

## **ROM Licence Application**

### **Application for Licence to Solemnise Marriages for Pastors of Independent Churches**

*For new applications:*

The NCCS has been requested by the Registry of Marriages (ROM) to vet the applications of independent churches and to support the applications if they are in order. Kindly note the following information that is required by ROM:

1. The Application for a new Licence to Solemnise Marriages (LSM) in Singapore is an annual process. The NCCS will accept applications from 1 October to 31 December of the year for the following year's issue of the Licences. This application cycle is implemented by the ROM.
2. To apply, download and complete the [Application Form](#) and [Declaration Form](#) which will be processed only between October to December.
3. *Section 2 – Nominating Body* in page 2 of ROM's Application Form is to be left blank. It is to be filled up and signed by the Nominating Body – NCCS.
4. For the required supporting documents, please refer to page 3 of the Application Form.
5. Letter (printed and signed on church letterhead) addressed to The General Secretary, National Council of Churches of Singapore providing the following information:
  - a. the reasons for the application
  - b. the number of marriages expected to be solemnised in the church in the next 2 years
  - c. the number of holders of the Licence to Solemnise Marriages in the church
6. ROM requires 2 written character references (as stated in pages 2 and 3 of ROM's Application Form) and recommends that they be from senior church leaders, such as Elders and Senior Pastors.
  - a. These 2 letters are to be written and signed on official church letterheads.
  - b. The referee's title should be clearly indicated.
7. Scan the completed Application and Declaration Forms and all the required supporting documents and email them to [admin@nccs.org.sg](mailto:admin@nccs.org.sg)
8. Applicants will be advised if the completed forms are not in order.
9. Applicants will be notified in due course when the following originals are required by NCCS for ROM:
  - a. complete set of LSM application documents
  - b. all letters written and signed on official church letterheads
10. There is an administrative fee of \$100 per application from churches that are not in the membership list of the NCCS.

Kindly make your payment to the National Council of Churches of Singapore **together with your application** using one of the following 2 modes:

- i. PayNow: NCCS UEN: S61SS0118B  
Please indicate "LSM" and the name of the applicant.

- ii. Bank Transfer: DBS Account No: 070-002355-5  
Please indicate "LSM" and the name of the applicant.

Please email to [admin@nccs.org.sg](mailto:admin@nccs.org.sg) for submission of forms and notify us when payment of the Administration Fee has been made. You are most welcome to email or contact us @ 63368177 if you have more questions.

*For renewal cases or for Licences expiring in June/December:*

Kindly note the following information that is required by ROM:

1. The Renewal for your Licence to Solemnise Marriages (LSM) in Singapore is an annual process. The NCCS will accept applications from 1 October to 31 December of the year for the following year's issue of the Licences. This application cycle is implemented by the ROM.
2. To renew, download and complete the [Declaration Form](#) which will be processed only between October to December.
3. Letter (printed and signed on church letterhead) addressed to The General Secretary, National Council of Churches of Singapore providing the following information:
  - a. Is your church a member of the National Council of Churches of Singapore?
  - b. Are you still serving in the same church? If there is a change, indicate your present church name, the church address, church email address and office telephone number.
  - c. Your marital status, personal mobile phone number, email address, highest level of academic and professional qualifications (documentary evidence of any update).
  - d. Reasons for renewing your Licence.
  - e. How do you or your church prepare couples for their marriage, in addition to officiating their wedding service? Are lay staff/members involved as well?
  - f. What do you do in your role as a licensed solemniser and leader of your parishioners/families within your church?
  - g. Did you encounter any unpleasant incident/feedback
    - i. from the public?
    - ii. when solemnising marriages in the present church?
    - iii. on being a role model on your family or married life?
  - h. Total number of marriages solemnised in the current year.
  - i. Number of marriages expected to be solemnised in the church for the next 2 years.
  - j. Total number of existing LSM holders in your church.
  - k. Total number of church members.
4. Applicants will be notified in due course when the originals of the complete set of LSM application documents are required by NCCS.
5. There is an administrative fee of \$100 per application from churches that are not in the membership list of the NCCS.

Kindly make your payment to the National Council of Churches of Singapore **together with your application** using one of the following 2 modes:

- i. PayNow: NCCS UEN: S61SS0118B  
Please indicate "LSM" and the name of the applicant.
  
- ii. Bank Transfer: DBS Account No: 070-002355-5  
Please indicate "LSM" and the name of the applicant.

Please email to [admin@nccs.org.sg](mailto:admin@nccs.org.sg) for submission of forms and notify us when payment of the Administration Fee has been made. You are most welcome to email or contact us @ 63368177 if you have more questions.