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|  | **Search and View Submitted Marriage Records** | | **OMRS-006** |
| 1. From the **Home** page click on the **Search Marriages** button located at the left side menu   **Note:** You can search marriage records you have submitted to Births, Deaths and Marriages. You can search party name/s and date of marriage. You cannot make changes to the marriage record.   1. Enter the Party 1 Surname and/or Party 2 Surname   **Note:** When searching by Party 1 and Party 2 surnames it will not matter if you enter the surnames in the opposite fields. The search will still locate a marriage with those surnames if it exists.     1. If you know the exact date of marriage select **Yes**      1. Enter the date of marriage      1. If you do not know the date of marriage select **No** | | 1. Enter the date range of the marriage      1. Click on **Search** 2. The results will appear in a table below      1. Click on the **Marriage Record**  icon 2. The marriage record will open for viewing 3. Click on Search Marriages  button located at the left side menu to be taken back to your search results 4. Click on **Clear Search** to start again | |