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|  | **Create New Marriage Record** | | **OMRS-002** |
| 1. To create a new marriage record click on the  **New** icon 2. Fill in **Marriage Details**   **Note:** You can click on the **Save**  icon and leave the record at any time after you have entered the surnames of both parties and the date of marriage   1. Click on the **Save**  icon   **Note:** You can leave fields such as witness names blank to fill in later**.** At this point you may not have all the information needed but you can print a NOIM at any time. You can continue to fill in the printed NOIM or reprint the NOIM as long as the submitted NOIM is complete with all signatures.   1. Click on the **Continue**  button or **Party 1**  tab at top of page when you are ready to enter **Party 1** details 2. Fill in **Details of Party 1**     **Note:** If either Party 1 or Party 2 was born overseas their total period of residency in Australia can be entered as below with years plus months or only months (only months example below)     1. Click on the **Continue** button 2. Fill in **Party 1 – Previous Marriages** details      1. Click on the **Continue**  button or **Party 2**  tab at top of page when you are ready to enter **Party 2** details | | 1. Fill in **Details of Party 2**      1. Click on the **Continue** button 2. Fill in **Party 2 – Previous Marriages** details      1. Click on the **Continue** button or **Celebrant** tab at top of page when you are ready to enter the **Particulars to be completed by Authorised Celebrant** 2. Confirm additional details required on NOIM e.g. date NOIM received and evidence of ID sighted     **Note:** Fields you have left blank will appear in red. You can still save the record but all fields must be completed before submitting     1. Click on the **Print NOIM** button if you are ready for the couple to sign the NOIM 2. Click the **Save** button. | |