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|  | **Order a Marriage Certificate** | | **OMRS-005** |
| If you wish to order a marriage certificate for the couple, you must do it at the same time as submitting the registration information.   1. If you selected **Yes** to ordering a marriage certificate the following screen will be displayed once you have submitted the marriage record      1. Choose between the two available products -    1. **Marriage Certificate** -sent in about 7-10 working days    2. **Marriage Certificate Priority** – sent the same day or following day 2. Select the quantity you would like and click on the **Next**  button      1. You will need to confirm the delivery address. You will have the option of selecting the recipient as **Party 1** or **Party 2** which will populate the fields from the marriage record already recorded. Selecting **Other** will require you to manually enter the recipient residence fields 2. For postal address selecting **Yes** will copy the fields from the residence address fields. Selecting **No** you will need to manually enter the postal address fields 3. Click on the **Next** button 4. Click on the **Register Marriage** button 5. Registration is now complete – to pay for the marriage certificate click on the **Next** button 6. Read the terms and conditions and then click on the **I Agree** checkbox | | 1. Click on the **Pay Now** button 2. You will be taken to the Westpac online payment service 3. Enter the Visa or Mastercard details and click the **Next** button      1. Enter the security check number      1. Click on the **Confirm Payment** button 2. Your receipt will be displayed | |