



Order No.

Archives Reading Room Request for Marriage Records

Name of Requester : _____

Contact Number : _____ Email Address : _____

Mailing Address : _____

Date of Request : _____

REQUEST FOR RECORDS OFName : _____
(including alias)Name of Spouse : _____
(including alias)

Date of Marriage : _____ Place of Marriage : _____

Type of Marriage* : Civil Registry
 Church: _____
 Others: _____

I require a copy of marriage record search results to*:

- Submit for official and/or administrative purposes
 Family history research
 Others _____

*Please tick accordingly

FOR OFFICIAL USE
 Payment & Search Outcome

Duty Officer(s) : _____ Fee Collected : \$ _____

Receipt No. : _____ Credit Card Invoice No. : _____

Records Searched : _____

Mode of Request : Phone Email Onsite Result of Search : Successful
 Unsuccessful
 Records not transferredUpdated Requester on : _____ Updated By : Phone Email Post

Date of issue : _____ Remarks (if any) : _____



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Dear Requester,

1. The National Archives of Singapore (NAS) performs searches for marriages dated on and prior to 15 Sep 1961. For marriages registered thereafter, searches and provision of copies of certificates are handled by the Registry of Marriages.
2. NAS can only conduct searches for marriage records that have been transferred to NAS.
3. A non-refundable search fee of S\$37.50 (including 7% GST) is payable for a search request, regardless of whether the marriage record is found.
4. NAS will provide a letter stating the outcome of the search and a copy of the marriage record (only for a successful marriage record search). NAS will mail these documents to the mailing address provided.
5. If an accurate date of marriage is provided, we will provide the findings within 3 working days. For each specific year, we may take up 7 working days to complete searching the specified year of the marriage. NAS will carry out a search for a period of up to only 3 years per request.