

E-Services User Guide

Electronic registration of civil marriage

Ras Al Khaimah Courts Department

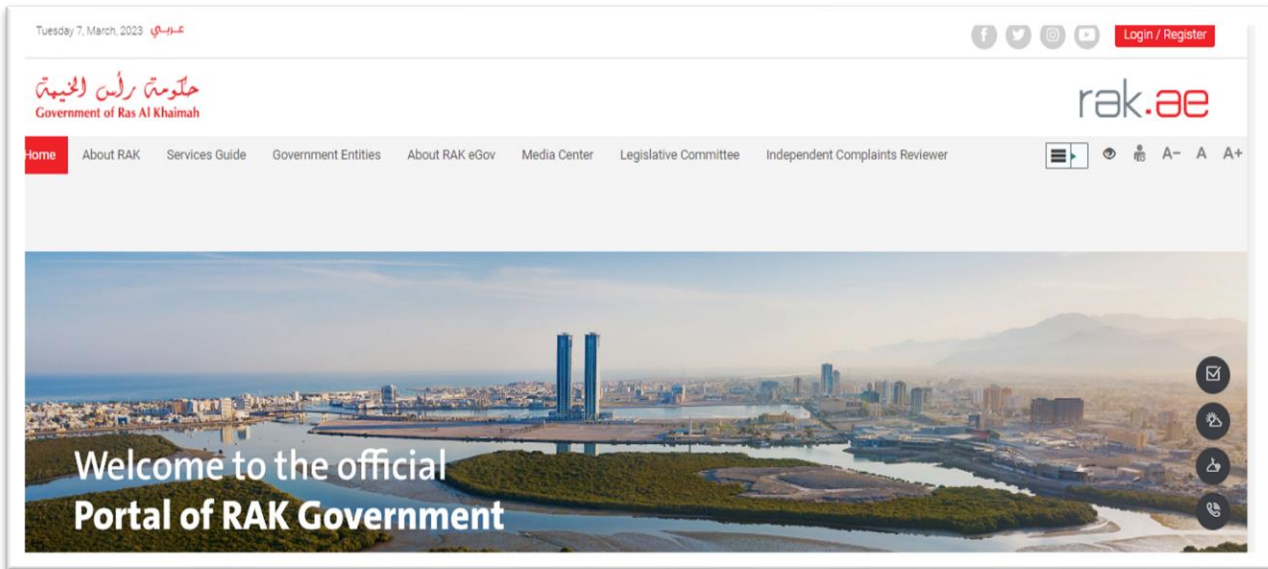
Version No. (1.0)

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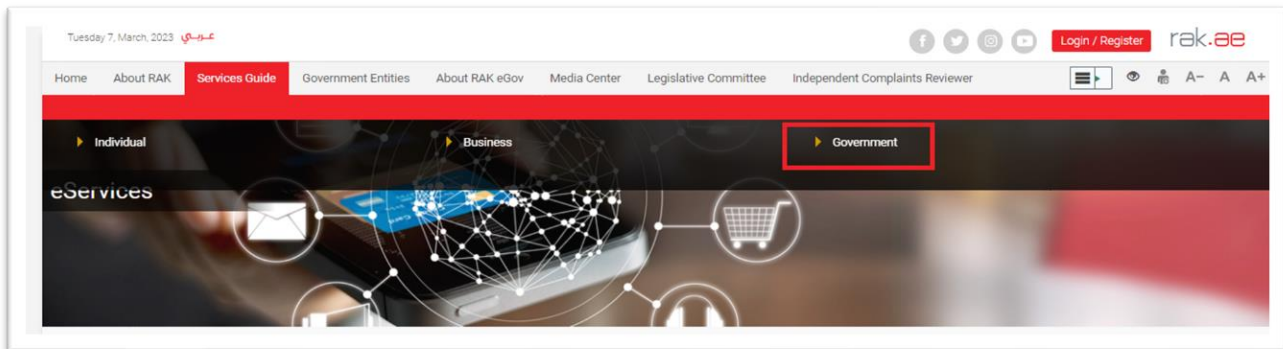
Electronic Registration of Civil Marriage 3

1-Electronic Registration of Civil Marriage

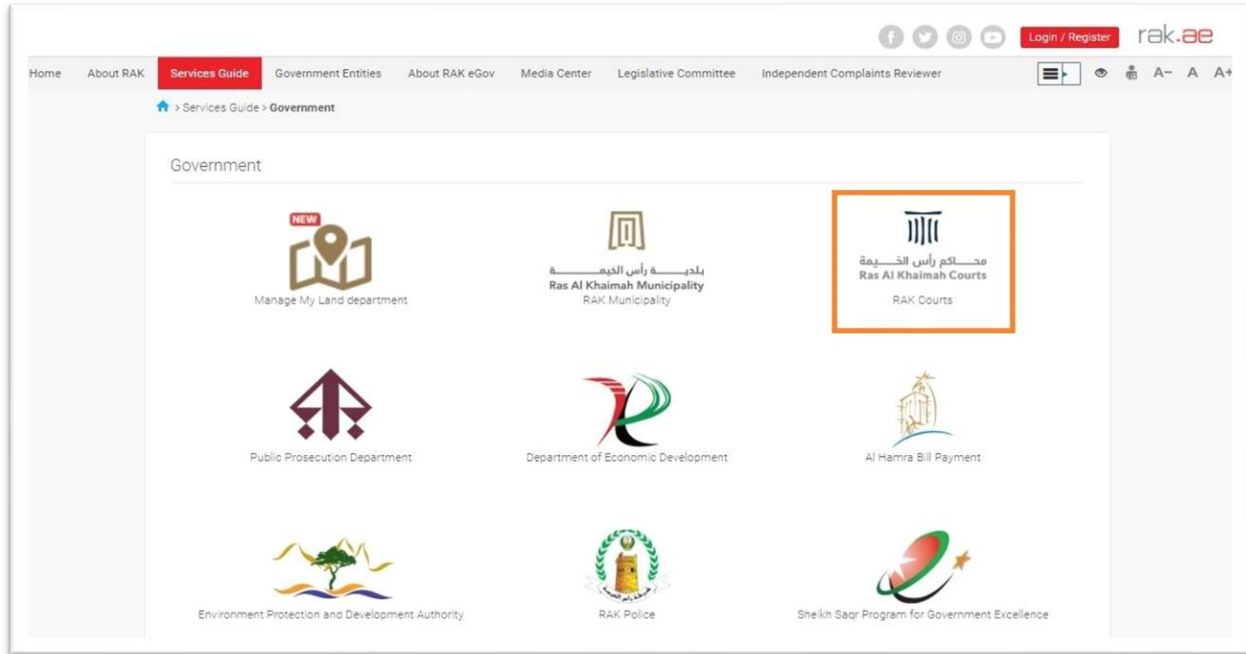
- 1- Log in to the official portal of the Government of Ras Al Khaimah (<https://www.rak.ae/wps/portal>)



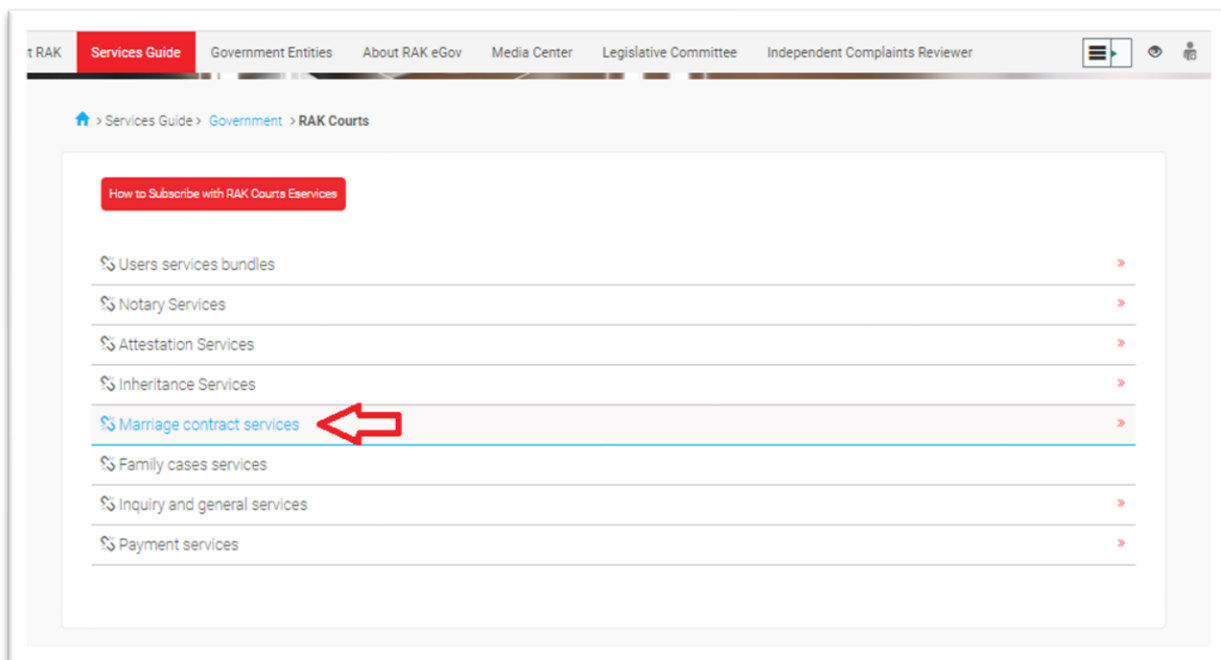
- 2- Select “**Government**” from the “**Services Directory**” list:



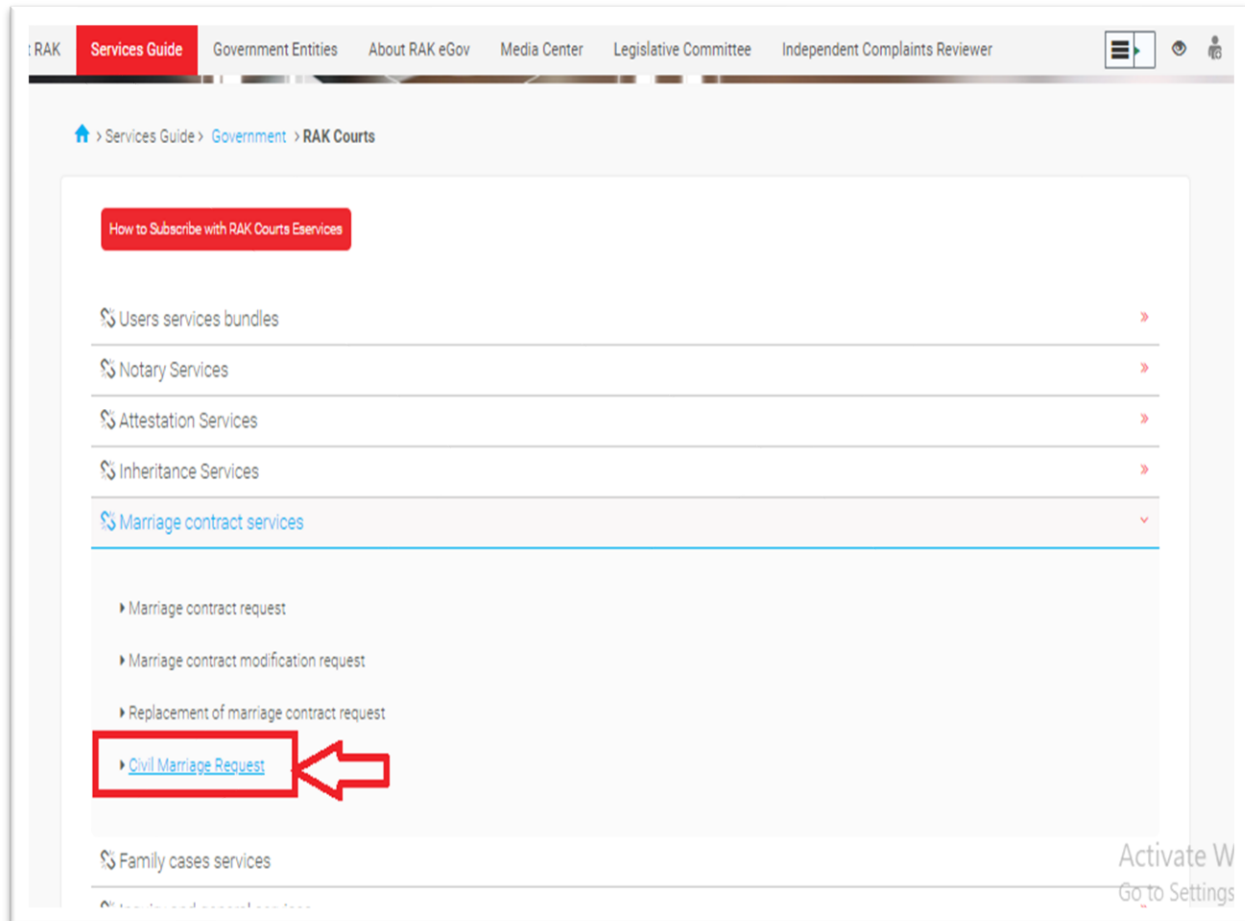
3- From the list of Government Departments in Ras Al Khaimah, click on the "**Courts Department**" icon:



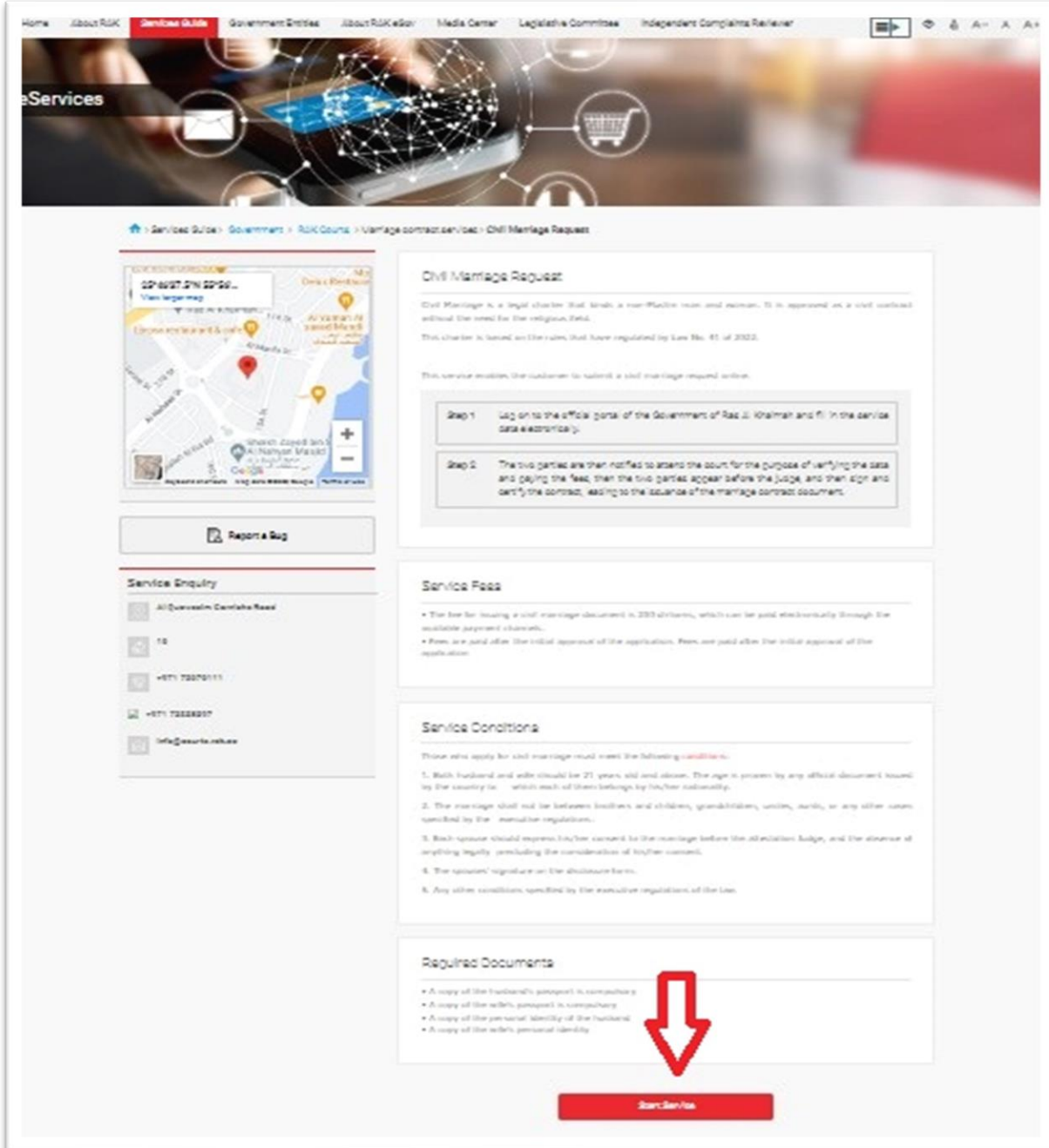
4- Select "**Marriage Contract Services**"



5- Then click on the “Civil Marriage Request”.



6- Then you are taken to the service description screen, where you simply need to click “**Start Service**”



7- Afterward, enter your Mobile number (consisting of nine digits) and/or Email address to receive verification code, then click **"Confirm"**

The screenshot shows the 'Civil Marriage Services' page. Under the heading 'Civil Marriage', there is a prompt: 'Please enter mobile no./E-mail ID which you wish to use for verification'. Below this, there are two input fields: 'Mobile No.' with a dropdown menu showing '+971' and an empty text box, and 'E-mail:' with an empty text box. A red arrow points to the 'Mobile No.' dropdown, and another red arrow points to the 'E-mail' text box. At the bottom left, there is a blue button labeled 'Confirm' with a red arrow pointing to it.

8- Once you have entered the verification code received on your phone number or Email, click on **"Next"**

The screenshot shows the 'Civil Marriage Services' page after the verification code has been entered. The prompt now says: 'Please enter the OTP sent to Mobile No. +971 588488769'. Below this, there is an 'OTP:*' input field. To the right of the input field, it says 'Resend OTP 52 Seconds'. At the bottom, there are three buttons: 'Next', 'Resend OTP', and 'Change Mobile No./E-Mail'. A red arrow labeled 'A' points up to the 'Next' button, and another red arrow labeled 'B' points left to the 'Change Mobile No./E-Mail' button.

Notes:

Guide Government Entities About RAK eGov Media Center

Civil Marriage Services

Civil Marriage

Please enter the OTP sent to Mobile No. +971 588488769

OTP.* Resend OTP 52 Seconds

[Next](#) [Resend OTP](#) [Change Mobile No./E-Mail](#)

A B

A Click the "**Resend OTP**" button if you do not receive the verification code within a minute for some reason.

B To change the phone number for receiving the verification code, click the "**Change Mobile No. / Email**" button. The system will open the number entry screen again, and you can enter the new number.

- You will receive the OTP by Your Phone if you enter your Phone number and e-mail
- If only a phone number or e-mail is provided, the code will be sent to that address

9- After entering the OTP number and clicking on the “Next” button, you will proceed to filling out the civil marriage application:

The screenshot shows a web form titled "Civil Marriage" for the "Groom". It includes a search section with a dropdown for "Selection Criteria" (set to "Emirates ID"), four input boxes for "Emirates ID", a "Nationality" dropdown, and a "Date of Birth" calendar. Below this is a "Search" button. The main form contains fields for "First Name (AR)", "Father's Name (AR)", "Third Name (AR)", "Fourth Name (AR)", "Last Name (AR)", and "Full Name (English)". It also has "Date of Birth", "Gender" (Male/Female), "Nationality", "Passport Number", "Emirates ID", "Unified Number", "Mobile Number" (with a dropdown for "971" and a "SEARCH" button), "E-mail", "Country" (pre-filled with "AE-United Arab Emirates"), "Region", "City", and "Social Name". At the bottom, there are radio buttons for "Marital Status" (Single, Married, Widower, Divorced) and "Do you have 'NIR'?" (Yes, No). A "Declaration" checkbox is present with the text: "I confirm that my marital status that I mentioned is correct, and that if I was previously married, I have provided proof of that, and I also confirm that I have no kinship between me and the second party, brothers, uncles, or maternal uncles, and that all the data I have entered is correct, and I bear the legal responsibility in if it turns out otherwise." A "Next" button is at the bottom center.

10- Using one of the Selection Criteria (Emirates ID / Passport / Unified ID), enter the relevant information as follows:

The screenshot shows the 'Civil Marriage Services' page. Under the 'Groom' section, the 'Selection Criteria' dropdown menu is open, showing three options: 'Emirates ID', 'By Passport(non EID holder only)', and 'By Unified Id(non EID holder only)'. Below the dropdown, there are input fields for 'Emirates ID', 'Nationality', and 'Date of Birth'. At the bottom, there are input fields for 'First Name (AR)', 'Third Name (AR)', 'Last's Name (AR)', 'Father's Name (AR)', and 'Fourth Name (AR)'. A 'Search' button is located to the left of the name fields.

- Emirates ID

The screenshot shows the 'Civil Marriage Services' page with 'Emirates ID' selected in the 'Selection Criteria' dropdown. The 'Emirates ID' field is a four-digit input box. The 'Nationality' field is a dropdown menu. The 'Date of Birth' field is a date picker with a calendar icon. A 'Search' button is located at the bottom left.

Enter EID number, Choose your nationality and date of birth by clicking the calendar icon.

- By Passport (non EID holder only)

The screenshot shows the 'Civil Marriage Services' page with 'By Passport(non EID holder only)' selected in the 'Selection Criteria' dropdown. The 'Passport Number' field is a long text input box. The 'Nationality' field is a dropdown menu. The 'Date of Birth' field is a date picker with a calendar icon. A 'Search' button is located at the bottom left.

Enter the passport number and choose your nationality and date of birth by clicking on the calendar icon

- By Unified id(non EID holder only)

Civil Marriage
Groom

Selection Criteria:

Unified Number:*

Nationality:*

Date of Birth:*

Enter the unified number, and choose your nationality and date of birth by clicking on the calendar icon

- 11- Click the "**Search**" button and verify your data.
- 12- Enter Marital Status:

- **Single**: choose single in the case of single,

Street/Home:

Marital Status:* Single Married Widower Divorced

Do you have "Will": Yes No

Declaration:* I confirm that my marital status that I mentioned is correct, and that if I was previously married, I have provided proof of that, and I also confirm that I have no kinship between me and the second party, brothers, uncles, or maternal uncles, and that all the data I have entered is correct, and I bear the legal responsibility in If it turns out otherwise.

- **Married:** You can choose whether your religion allows polygamy or not by choosing (Yes or No).

Street/Home:

Marital Status:* Single Married Widower Divorced

Allowed in your religion?:* Yes No

Do you have "Will": Yes No

Declaration:* I confirm that my marital status that I mentioned is correct, and that if I was previously married, I have provided proof of that, and I also confirm that I have no kinship between me and the second party, brothers, uncles, or maternal uncles, and that all the data I have entered is correct, and I bear the legal responsibility in If it turns out otherwise.

Next >

- **Widower:** If you were previously married and your wife died, enter the date of death.

Street/Home:

Marital Status:* Single Married Widower Divorced

Date:*

Do you have "Will": Yes No

Declaration:* I confirm that my marital status that I mentioned is correct, and that if I was previously married, I have provided proof of that, and I also confirm that I have no kinship between me and the second party, brothers, uncles, or maternal uncles, and that all the data I have entered is correct, and I bear the legal responsibility in If it turns out otherwise.

Next >

- **Divorced:** If you have been married before, and divorced, please enter the divorce date

Street/Home:

Marital Status:* Single Married Widower Divorced

Date:*

Do you have "Will": Yes No

Declaration:* I confirm that my marital status that I mentioned is correct, and that if I was previously married, I have provided proof of that, and I also confirm that I have no kinship between me and the second party, brothers, uncles, or maternal uncles, and that all the data I have entered is correct, and I bear the legal responsibility in If it turns out otherwise.

Next >

- In all above options answer Yes or No to, Do you have a "will"?

Then click on the box “Declaration” and click on the "Next" button to move to the Bride form.

The screenshot shows a web form titled "Civil Marriage Services" with a sub-section for "Civil Marriage" and "Bride". The form includes a "Search" button and various input fields for personal and identification details. At the bottom, there is a "Declaration" checkbox and two navigation buttons: "< Back" and "Next >".

Civil Marriage Services

Civil Marriage

Bride

Selection Criteria: Emirates ID

Emirates ID: * [] [] [] []

Nationality: * []

Date of Birth: * []

Search

First Name (AR): * [] Father's Name (AR): []

Third Name (AR): [] Fourth Name (AR): []

Last's Name (AR): * []

Full Name (English): * []

Date of Birth: * []

Gender: Male Female

Nationality: []

Passport Number: * []

Emirates ID: []

Unified Number: []

Mobile Number: * []

E-mail: * []

Country: * []

Region: * []

City: * []

Street/Home: []

Marital Status: * Single Widower Divorced

Do you have "Will": Yes No

Declaration: * I confirm that my marital status that I mentioned is correct, and that if I was previously married, I have provided proof of that, and I also confirm that I have no kinship between me and the second party, brothers, uncles, or maternal uncles, and that all the data I have entered is correct, and I bear the legal responsibility in if it turns out otherwise.

< Back Next >

13- In the same way to search for Groom data, the bride data is searching as follows:

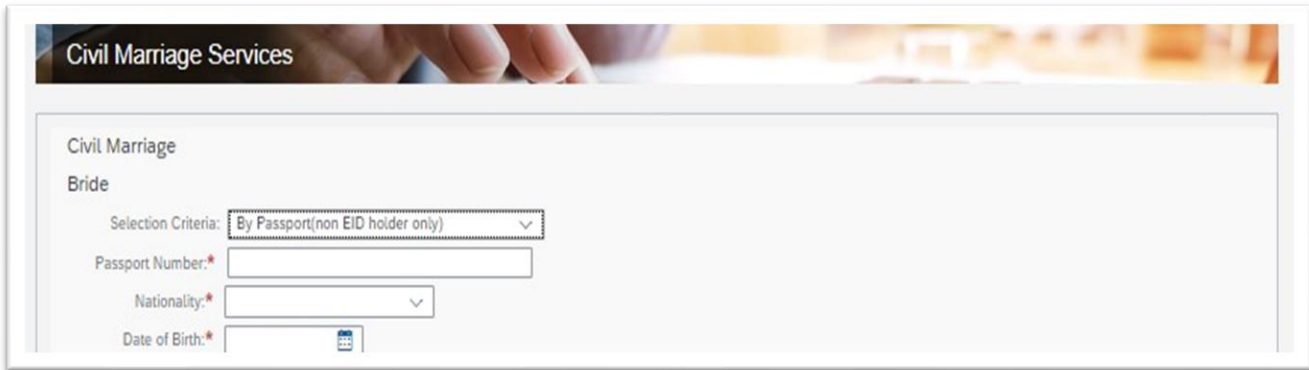
Civil Marriage
Bride
Selection Criteria: Emirates ID
Emirates ID.* Emirates ID
Nationality.* By Passport(non EID holder only)
Date of Birth.* By Unified Id(non EID holder only)
Search

- Emirates ID

Civil Marriage Services
Civil Marriage
Bride
Selection Criteria: Emirates ID
Emirates ID.*
Nationality.*
Date of Birth.*

Enter Wife's EID number, choose Wife's nationality and date of birth by clicking the calendar icon.

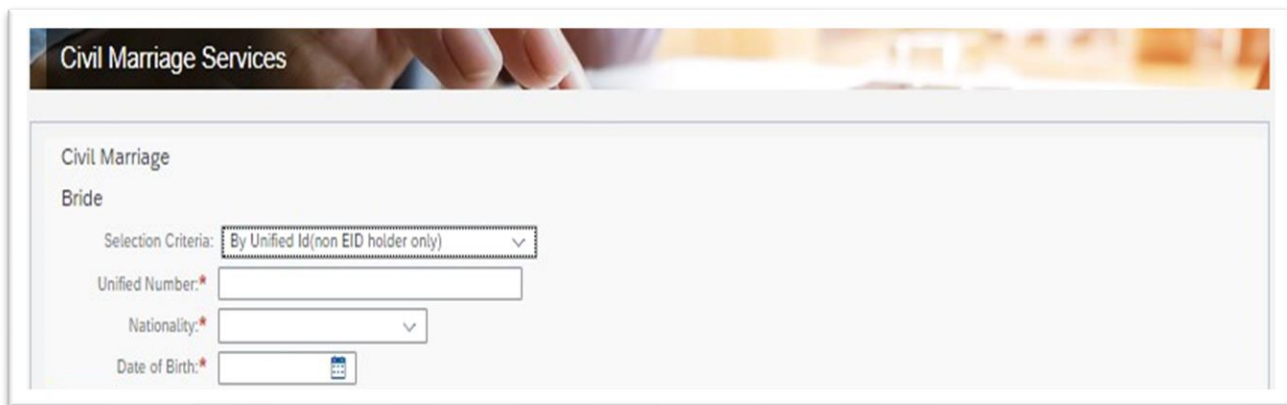
- By Passport (non-EID holder only)



The screenshot shows a web form titled "Civil Marriage Services". Under the heading "Civil Marriage", there is a section for "Bride". The "Selection Criteria" dropdown menu is set to "By Passport(non EID holder only)". Below this, there are three required fields: "Passport Number:*" (text input), "Nationality:*" (dropdown menu), and "Date of Birth:*" (calendar icon).

Enter Wife's passport number and choose Wife's nationality and date of birth by clicking on the calendar icon

- By Unified id (non-EID holder only)



The screenshot shows a web form titled "Civil Marriage Services". Under the heading "Civil Marriage", there is a section for "Bride". The "Selection Criteria" dropdown menu is set to "By Unified Id(non EID holder only)". Below this, there are three required fields: "Unified Number:*" (text input), "Nationality:*" (dropdown menu), and "Date of Birth:*" (calendar icon).

Enter Wife's unified number, and choose Wife's nationality and date of birth by clicking on the calendar icon

14- You will be able to move on to the next part of the form once you click the "**Search**" button. If you do not enter any of the above criteria or click the search button, you will not be able to move on. Then you will be able to enter the bride required data until the part about marital status:

- **Single:** In the case of single, choose single.



The screenshot shows a web form for marital status. It includes a text input for 'Street/Home', radio buttons for 'Marital Status' (Single, Widower, Divorced), and radio buttons for 'Do you have Will?'. A declaration checkbox is present with a detailed text block. At the bottom, there are 'Back' and 'Next' buttons.

- **Widower:** If you were previously married and your husband died, enter the date of death.



The screenshot shows a web form for marital status. It includes a 'City' dropdown, a text input for 'Street/Home', radio buttons for 'Marital Status' (Single, Widower, Divorced), and a date picker for 'Date'. There are also radio buttons for 'Do you have Will?' and a declaration checkbox with a detailed text block. At the bottom, there are 'Back' and 'Next' buttons.

- **Divorced:** If you have been married before, and divorced, please enter the divorce date

Marital Status:* Single Widower Divorced

Date:*

Do you have "Will": Yes No

Declaration:* I confirm that my marital status that I mentioned is correct, and that if I was previously married, I have provided proof of that, and I also confirm that I have no kinship between me and the second party, brothers, uncles, or maternal uncles, and that all the data I have entered is correct, and I bear the legal responsibility in If it turns out otherwise.

< Back Next >

- In all above options answer Yes or No to, Do you have a “will”?

15- Then click on the box “Declaration” and click on the "Next" button to move to Expected marriage date and conditions.

Civil Marriage Services

Civil Marriage

Expected Marriage Date:*

No Condition:

Spouses' Conditions (AR):*

Spouses' Conditions (EN):*

< Back Next >

- Enter Expected Marriage Date by click on calendar icon
- Spouses' Conditions in Arabic
- Spouses' Conditions in English

Note: In the case of no conditions between the spouses, hit on " No conditions".

Civil Marriage Services

Civil Marriage

Expected Marriage Date: *

No Condition:

Spouses' Conditions (AR): * لا شروط بينهما

Spouses' Conditions (EN): * No specific conditions between the spouses

< Back Next >

16- Click on the “Next” button to display the Add Attachments screen:

Civil Marriage Services

Civil Marriage

A copy of the husband's passport is mandatory

A copy of the wife's passport is mandatory

Signed application form

List of Attachments

Add New Print Application Form

Type	Description	File Description	View	Delete
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

< Back Next >

Note: The top screen displays a list of the attachments that are mandatory for the application, which are as follows:

- A copy of the husband's passport
- A copy of the wife's passport
- Signed application form (marriage application after being printed and signed by both spouses)

17- A civil marriage request and the couple's data will appear and be downloaded when you click the "Print Application Form" button.

قسم عقود الزواج

Marriage Contracts Division
2023600443 مكتب عقد زواج مدني لغير المسلمين رقم الطلب: 2023600443
Non-Muslim Civil Marriage Application – Application No. 2023600443

نحن: الزوج وأهل عيانت الشخصية التالية:
 The Husband holding the following:

الحالة الاجتماعية Marital status	تاريخ الميلاد D.O.B	الجنسية Nationality	الاسم Name
متزوج Married	02.08.1990	الأرجنتين Argentina	ألمود تيس Almod Ties
			ألمود Almod
البريد الإلكتروني E-mail	الهاتف Mobile No	رقم الهوية Identification No	الهوية Identification
zakinspector@gmail.com	+971588488769	8888	الهوية الإماراتية Emirates ID

نحن: الزوجة وأهل عيانت الشخصية التالية:
 The Wife holding the following personal details:

الحالة الاجتماعية Marital status	تاريخ الميلاد D.O.B	الجنسية Nationality	الاسم Name
أعزباء Single	01.09.1995		anna a
			Anna
البريد الإلكتروني E-mail	الهاتف Mobile No	رقم الهوية Identification No	الهوية Identification
zakinspector@gmail.com	+971588488769	9999	الهوية الإماراتية Emirates ID

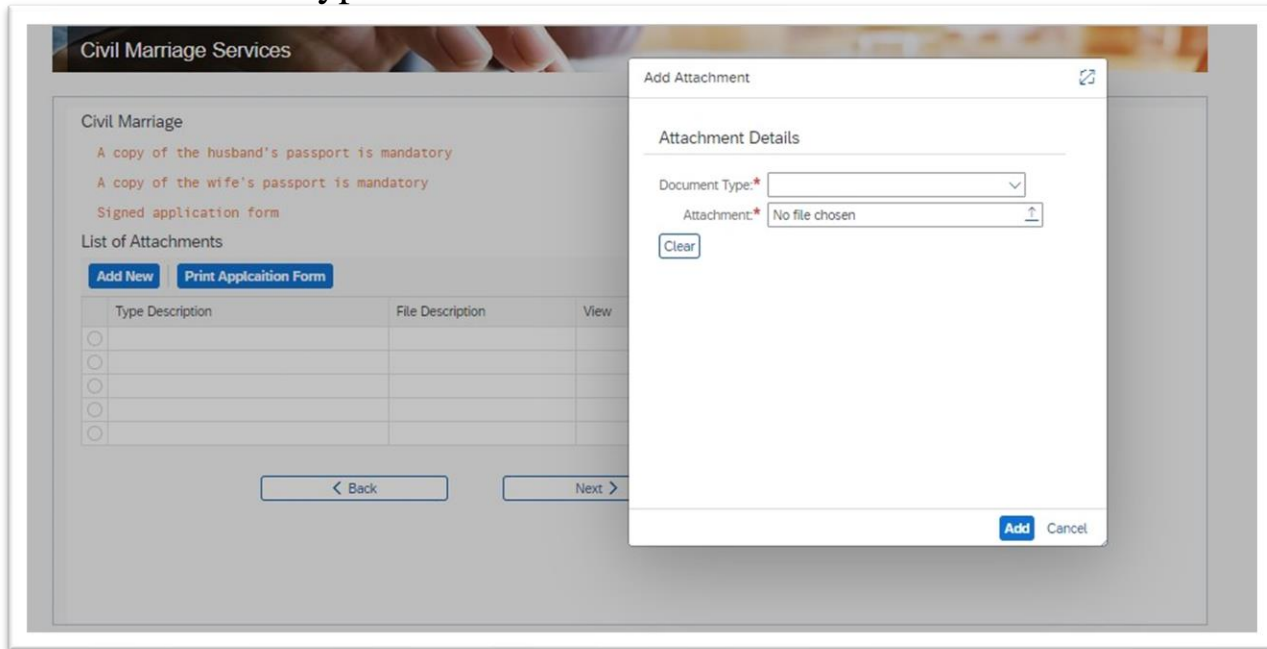
نود عقد زواج مدني ونقر بأن المعلومات الشخصية الواردة أعلاه صحيحة ونقر بأنه ليس بيننا قرابة البنوة أو الأخوة أو الأعمام أو الأخوات وهي حال
 نحن خلاف ذلك، نكفينا تحمل المسؤولية القانونية، وقد اتفقا على الشروط التالية:
 We would like to conclude civil marriage and we declare that the personal information stated above is correct and we
 declare that we have no kinship of fixation, fraternity or uncles and if it turned out otherwise, we shall hold legal
 liability, and we agreed upon the following conditions:

شروط الزوجين Spouses' Conditions	
No specific conditions between the spouses	الشروط بينهما

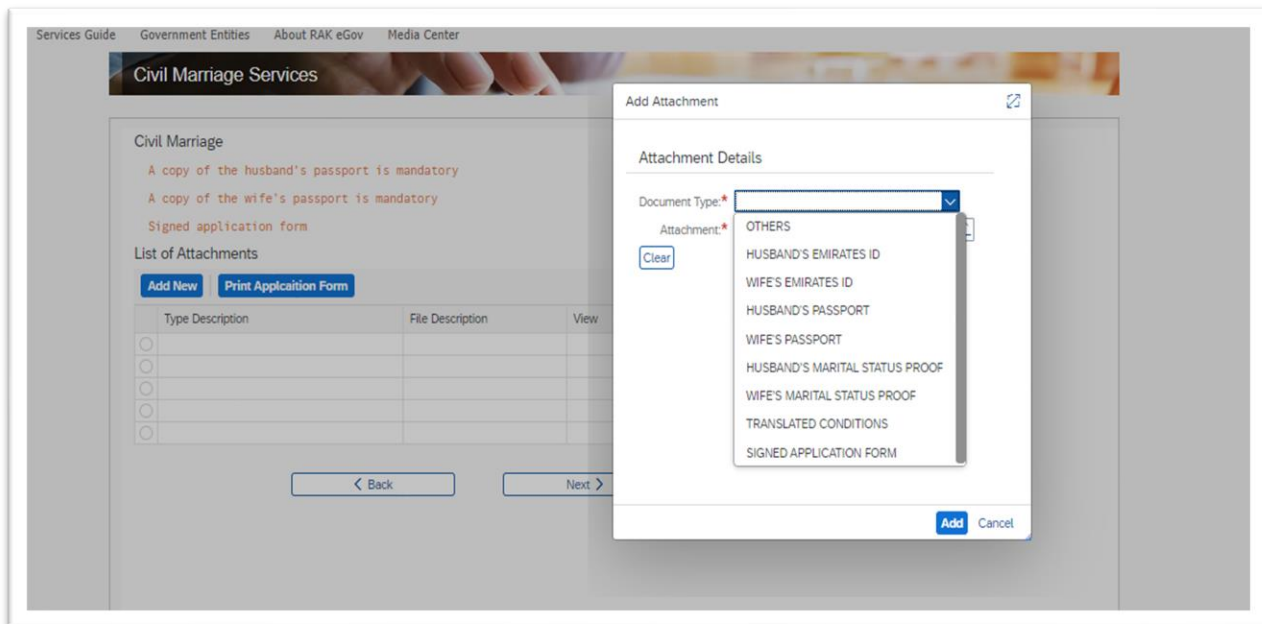
توقيع الزوجة
Wife Signature
توقيع الزوج
Husband Signature

18- Both spouses must sign at the bottom of the application (the husband's signature is on the right, the wife's signature is on the left).

19- To add an attachment, click the "Add New" button to display the attachment type selection screen



20- Select the type of attachment from the drop-down menu



19- After choosing the type of attachment, upload the attachment from your computer or click on the “Clear” button to change the attachment

Add Attachment

Attachment Details

Document Type: * HUSBAND'S PASSPORT

Attachment: * 1036.pdf.pdf

Clear

Add Cancel

20- Once the attachment has been uploaded and confirmed to be the correct one, click on the "Add" button to add it directly to the list of

Civil Marriage Services

Civil Marriage

A copy of the husband's passport is mandatory

A copy of the wife's passport is mandatory

Signed application form

List of Attachments

Add New Print Application Form

Type Description	File Description	View	Delete
<input checked="" type="radio"/> HUSBAND'S PASSPORT	1036.pdf.pdf	1036.pdf.pdf	<input type="button" value="Delete"/>
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			

Back Next

21- Once you have completed all the mandatory attachments, click "Next."

Civil Marriage Services

Civil Marriage

A copy of the husband's passport is mandatory
A copy of the wife's passport is mandatory
Signed application form

List of Attachments

[Add New](#) [Print Application Form](#)

Type Description	File Description	View	Delete
<input checked="" type="radio"/> HUSBAND'S PASSPORT	1036.pdf.pdf	1036.pdf.pdf	Delete
<input type="radio"/> WIFE'S PASSPORT	1036.pdf.pdf	1036.pdf.pdf	Delete
<input type="radio"/> SIGNED APPLICATION FORM	1036.pdf.pdf	1036.pdf.pdf	Delete
<input type="radio"/>			
<input type="radio"/>			

[< Back](#) [Next >](#)

22- On the next screen, enter Wife's phone number and email address before clicking "confirm"

Civil Marriage Services

Civil Marriage

Enter Mobile no./E-mail for Party Verification

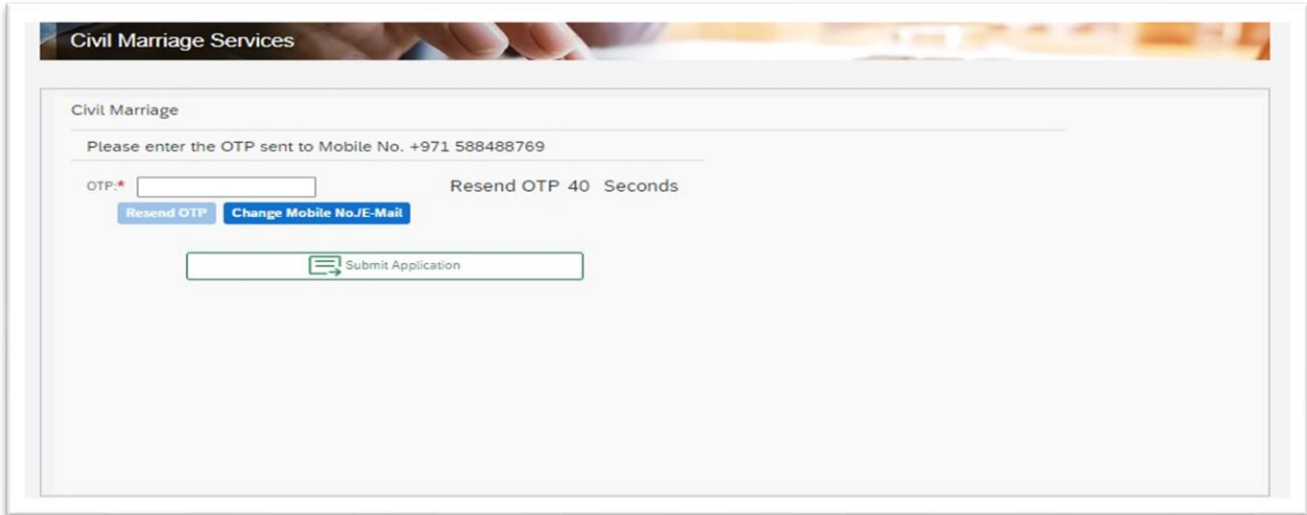
Mobile No.: +971

E-mail:

[Confirm](#)

[< Back](#)

Notes:



- In the case that the verification code is not received on the entered phone number within a minute for some reason, click the “**Resend OTP**” button so that the system can send you a new verification code.
- You can change the phone number on which you wish to receive the verification code by clicking the "**Change Mobile No./E-Mail**" button, which will open the number entry screen again.

23- Click on the "**Submit Application**" button after entering the correct verification code to move to the next screen where the application has been successfully submitted and the application number is displayed.

