

GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Auto Nagar, Vijayawada

Marriage certificate registration

**User Manual
October 2022**

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1. Service overview

The Government of Andhra Pradesh is providing the service “Marriage Certificate” to the citizens under the Andhra Pradesh Compulsory Registration of Marriage Act, 2002 to those who want to get a marriage certificate as a proof of their marriage. Citizens need visit the village/ward secretariat to apply for this service and visit the approving authority for verification.

The service costs for this service are as follows:

- I. Application date is within 30 days from marriage date – Rs 150
- II. Application date is greater than 30 days from marriage date in – Rs 250

This service can be applied by citizens who are recently married, and whose marriage date is within **60 days(rural) & 90 days(urban)** of application date.

The application raised by the Digital Assistant (DA) is forwarded to Municipal Commissioner (MC) in urban areas and Panchayat Secretary – Drawing and Disbursement Officer (PSDDO) in rural areas according to the address selected in the Place of marriage section in the application form.

The SLA for this service is as follows:

Rural areas – 15 days

Urban areas – 30 days

The bride and the groom should visit the PS/MC office for verification purpose and after verifying the application details the PS/MC approves the application and the citizen can take the printout of marriage certificate at village/ward secretariats.

2. Digital Assistant login

Digital Assistant can raise marriage certificate request as per citizen requirement.

Note: All Aadhar numbers in the application form including Bride, Bridegroom, Witnesses should be unique. No common Aadhar numbers should be entered in the fields.

2.1 Basic Details Form

1. Citizen Basic Details Form: Enter either bride's or bridegroom's Aadhaar Number. Details will be fetched from Household Data.

uat.vswsonline.ap.gov.in/#/registration/marriage-certificate

AP సేవ పోర్టల్

Hello, BANAVATHU SRIKANTH NAYAK
Panchayat Secretary Grade-VI (DA)

Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

11:00:52 AM
03 October 2022 MON | Log Out

GSWS / Application Submission / Registration Department / Marriage Certificate

Marriage Certificate Application Form

Basic Details		Application Form	
Aadhaar Number: *	Citizen Name: *	Father/Husband Name: *	Gender: *
664080453344 <input type="button" value="Pre-Fill"/>	Rahul	test father	Male
Date of Birth: *	Caste: *	Religion: *	Qualification: *
16/10/1975	BC-A	Buddhist	M.TECH
Marital Status: *	Mobile No: *	Email:	
Married	9854332232		

2. Click on continue in basic details and it should navigate to Application form

గ్రామ-పాఠశాల సేవాలందించు

Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

Permanent Address

Door No: * 2-123 Street Name: * 2-123A District: * KRISHNA Mandal/Municipality: * AVANIGADDA-R

Village/Ward/Secretariat: * PULIGADDA Pin Code: * 532401

Present Address is same as Permanent Address

Present Address

Door No: * 2-123 Street Name: * 2-123A District: * KRISHNA Mandal/Municipality: * AVANIGADDA-R

Village/Ward/Secretariat: * PULIGADDA Pin Code: * 532401

Reset Continue

2.2 Application Form: Post filling Basic Details proceed to Application Form Page

1. In Application form enter the relevant details in all mandatory fields.

uat.vswsonline.ap.gov.in/#/registration/marriage-certificate

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Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

Hello, BANAVATHU SRIKANTH NAYAK
Panchayat Secretary Grade-VI (DA)

11:08:49 AM
03 October 2022 MON | Log Out

GSWS / Application Submission / Registration Department / Marriage Certificate

Marriage Certificate Application Form

Basic Details	Application Form
Marriage Details Date of Marriage: * 01/10/2022 Venue of Marriage: * Function Hall	Place of Marriage District: * NTR Mandal/Municipality: * AKONDURU-R Village/Ward/Secretariat: * AKONDURU Panchayat: * A KONDURU
Bride Details Authentication Type: * <input checked="" type="radio"/> OTP (One Time Password) <input type="radio"/> Biometric Aadhaar Number: * 828360688098 Send OTP OTP (One Time Password): * ***** OTP Authenticate	Bride Details Name: * Anjali Dave Gender: * Female Date of Birth: * 24/12/1993 Educational Qualification: * B.TECH Religion: * Christian Age as on solemnization of marriage: * 28 Father's Name: * test father Address: * konduru Caste: * BC-E Status at the time of marriage: * Unmarried Mobile No: * 9887876765 Occupation: * PRIVATE SERVICE Handicapped: * <input type="radio"/> Yes <input checked="" type="radio"/> No

2. Enter valid Bride Aadhar number and authenticate using Aadhar OTP

uat.vswsonline.ap.gov.in/#/registration/marriage-certificate

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Hello, BANAVATHU SRIKANTH NAYAK
Panchayat Secretary Grade-VI (DA)

11:08:49 AM
03 October 2022 MON | Log Out

GSWS / Application Submission / Registration Department / Marriage Certificate

Marriage Certificate Application Form

Basic Details	Application Form
Marriage Details Date of Marriage: * 01/10/2022 Venue of Marriage: * Function Hall	Place of Marriage District: * NTR Mandal/Municipality: * AKONDURU-R Village/Ward/Secretariat: * AKONDURU Panchayat: * A KONDURU
Bride Details Authentication Type: * <input checked="" type="radio"/> OTP (One Time Password) <input type="radio"/> Biometric Aadhaar Number: * 828360688098 Send OTP OTP (One Time Password): * ***** OTP Authenticate	Bride Details Name: * Anjali Dave Gender: * Female Date of Birth: * 24/12/1993 Educational Qualification: * B.TECH Religion: * Christian Age as on solemnization of marriage: * 28 Father's Name: * test father Address: * konduru Caste: * BC-E Status at the time of marriage: * Unmarried Mobile No: * 9887876765 Occupation: * PRIVATE SERVICE Handicapped: * <input type="radio"/> Yes <input checked="" type="radio"/> No

3. Enter valid Bridegroom Aadhar number and authenticate using Aadhar OTP /Biometric.

uat.vswsonline.ap.gov.in/#/registration/marriage-certificate

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Bridegroom Details

Authentication Type:
 OTP(One Time Password) Biometric

Aadhaar Number: 664080453344 OTP (One Time Password):

Name: Rahul Sharma Gender: Male Date of Birth: 20/07/1989 Educational Qualification: M.TECH

Religion: Buddhist Age as on solemnization of marriage: 33 Father's Name: father testing Address: Hyderabad

Caste: BC-C Status at the time of marriage: Unmarried Mobile No: 8658769658 Occupation: PRIVATE SERVICE

Handicapped: Yes No

4. Enter valid Witness 1 and Witness 2 details for Bride.

uat.vswsonline.ap.gov.in/#/registration/marriage-certificate

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Caste: BC-C Status at the time of marriage: Unmarried Mobile No: 8658769658 Occupation: PRIVATE SERVICE

Handicapped: Yes No

Witness 1 Details for Bride

Aadhaar Number: 810396357004 Name: UJAVALA RESHMA Father/Husband Name: rajesh test Address: 2-28/a,A.KONDURU,A.KONDURU,NTR

Age: 24 Occupation: FISHERMAN Relation: Brother Passport Size photo (Upload Only .jpg/.jpeg format): images.jpg

Witness 2 Details for Bride

Aadhaar Number: 588557713358 Name: BINOD Father/Husband Name: ravi test Address: 1-129,KOLIGAM,ICHCHAPURAM,SRIKAKL

Age: 28 Occupation: GOVT. SERVICE Relation: Sister Passport Size photo (Upload Only .jpg/.jpeg format): ABC.jpg

5. Enter valid Witness 1 and Witness 2 details for Bridegroom.

uat.vswsonline.ap.gov.in/#/registration/marriage-certificate

AP సేవ పోర్టల్ Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

- > Profile Update
- > Dashboard
- > Reports
- > View Transaction
- > Challan Payment
- > Request Tracking System

List Of Services

- > Application Submission
- + Consumer Affairs, Food and Civil Supplies
- + GSWs Services
- + Panchayat Raj and Rural Development
- + Revenue

Witness 1 Details for Bridegroom

Aadhaar Number: * Name: * Father/Husband Name: * Address: *

Age: * Occupation: * Relation: * Passport Size photo (Upload Only .jpg/.jpeg format)* X

Witness 2 Details for Bridegroom

Aadhaar Number: * Name: * Father/Husband Name: * Address: *

Age: * Occupation: * Relation: * Passport Size photo (Upload Only .jpg/.jpeg format)* X

6. Upload all valid documents in the list.

uat.vswsonline.ap.gov.in/#/registration/marriage-certificate

AP సేవ పోర్టల్ Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

- > Profile Update
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- > View Transaction
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List Of Services

- > Application Submission
- + Consumer Affairs, Food and Civil Supplies
- + GSWs Services
- + Panchayat Raj and Rural Development
- + Revenue

Document List

Note: All Upload Documents are in Pdf Format Only. Maximum Upload Size Per File is 1MB.

Marriage photo (Upload Only .jpg/.jpeg format) * X

Marriage Invitation Card * X

Proof Of Age For Bride (Aadhar Card) * X

Proof Of Age For Bridegroom (Aadhar Card) * X

Divorce Certificate

Death Certificate of Deceased Spouse

Notary Affidavit

Proof Of Residence (Rice Card/Telephone Bill/Electricity Bill/Aadhar Card/Voter ID/Passport/Driving License/MGNREGS Job Card) * X

I (Applicant) agree that the information/documents submitted is with my consent and can be verified.*

I (Verify Authority) , hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.*

7. After entering all valid details click on Show payment.

8. After clicking on show payment it will navigate to gateway page

Scenario 1 – Payment charges will be 150 in case the application date is within 30 days from marriage date.

Scenario2 - Payment charges will be 250 in case of marriage date is over 30 days from application

9. Select any payment method and click on continue payment.

uat.vswsonline.ap.gov.in/#/payment-gateway?id=MC221003149678&department=RS&type=MarriageCertificate

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Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

PAYMENT GATEWAY

Payment Details

Reference No : MC221003149678

Amount To Pay ₹50.00

Surcharge Amount ₹0.00

Convenience Fee NEFT ₹100.00

Total Amount ₹150.00

Secure Checkout by **BillDesk**

Select Payment Method

BillDesk Online

Paytm Online

Cash

Continue Payment

Cancel Payment

10. Payment receipt is generated.

uat.vswsonline.ap.gov.in/#/payment-receipt?id=MC221003149678&department=RS

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Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

శ్రీ యస్ జగన్ మోహన్ రెడ్డి
ఆంధ్రప్రదేశ్ ప్రభుత్వం

Payment Receipt

Date : 03/10/2022 11:26:55 AM

Secretariat Name :	khambampadu2	Secretariat ID :	L10680663-D4@apgsvs.onmicrosoft.com
Application Number :	MC221003149678	Transaction ID :	TM221003149678
Service Name :	Marriage Certificate	Department Name :	Revenue Department
Applicant Name :	Rahul	Father/Husband Name :	Test Father
District :	htr	Mandal :	Akondurur
Amount Paid :	150 /-	Amount in Words :	One Hundred Fifty Rupees Only
Payment Mode :	Cash	SLA :	30 DAYS
Transaction Date :	03/10/2022 11:26:55 AM		

Note :

1. To Know the Application status, Please visit <https://vswsonline.ap.gov.in>

2. For any query call us on : 1902.

Asking Bribe? - Call ACB Toll-free number 14400 / ఎస్ఐలూ లంచం అడిగితే, అధినితికి పాల్పడిన ACB టోల్ ఫ్రీ నెంబర్ 14400 కు ఫిర్యాదు చేయండి.

3. Marriage certificate approval process

Once Application is submitted from DA login-

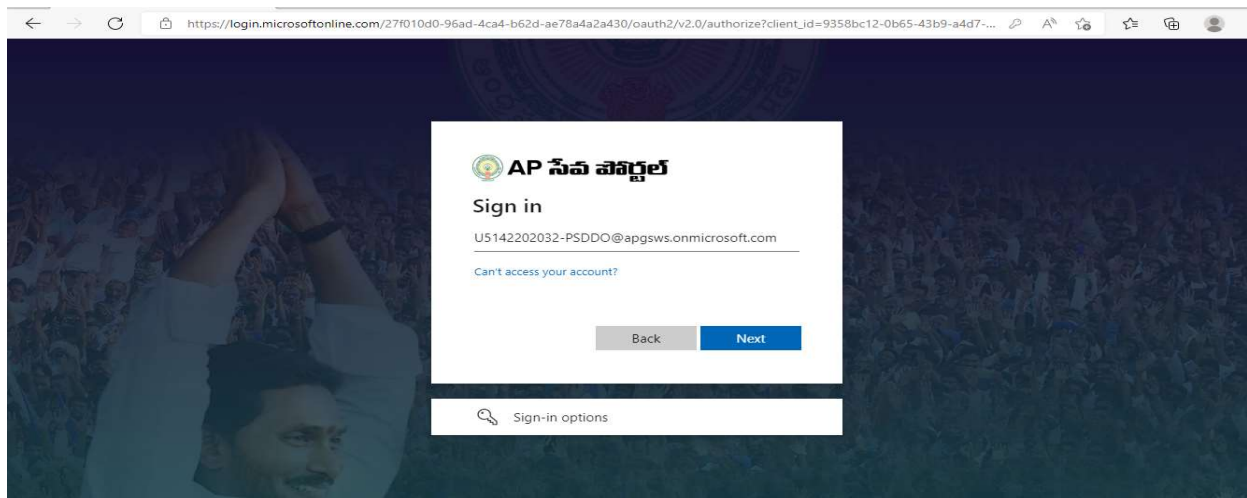
1. It is forwarded to Municipal Commissioner (MC) login in case of Urban area.
2. It is forwarded to Panchayat Secretary DDO (PSDDO) login in case of Rural area.

3.1 Rural areas – Panchayat Secretary DDO(PSDDO)

3.1.1 Profile update process in PSDDO login

1.Login with PS DDO

2. Enter valid Username (DDOcode-PSDDO@apgsws.onmicrosoft.com) and password then click on sign in



3. Go to Profile update tab

The screenshot shows the AP SWS Online portal. The header includes the AP SWS logo, the user's name 'Sri YS Jagan Mohan Reddy', and the title 'Honble Chief Minister of Andhra Pradesh'. Below the header, there is a navigation bar with 'Hello, Jaytest' and 'Panchayat Secretary DDO'. A 'Log Out' button is visible. The main content area is titled 'Add/Edit Panchayat Secretary' and contains a table with one entry. The table has columns for S NO, Name, District Name, Mandal Name, Secretariat Name, Panchayat Name, Designation, UID, Mobile Number, Digital Signature Serial Number, Role, Status, Fascimile Signature, Profile Update Status, and Action. The entry for 'NEW PSDDO test' has a 'Pending' profile update status and an 'Edit' button.

S NO	Name	District Name	Mandal Name	Secretariat Name	Panchayat Name	Designation	UID	Mobile Number	Digital Signature Serial Number	Role	Status	Fascimile Signature	Profile Update Status	Action
1	NEW PSDDO test	-	-	-	KAMBHAMPADU	PSDDO	XXXXXXXX4997	7374298749	No Digital Signature Serial Number	Regular	Active	No Fascimile Signature	Pending	Edit

4. Click on Edit profile

The 'Edit Profile' form contains the following fields:

- Name : * (NEW PSDDO test)
- Aadhar Number : * (837073444997)
- Mobile Number : * (7374298749)
- Digital Signature Serial No : * (Enter Digital Signature Serial No. Error: Digital Signature Serial No is required)
- Role : * (Regular)
- Status : * (Active)

5. Update details and click on update button.

Edit Profile

Name :*

Aadhar Number :*

Mobile Number :*

Digital Signature Serial No :*

Role :*

Status :*

6. Alert message will be display for successfully update

uat.vswsonline.ap.gov.in/#/signature-upload

AP సేవ పోర్టల్

Hello, Jaytest
Panchayat Secretary DDO

Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

03:06:10 PM
04 October 2022 TUE

Log Out

Home

Add/Edit Panchayat Secretary

Alert

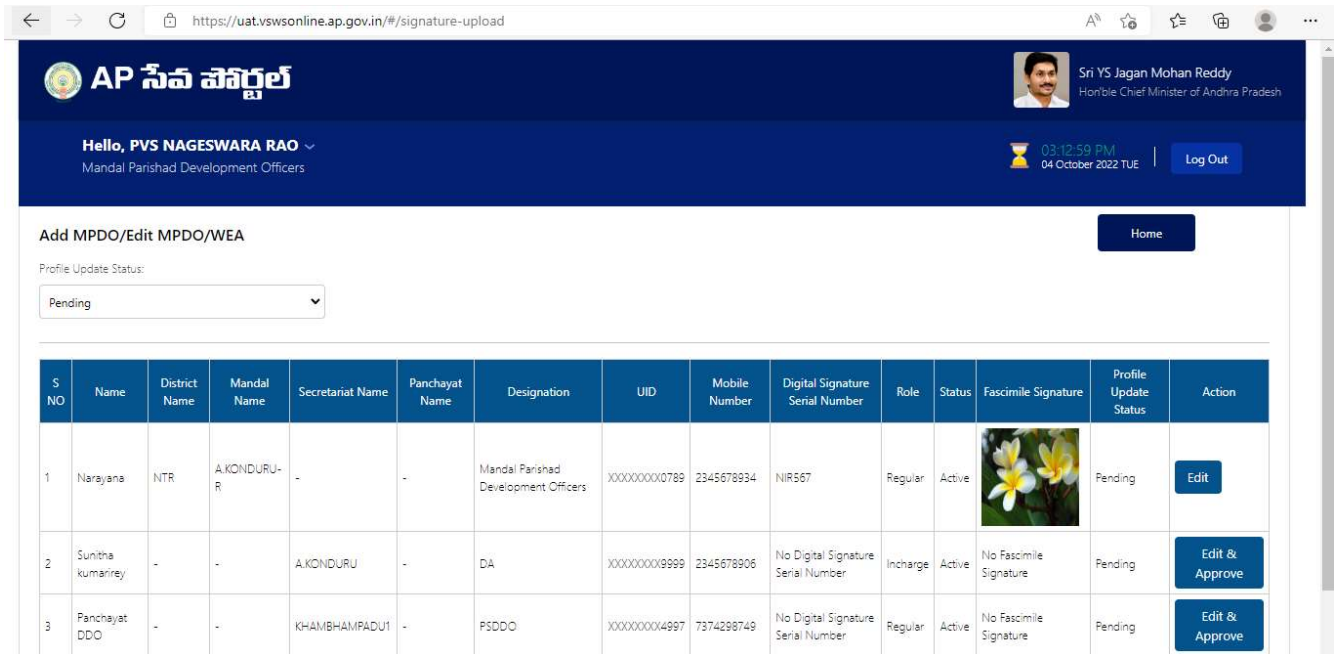
Profile Updated Successfully

Ok


S NO	Name	District Name	Mandal Name	Secretariat Name	Panchayat Name	Designation	UID	Mobile Number	Digital Signature Serial Number	Role	Status	Fascimile Signature	Profile Update Status	Action
1	Panchayat DDO	-	-	-	KAMBHAMPADU	PSDDO	XXXXXXXX4997	7374298749	No Digital Signature Serial Number	Regular	Active	No Fascimile Signature	Pending	Edit

3.1.2 PSDDO profile update request approval process in MPDO login

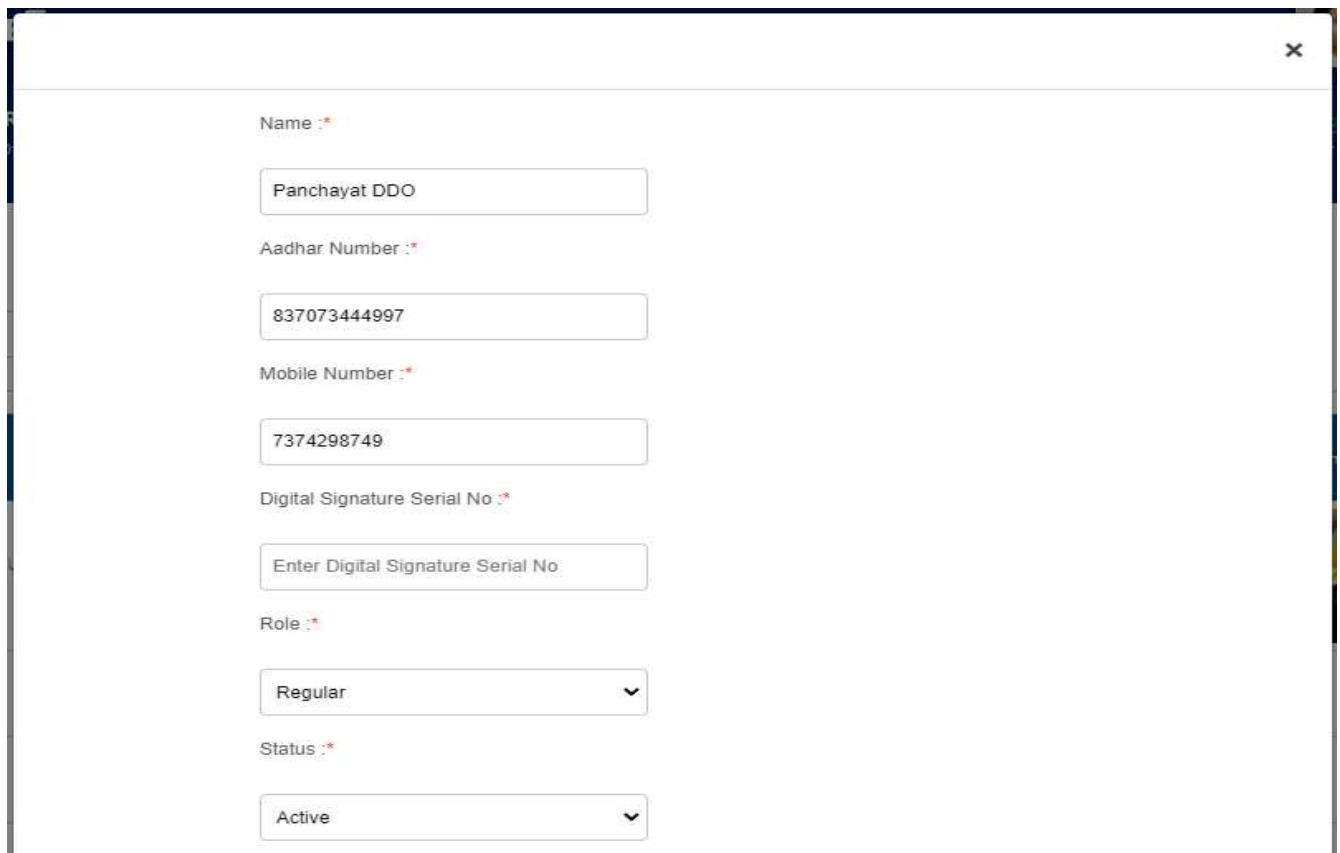
1. Login with MPDO Login credentials



The screenshot shows the MPDO login dashboard. At the top, there is a navigation bar with the AP Government logo and the name of the Chief Minister. Below this, a user profile is displayed for PVS NAGESWARA RAO, a Mandal Parishad Development Officer. The main content area is titled "Add MPDO/Edit MPDO/WEA" and shows a "Profile Update Status" dropdown set to "Pending". A table lists three profile update requests:

S NO	Name	District Name	Mandal Name	Secretariat Name	Panchayat Name	Designation	UID	Mobile Number	Digital Signature Serial Number	Role	Status	Fascimile Signature	Profile Update Status	Action
1	Narayana	NTR	AKONDURU-R	-	-	Mandal Parishad Development Officers	XXXXXXXX0789	2345678934	NIR567	Regular	Active		Pending	Edit
2	Sunitha kumarirey	-	-	AKONDURU	-	DA	XXXXXXXX9999	2345678906	No Digital Signature Serial Number	Incharge	Active	No Fascimile Signature	Pending	Edit & Approve
3	Panchayat DDO	-	-	KHAMBHAMPADU1	-	PSDDO	XXXXXXXX4997	7374298749	No Digital Signature Serial Number	Regular	Active	No Fascimile Signature	Pending	Edit & Approve

2. Click on edit/Approve button.



The screenshot shows a form for updating a profile. The fields are as follows:

- Name : *
Panchayat DDO
- Aadhar Number : *
837073444997
- Mobile Number : *
7374298749
- Digital Signature Serial No : *
Enter Digital Signature Serial No
- Role : *
Regular
- Status : *
Active

8. Click on approve button and profile updated successfully

The screenshot shows the AP VSW Online portal interface. At the top, there is a navigation bar with the AP VSW logo and the name of the user, PVS NAGESWARA RAO. A central alert box displays the message "Alert" and "Profile Updated Successfully" with an "Ok" button. The profile update status is set to "Pending". Below this, a table lists various user profiles with columns for S NO, Name, District Name, Mandal Name, Secretariat Name, Panchayat Name, Designation, UID, Mobile Number, Digital Signature Serial Number, Role, Status, Fascimile Signature, Profile Update Status, and Action.

9. Profile approved successfully

The screenshot shows the AP VSW Online portal interface after a successful profile approval. The profile update status is now set to "Approved". The table below shows two entries with their respective details.

S NO	Name	District Name	Mandal Name	Secretariat Name	Panchayat Name	Designation	UID	Mobile Number	Digital Signature Serial Number	Role	Status	Fascimile Signature	Profile Update Status	Action
1	Sunkara Seetha Sandhya Rani	-	-	AIKONDURU	-	WEA	XXXXXXXXX0789	9849903967	No Digital Signature Serial Number	Regular	Active	No Fascimile Signature	Approved	
2	Panchayat DDO	-	-	KHAMBHAMPADU1	-	PSDDO	XXXXXXXXX4997	7374298749	No Digital Signature Serial Number	Regular	Active	No Fascimile Signature	Approved	

3.1.3 Request approval in PSDDO login

1. Click on the pending request in the PSDDO login

The screenshot shows the PSDDO login dashboard. At the top, there is a navigation bar with the AP Government logo and the name of the user, Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. Below this, there is a greeting "Hello, Panchayat Secretary DDO" and a "Log Out" button. The dashboard features several summary cards: "Total Service Requests" (1), "Open Within SLA" (1), "Open Beyond SLA" (0), "Closed Within SLA" (0), and "Closed Beyond SLA" (0). Below these cards is a "Request List - Total Requests" section with a search bar and a table of requests. The table has columns for S.No, Request ID, Service Name, Service Category, Department Name, Citizen Name, Applied Date, and Status. A single request is listed with a status of "Pending".

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	MC221003149682	MarriageCertificate	RS	RS	Anantha Rao	03/10/2022	Pending

2. Check the basic details in the application.

Request ID:MC221003149682

Basic Details

Aadhaar Number:	589236048482	Date of Birth:	16/03/2006	Marital Status:	Married
Citizen Name:	Anantha Rao	Caste:	BC-D	Mobile No:	9912352506
Father / Husband Name:	Batna Anantha Rao	Religion:	Hindu	Email:	-
Gender:	Male	Qualification:	MBBS		

Present Address (Mailing Address)		Permanent Address	
Door No & Street Name:	2-123	Door No & Street Name:	2-123
Village / Ward / Secretariat:	A.KONDURU	Village / Ward / Secretariat:	A.KONDURU
Mandal / Municipality:	A.KONDURU-R	Mandal / Municipality:	A.KONDURU-R
District:	NTR	District:	NTR
Pin Code:	532401	Pin Code:	532401
Postal Office:	-	Postal Office:	-
Postal Village:	-	Postal Village:	-


3. Check the marriage details as mentioned in the application form.


Marriage Details			
Bride Details			
Aadhaar Number:	833893755718	Address:	NA,vaddamanu,TULLURU,Guntur
Citizen Name:	Chinnam Niharika	Religion:	Hindu
Father Name:	Siva Senkar	Caste:	BC-D
Date of Birth:	1996-06-28T12:00:00Z	Qualification:	MBA
Age:	26	Occupation:	FISHERMAN
Gender:			
Mobile Number:	9900000000		
Bridegroom Details			
Aadhaar Number:	589236048482	Address:	NA,null,Peerampalle,K.v. Rangareddy
Citizen Name:	Bandhanola Harishwar Reddy	Religion:	Hindu
Father Name:	Bandhanola Sudhakar Reddy	Caste:	BC-D
Date of Birth:	1992-05-06T12:00:00Z	Qualification:	MCA
Age:	30	Occupation:	FACTORY OWNER/ INDUSTRIALIST
Marriage Address			
Door No & Street Name:			
Village/Ward:	KHAMBHAMPADU1		
Mandal/Municipality:	AKONDURU-R		
District:	NTR		
PinCode:			

4. Check the witness details in the application.

Bride Witness One Details		Bride Witness Two Details	
AadhaarNumber:	314987395689	AadhaarNumber:	810396357004
Name:	BATNA ANANTHA RAO	Name:	UJAVALA RESHMA
Father/HusbandName:	Batna	Father/HusbandName:	Batna
Address:	2-123,KHAJIPETA,SRIKAKULAM,SRIKAKULAM	Address:	2-28/a,A.KONDURU,A.KONDURU,NTR
Age:	46	Age:	16
Relation:	Friend	Relation:	Friend
Bridegroom Witness One Details		Bridegroom Witness Two Details	
AadhaarNumber:	588557713358	AadhaarNumber:	837073444997
Name:	BINOD	Name:	VANAPARLA BAMAYYA
Father/HusbandName:	Batna	Father/HusbandName:	Batna
Address:	1-129,KOUGAM,ICHCHAPURAM,SRIKAKULAM	Address:	1-31B,A.KONDURU,A.KONDURU,NTR
Age:	28	Age:	41
Relation:	Friend	Relation:	Friend

5. Select the checklist, remarks and verify the uploaded documents as shown below.


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Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

9
Bride Witness One Photo:
test.jpg [↓](#)

Verified proof of age for bride * Yes No

Verified the Caste of the Bride entered in the application * Yes No

Verified proof of residence * Yes No

Verified the Caste of the Bridegroom entered in the application * Yes No

Verified the Caste of the Bride entered in the application * Yes No

Verified Marriage photo * Yes No

Verified Marriage invitation card * Yes No

Verified with neighbours about the event of marriage * Yes No

Verified proof of age for bridegroom * Yes No

Verified the Caste of the Bridegroom entered in the application * Yes No

Verified bride and bridegroom details * Yes No

List of Documents

1	Bride Witness One Photo:	Embridge version update error (1).JPG ↓
2	Bride Witness Two Photo:	Embridge version update error (1).JPG ↓
3	Bridegroom Witness One Photo:	Embridge version update error (1).JPG ↓
4	Bridegroom Witness One Photo:	Embridge version update error (1).JPG ↓
5	Marriage Photo:	Embridge version update error (1).JPG ↓
6	Marriage Invitation Card:	Caste Certificate_ECGC220912149391.pdf ↓
7	Age Proof Of Bride:	Caste Certificate_ECGC220912149391.pdf ↓
8	Proof Of Residence:	Caste Certificate_ECGC220912149391.pdf ↓
9	Age Proof of Bridegroom:	Caste Certificate_ECGC220912149391.pdf ↓

Verification Document

No File Chosen
Browse

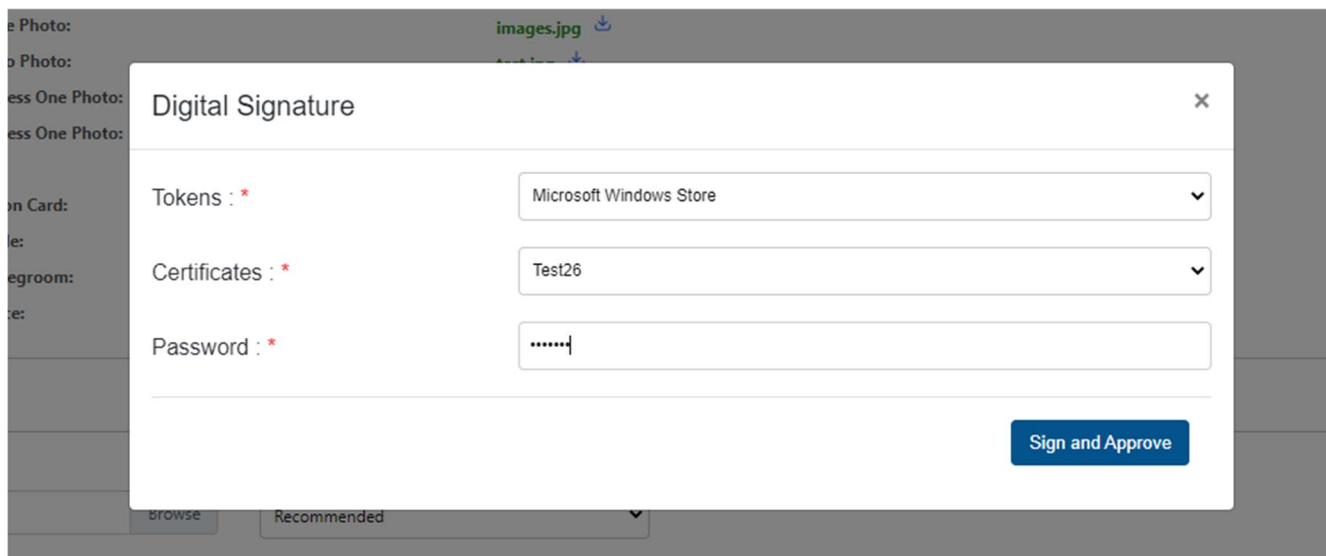
Remarks:*

Recommended
▼

I, hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.

Approve

6. Complete the digital signature as shown below and click on sign and approve.



3.1.4 Sample Marriage Certificate for RURAL

GOVERNMENT OF ANDHRA PRADESH
Panchayat Raj Department

[See Section 12 of Andhra Pradesh Compulsory Registration of Marriage Act, 2002]

Application No



MC221008149709

Date : 08/10/2022 13:35:34

CERTIFICATE OF MARRIAGE

I, **MEENAKSHIFHFH** hereby certify that I have registered the marriage of bridegroom **ADITYA TRIVEDI** son of Sri **TEST NEW DEATILS** with bride **ANJALI DAVE** daughter of Sri **ABCDEFGHIJL** on this **16th** day of **September, 2022** in pursuance of the memorandum dated the **8th** day of **October, 2022** received by me from the parties and the same has been entered in the Register of Marriages maintained by me.

The marriage has been solemnized on **16/09/2022** at **KAMBHAMPADU (Gram Panchayat), A.KONDURU (Mandal)**.

Marriage Officer & Panchayat Secretary



Meenakshifhfh
KAMBHAMPADU Gram Panchayat
A.KONDURU Mandal
NTR District

3.2 Urban areas – Municipal Commissioner (MC)

3.2.1 Profile Update process in MC login

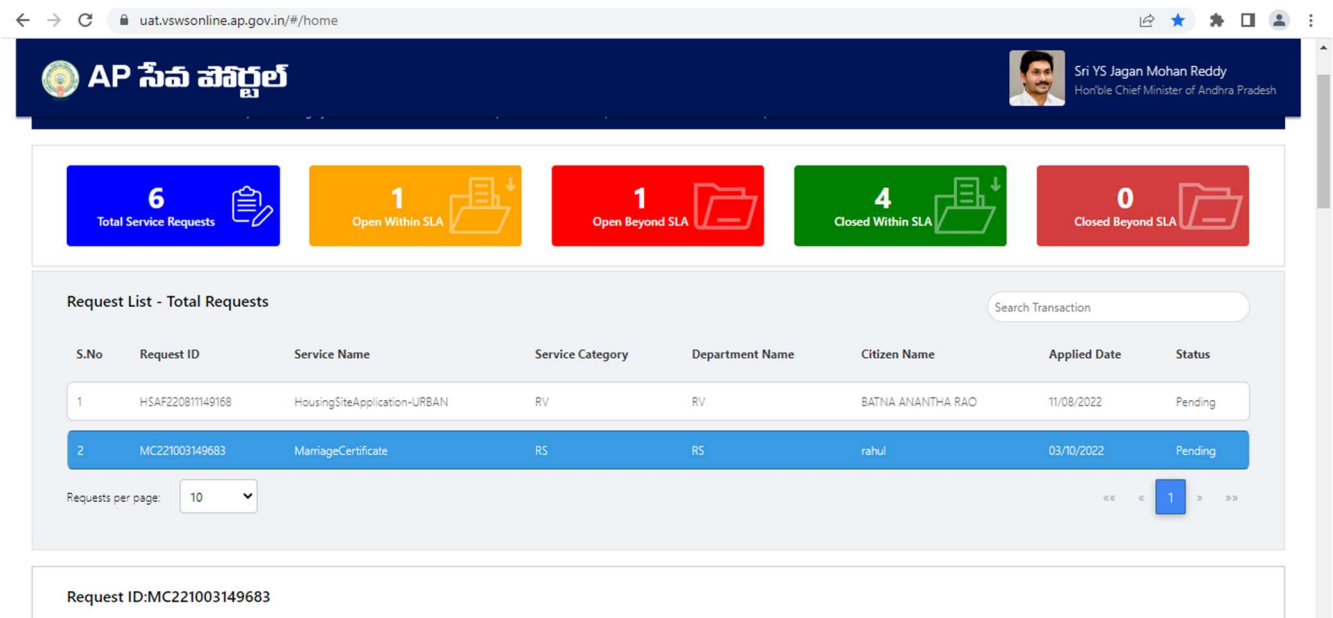
1. Login with MC and go to Profile update tab.
2. Edit details in profile tab and submit request.
3. The request is submitted successfully to JCREV for approval.

3.2.2 Profile update request approval process in JCREV login

The JCREV approves profile update request in his login after verification.

3.2.3 Request approval in MC login

1. Click on the pending request in the MC login





The screenshot shows the AP Sava Seva portal interface. At the top, there is a navigation bar with the AP Sava Seva logo and the name of the Honble Chief Minister of Andhra Pradesh, Sri YS Jagan Mohan Reddy. Below the navigation bar, there are five summary cards: Total Service Requests (6), Open Within SLA (1), Open Beyond SLA (1), Closed Within SLA (4), and Closed Beyond SLA (0). The main content area displays a 'Request List - Total Requests' table with a search bar and a table of requests. The table has columns for S.No, Request ID, Service Name, Service Category, Department Name, Citizen Name, Applied Date, and Status. Two requests are listed: one for HousingSiteApplication-URBAN and one for MarriageCertificate. The MarriageCertificate request is highlighted in blue and has a status of 'Pending'. Below the table, there is a 'Requests per page' dropdown set to 10 and a pagination control showing page 1 of 1. At the bottom, the Request ID:MC221003149683 is displayed.

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	HSAF220811149168	HousingSiteApplication-URBAN	RV	RV	BATNA ANANTHA RAO	11/08/2022	Pending
2	MC221003149683	MarriageCertificate	RS	RS	rahul	03/10/2022	Pending

2. Check the basic details in the application.

uat.vswsonline.ap.gov.in/#/home

  Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

Request ID:MC221003149683

Basic Details



Aadhaar Number:	664080453344	Date of Birth:	15/10/1987	Marital Status:	Unmarried
Citizen Name:	rahul	Caste:	BC-C	Mobile No:	9912352506
Father / Husband Name:	test	Religion:	Hindu	Email:	-
Gender:	Male	Qualification:	Diploma		

Present Address (Mailing Address)

Door No & Street Name:	2-123	Permanent Address	Door No & Street Name:	2-123
Village / Ward / Secretariat:	APPIKATLA	Village / Ward / Secretariat:	APPIKATLA	
Mandal / Municipality:	BAPATLA-R	Mandal / Municipality:	BAPATLA-R	
District:	BAPATLA	District:	BAPATLA	
Pin Code:	532401	Pin Code:	532401	
Postal Office:	-	Postal Office:	-	
Postal Village:	-	Postal Village:	-	

2. Check the marriage details in the application.

uat.vswsonline.ap.gov.in/#/home

  Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

Marriage Details

Bride Details

Aadhaar Number:	833893755718	Address:	NA,vaddamanu,TULLURU,Guntur
Citizen Name:	Chinnam Niharika	Religion:	Christian
Father Name:	Siva Senkar	Caste:	BC-C
Date of Birth:	1996-06-28T12:00:00Z	Qualification:	Diploma
Age:	26	Occupation:	FISHERMAN
Gender:			
Mobile Number:	8243243242		

Bridegroom Details

Aadhaar Number:	664080453344	Address:	Nanda Nagar,null,Indore,Indore
Citizen Name:	Rahul Sharma	Religion:	Buddhist
Father Name:	Ram Prakash Sharma	Caste:	BC-C
Date of Birth:	1989-07-20T12:00:00Z	Qualification:	BSC
Age:	33	Occupation:	EX-NRI
Gender:			
Mobile Number:	9932434324		

3. Check the witness details in the application.

uat.vswsonline.ap.gov.in/#/home

AP సేవ పోర్టల్ Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

Marriage Address

Door No & Street Name:
Village/Ward: SAROJININAGAR
Mandal/Municipality: KADAPA-U
District: YSR KADAPA
PinCode:

Bride Witness One Details

AadhaarNumber: 810396357004
Name: UJAWALA RESHMA
Father/HusbandName: dffdfdf
Address: 2-28/a,A.KONDURU,A.KONDURU,NTR
Age: 16
Relation: Father-in-law

Bride Witness Two Details

AadhaarNumber: 588557713358
Name: BINOD
Father/HusbandName: dsffd
Address: 1-129,KOLIGAM,ICHCHAPURAM,SRIKAKULAM
Age: 28
Relation: Friend

Bridegroom Witness One Details

AadhaarNumber: 837073444997
Name: VANAPARLA BAMAYYA
Father/HusbandName: nnkkk
Address: 1-31B,A.KONDURU,A.KONDURU,NTR

Bridegroom Witness Two Details

AadhaarNumber: 683115170502
Name: SAJIAD SHABHANA
Father/HusbandName: dffdfdf
Address: 4-2,A.KONDURU,A.KONDURU,NTR

4. Select the checklist, remarks and verify the uploaded documents as shown below.

AP సేవ పోర్టల్ Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

9 Bride Witness One Photo: test.jpg

test.jpg

Verified proof of age for bride * Yes No

Verified the Caste of the Bride entered in the application * Yes No

Verified proof of residence * Yes No

Verified the Caste of the Bridegroom entered in the application * Yes No

Verified the Caste of the Bride entered in the application * Yes No

Verified Marriage photo * Yes No

Verified Marriage invitation card * Yes No

Verified with neighbours about the event of marriage * Yes No

Verified proof of age for bridegroom * Yes No

Verified the Caste of the Bridegroom entered in the application * Yes No

Verified bride and bridegroom details * Yes No



List of Documents

- 1 Bride Witness One Photo: images.jpg
- 2 Bride Witness Two Photo: test.jpg
- 3 Bridegroom Witness One Photo: test.jpg
- 4 Bridegroom Witness One Photo: test.jpg
- 5 Marriage Photo: test.jpg
- 6 Marriage Invitation Card: Family Member_FMC22022800009.pdf
- 7 Age Proof Of Bride: ROR_1B.pdf
- 8 Age Proof of Bridegroom: Family Member_FMC220916149423.pdf
- 9 Proof Of Residence: Caste Certificate_CG220518053181.pdf

Verification Document:

Remarks:

I, hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.

5. Complete the digital signature as shown below and click sign and approve.

Marriage Photo: images.jpg

Bridegroom Witness One Photo: test.jpg

Marriage Photo: test.jpg

Marriage Invitation Card: Family Member_FMC22022800009.pdf

Age Proof Of Bride: ROR_1B.pdf

Age Proof of Bridegroom: Family Member_FMC220916149423.pdf

Proof Of Residence: Caste Certificate_CG220518053181.pdf

Digital Signature

Tokens : *

Certificates : *

Password : *

Verification Document:

Remarks:

I, hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.

3.2.4 Sample Marriage certificate for Urban

GOVERNMENT OF ANDHRA PRADESH
Municipal Administration and Urban Development

[See Section 12 of Andhra Pradesh Compulsory Registration of Marriage Act, 2002]

Application No



MC221008149708

Date : 08/10/2022 13:24:44

CERTIFICATE OF MARRIAGE

I, **KUMARI** hereby certify that I have registered the marriage of **ADITYA TRIVEDI** son of Sri **TEST FATHER GROOM** with bride **ANJALI DAVE** daughter of Sri **TEST FATHER NAME** on this **21st** day of **September, 2022** in pursuance of the memorandum dated the **8th** day of **October, 2022** received by me from the parties and the same has been entered in the Register of Marriages maintained by me.

The marriage has been solemnized on **21/09/2022** at **KADAPA (Municipality/Corporation), YSR KADAPA (District)**.

Marriage Officer & Municipal Commissioner



Kumari
KADAPA Municipality/Corporation
YSR KADAPA District