

HOW TO APPLY FOR REGISTRAR'S CERTIFICATE – FORM C

You can now apply for Registrar's Certificate – FORM C. With eCitiBiz portal, it is accessible anywhere, any day and any time.

HOW TO APPLY

Simply...

- a. log on to eCitiBiz Portal on www.ecitibiz.interior.gov.ng
- b. Click on Login/Registration
- c. Click on Register Now
- d. Select Personal Account (Marriage and Citizenship)
- e. Provide all the needed information on the form that appears
- f. Check the box "I Agree to the Terms of Use"
- g. Click on Register
- h. A confirmation link will be sent to your email (Kindly log in to your email and activate your account)

How to Apply For Form C (Ordinary/Special Marriage) on the eCitiBiz Portal

After the user has registered for Personal Account (Marriage and Citizenship) on the eCitiBiz Portal on www.ecitibiz.interior.gov.ng

- a. Click on Login/Registration.
- b. Enter your Email Address.
- c. Enter your Password.
- d. Click on Login.
- e. Click on Marriage on the Navigation bar.
- f. Click on Apply for Marriage (New Couple)
- g. Select Marriage type (Ordinary Marriage or Special Marriage) and click on the Apply button
- h. A pop-up Notification will be displayed. Click OK to proceed
- i. Click and complete the information for Marriage Details.
- j. Click and select the Registry for Oath.
- k. Click and select Licensed Place of Worship under the Place of Marriage
- l. Click and select State of Place of Worship
- m. Click and select Local Government of Place of Worship
- n. Once you click on Licensed Place of Worship, a list of all the Licensed Place of Worship registered under the selected Local Government will show. Select the Place of Worship where you intend to celebrate your marriage.
- o. Click and complete the Husband and Wife Details.
- p. Click and upload all the Relevant Documents.
- q. Click on Proceed. You can click on Save as Draft to save application and continue later or click on Cancel to cancel the application.

- r. A Summary page of the application is displayed for the user to verify all information has been inputted correctly.
- s. Click on the check box at the bottom of the summary page to declare that all information is true.
- t. Click on Proceed to payment.
- u. Your Payment Summary page will come up. Click Online Pay to use the online payment method or click Pay through Bank or POS to generate RRR (Invoice) for your offline payment.
- v. After payment has been made, the user goes to the Marriage Registry to take oath at the selected date of oath in the application.
- w. Once the oath is taken, the Registrar of Marriage sends a copy of the FORM C directly to the selected Licensed Place of Worship.
- x. The applicant will go to the Registry to collect a stamped copy of the Form C (where required).

NOTE:

Not all places of worship are permitted to conduct marriages. Ensure the place of worship where you marry is licensed by the Ministry of Interior for your marriage to be credible and registered in the National Database of legally certified marriages.