



APPLICATION PROCESS TO BECOME A MARRIAGE OFFICER/CIVIL REGISTRAR IN THE ISLAND OF JAMAICA

1. Who is a Marriage Officer?

- a) Must be a Minister of Religion acting for a congregation or having the local superintendence of several congregations appointed by law to perform marriages.
(*Section 6- Marriage Act*)
- b) A Civil Registrar shall be ex officio a Marriage Officer, and shall have a known office to be approved by the Registrar General. (*Section 7- Marriage Act*)

2. Who can apply?

- a) Minister of Religion - who has a church that has been established for at least two (2) years and a congregational size of a minimum of one hundred (100) members.
- b) Any member of the public who:
 - i. is a Jamaican citizen who is a resident in Jamaica at the time of the application or by naturalisation;
 - ii. is at least 25 years old; and
 - iii. is a person of unquestionable integrity who is respected in their local community;

3. What are the required documents to become a Marriage Officer or Civil Registrar?

The interested applicant should visit the NIRA website at <https://nira.gov.jm/> to download the checklist, or visit any of the NIRA offices and/or collect a checklist of the required documents. These required documents are as follows:

- i. Your application letter in your own handwriting;
- ii. Resume;
- iii. Associate Degree and/or higher qualification; proof of identity such as the National Identification Card, the Electoral Identification Card, a valid passport or driver's licence;
- iv. One passport-sized photograph;
- v. Birth, naturalisation, adoption certificate (whichever is applicable);
- vi. Marriage certificate if married;
- vii. Deed poll, if applicable;
- viii. Ordination certification;
- ix. Police Record;
- x. Articles of incorporation for non-denominational minister;



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- xi. Letter from the Companies Offices showing the Companies number for non-denominational minister;
- xii. Three letters of recommendation, from any of the following, who would have known the applicant for at least five (5) years:
 - a. For the Ministers of Religion:**
 - Two active marriage officers
 - One Head of Denomination (mandatory)
 - Non-denominational ministers (If the applicant is the Head of Denomination, a letter from another head of church from which the applicant use to be a member)
 - b. For Civil Registrar of Marriages:**
 - Justice of the Peace or Attorney at Law
 - Custos
 - Judge
 - Clerk of Court
 - Member of Parliament or Councilor
 - Senior Officer of the Jamaica Constabulary Force
 - Senior Officer of the Jamaica Defence Force
- xiii. **For Civil Registrar Applicants and Applicants from Non – Traditional Denominations only:**
 - Proof of access/ location of an office in the parish of operation
 - Proof of ownership in the form of a Lease Agreement, Titles or letter from the owner granting permission to use the office as that of a Civil Registrar.
 - Satisfaction of NIRA's specifications attached.

All documents submitted should be addressed to the National Identification and Identification Authority, Twickenham Park, Spanish Town St. Catherine.

4. What is the age group for the applicants?

An applicant must be between the ages of twenty-five (25) and sixty-five (65) years old.

5. What is the duration for an appointment?

An appointment is valid until one ceases to hold office, resigns or is deemed unfit to carry out the duties due to any of the following:



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- i. Incapacitated such as due to blindness, loss of hearing, mental incapacitation
 - ii. Critical illness
 - iii. Death
 - iv. Migration
 - v. Resignation
 - vi. Conviction of a Criminal Offence in a Court of Law
 - vii. Breaches of the Marriage Act/Rules
 - viii. Other breach(es) as determined by the NIRA portfolio Minister
6. Once required documents are received, the applicant is scheduled for a preliminary test and interview. **This is done face-to-face in office and the fee is \$3,000.** The pass mark is 80% on BOTH sections.
7. **Can a re-sit be done if an applicant had failed a test?**
A total of two re-sits will be conducted in the following categories and a fee of \$5,000 is paid for each re-sit:
 - 79 – 65% - five (5) months after test
 - 64 – 45% - seven (7) months after test
 - 44 – 0% - re-application after one year of test result
8. **Once the applicant passes the test (80% or more on both sections) and the interview, the applicant is referred to the Police Commissioner's Office for investigation to be done.**
9. **What is the process to receive a report from the Commissioner's Office for the applicants?**
 - I. NIRA sends request for investigation to be done to Police Commissioner's Office
 - II. Request is forwarded to the Operations Branch Division – Oxford Road
 - III. The Police officer interviews the applicant
 - IV. The responses are documented and forwarded
 - V. To the Police Commissioner's Office
 - VI. To NIRA



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10. Marriage Officer Certification

Once a gazette has been received for the Marriage Officer, he/she will then complete the Online Marriage Officer Professional Certification Course which is administered online via the NIRA Learning Centre. The online course can be accessed by a Marriage Officer free of cost. Alternatively, the Marriage Officer may opt to come in office and be assisted with the online course for a fee. Once the course is completed and all course work and tests are completed with an overall score of at least 80%, the Marriage Officer will receive both an electronic and a physical certificate for a fee. The Marriage Officer will also receive access to the relevant forms, materials and marriage registers free of cost however, the marriage officer stamp and ID will be issued at a cost.

11. Are there any fees associated with the process?

Applicant Related Fees:

Preliminary/Assessment test	\$3000.00
Re-sit for test	\$5000.00

Marriage Officer Fees:

Marriage Officer Course (in-office)	\$5000.00
Marriage Officer Course (online)	FREE
Marriage Officer Course Certificate	\$7,800.00
Refreshers' training fee	\$7,500.00

12. What is the expected timeline for one to become a Marriage Officer?

This process can take up to two years based on responsiveness from the Police Commissioner's Office and the Gazette Office, through the Office of the Prime Minister (OPM).



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CONTACT US

The National Identification and Registration Authority (NIRA)

website: <https://nira.gov.jm/>

E-mail: info@nira.gov.jm

CORPORATE SERVICE

Twickenham Park,
Spanish Town, St. Catherine.
Telephone: 876-619-1260 (Digicel)
876-749-0550 (Lime)

MARRIAGE UNIT

Ext. 6234-7
(cell) 876-579-5710

EASTERN REGIONAL OFFICE

5 NORTH Windsor Road
St. Ann's Bay, St. Ann
Telephone: 876-619-1260 ext. 7300-6

SOUTH WEST REGIONAL OFFICE

Shop 17 – 18 Supreme Plaza,
Institution Drive
Santa Cruz, St. Elizabeth
Telephone: 876-619-1260 ext. 6900- 6904

EASTERN REGIONAL OFFICE

19 West Palm Avenue,
Port Antonio, Portland
Telephone: 876-619-1260 ext. 7000 -5

WEST SOUTH WESTERN REGIONAL OFFICE

7 1/2 Lewis Street, Savanna-la-mar,
Westmoreland
Telephone: 876-619-1260 ext. 6700-4

SOUTH EASTERN REGIONAL OFFICE

58 Duke Street
Kingston
Telephone: 876-619-1260 ext. 6400-11

WESTERN REGIONAL OFFICE

22 1/2 Humber Ave, Montego Bay,
St. James
Telephone: 876-619-1260 ext. 6500-5

SOUTHERN REGIONAL OFFICE

Shop # G14 24 Hargreaves Ave
Mandeville, Manchester
Telephone: 876-619-1260 ext. 6800-5

PORTMORE REGIONAL OFFICE

Shop 1-2, Big Buy Plaza,
15 West Trade Way,
St. Catherine
Telephone: 876-619-1260 ext. 7200-5

MAY PEN REGIONAL OFFICE

10-12 Bryant's Crescent
May Pen, Clarendon

Telephone: 876-619-1260 ext. 7210- 3