

□ Chairman/ Vice-chairman, from _____to_____ (date)

Name of CCC/CCMC: _____

Name of CC: _____

□ Family Life Champion, from _____to_____ (date)

Constituency: _____

APPLICATION FOR LICENCE TO SOLEMNISE CIVIL MARRIAGES IN SINGAPORE

(SECTION 22 OF THE WOMEN'S CHARTER 1961)

Employment History

Name of Organisation	Designation	Duration From (dd/mm/yy)	To (dd/mm/yy)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Contributions (e.g. Community Service)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please enclose a copy of your Curriculum Vitae and 2 written character references)
(Please attach document if space is insufficient)

I confirm that

☐ I am not and have never been declared financially embarrassed or a bankrupt.
☐ I have never been convicted of any criminal offence.
☐ There have never been any disciplinary proceedings initiated against me.
☐ I am not and have never been guilty of any professional misconduct.

The above information is accurate and true to the best of my knowledge.
I agree to have my hand-phone / office number [#] <u>and</u> email address posted on the ROM website.

_____ _____
Signature of applicant Date

SECTION 2 – NOMINATING BODY

☐ People's Association ☐ Sikh Advisory Board
☐ Hindu Endowments Board ☐ Singapore Taoist Federation
☐ Singapore Buddhist Federation
☐ NCCS (for Independent Church)
☐ Denominated Church (please state denomination) _____

Declaration

☐ I support this application.
☐ I confirm that applicant is employed by / registered with [#] my organisation and that all information given in this form is accurate. I undertake to update ROM if the person is no longer under our employment or office.

Name:_____ Signature:_____

Designation:_____ Date:_____

APPLICATION FOR LICENCE TO SOLEMNISE CIVIL MARRIAGES IN SINGAPORE

(SECTION 22 OF THE WOMEN'S CHARTER 1961)

Have you enclosed a copy of:

- ☐ your NRIC (for Singaporean/ PR), or Passport & FIN Card (for foreigner)?
- ☐ your ordainment certificate or degree in Theology? (if applicable)
- ☐ your Curriculum Vitae?
- ☐ the written character references? (one each from both of your character referees)
- ☐ a recent passport size photograph?
- ☐ proof of registration with ACRA or ROS? (for religious leaders)

 # Please delete as appropriate

APPLICATION FOR LICENCE TO SOLEMNISE CIVIL MARRIAGES IN SINGAPORE

(SECTION 22 OF THE WOMEN'S CHARTER 1961)

1. Eligibility

Only the following persons need apply:

a. Justice of the Peace
Invitations are extended by ROM upon appointment as Justice of the Peace by the Prime Minister's Office.

b. Chairman/ Vice-chairman, Community Club Management Committee / Citizens' Consultative Committee (CCC/CCMC) and Family Life Champions (FLC)
Nominations are by the Chief Executive Director, People's Association and subject to a person meeting the criteria for nomination and not previously convicted by a Court of Law.

c. Religious Leaders
Nominations are by the relevant nominating body specified in para 2(b) and subject to a person meeting the criteria for nomination and not previously convicted by a Court of Law.

2. Application through Nominating Body

Applications are to be made on latest version of the form issued by the ROM. Only original copies of the form will be accepted. Completed forms together with the requisite supporting documents are to be sent to a Nominating Body (see below). The Nominating Body will conduct a preliminary screening of all applicants and will route only those applications which they support to ROM for the Minister's consideration.

The Nominating Body for each category of persons is as follows:

a) For CCC/CCMC Chairman/ Vice-chairman or FLCs – People's Association
b) For religious leaders, the
   i. Heads of Religious Order for denominated churches
   ii. National Council of Churches of Singapore for independent churches
   iii. Singapore Buddhist Federation for Buddhist temples
   iv. Hindu Endowments Board for Hindu temples
   v. Sikh Advisory Board for Sikh temples
   vi. Taoist Federation Singapore for Taoist temples

3. Annual Exercise

ROM accepts applications only in the month of January yearly.

The closing date for the applications is on 31 January, 5 pm.

4. Application Outcome

Only successful applicants will be notified. Appeals will not be entertained. Applicants who submitted their application will be informed by email at the very latest by 30 June.

5. Appointment Title

Successful applicants shall be appointed a 'Licensed Solemniser' under section 22 of the Women's Charter 1961.

6. Duration of the Licence

The duration of the Licence shall, unless otherwise specified, be for a 3-year period and shall commence from 1 July.

Notwithstanding the above, a licence shall expire immediately upon an appointee leaving the office of the Nominating Body (appointees shall inform ROM before the last day of office under the Nominating Body), bankruptcy or upon becoming the subject of a police investigation.

A licence may also be revoked before its expiry at the sole discretion of the Minister if he considers the person no longer suitable to be a licensed solemniser. No reason(s) shall be given for the Minister's decision and there shall be no appeal against his decision.

7. Training and Induction Programme

All first time appointees must complete a 3-hour training and induction programme within the first month of their appointment. An appointee who fails to do so is liable to have his licence revoked.