حلومت برأس الخيمت Government of Ras Al Khaimah

محاكم رأس الخـــيمة Ras Al Khaimah Courts

E-Services User Guide Electronic registration of civil marriage Ras Al Khaimah Courts Department

Version No. (1.0)

TitleUser Guide-Electronic registration of Civil MarriageVersion1.0

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محاكم رأس الخــــيمة Ras Al Khaimah Courts

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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:

Tuesday 7, March, 2023 عرب ع			0000	Login / Register
Home About RAK Services Guide	Government Entities About RAK et	3ov Media Center Legislative Committee	Independent Complaints Reviewer	🔳 👁 👘 A- A A+
Individual	Busines	s // // // //	▶ Government	
eServices				
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3- From the list of Government Departments in Ras Al Khaimah, click on the "**Courts Department**" icon:



4- Select "Marriage Contract Services"

Services Guide > Government	> RAK Courts			
How to Subscribe with RAK Courts	Eservices			
🖏 Users services bundles			>	
🖏 Notary Services			>	
S Attestation Services			>	
🖏 Inheritance Services			>	
🖏 Marriage contract service			>	
🖏 Family cases services				
🖏 Inquiry and general service	ces		>	
🖏 Payment services			>	
S Payment services			>	

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5- Then click on the "Civil Marriage Request".

How to Subscribe with R	AK Courts Eservices		
S Users services bu	indles		*
S Notary Services			»
🖏 Attestation Servic	es		»
💲 Inheritance Servio	ces		>
🖏 Marriage contrac	t services		×
▶ Marriage contract	request		
 Marriage contract 	modification request		
▶ Replacement of m	arriage contract request		
Civil Marriage Reg	uest		

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

Hore About RAX Dentan BAX Government Tentes About RAX EServices Dentan BAX Back BAX Product Solution Solutions > About Solutions > Name	eler Medie Gemer Legislative Committee Indigendent Completing Review III (* 8 Ar A A
	DNI Marriage Reguest Der Rentage is a legit denter that back a new Rester has and extense. It is approved as a left estimated estimation of the rentges. Note: Die structure is based on the relation field have regulated by Lee Bio 41 at 2023. Die service endities the underservice based is a left maringer required order. Seg 1 Lag on to the officie goral of the downwrest of Rec 2. Khalman and fill in the carries data downwrest; Seg 2 The two parties are then notified to them the purpose of verifying the state and purp the face, and purp the face parts of the segret adgree baffer to the purpose of verifying the state and purp the state and parts agree to the parts and the two to parties approximate to parts and parts and the two to parts approximate to parts and parts and the parts and parts approximate the section with a parts approximate to the parts approximate to parts approximate the parts approximate to parts approximate to parts approximate to parts approximate the parts approximate the parts approximate to parts approximate t
Report a Bug Service Singulay All-bornatio Seal 15 15 15	Service Faes • The fire loss instance a scalar descence in 200 diffusion, which can be paid standowniarily through the mission property character. • Prem, are and offer the tollad approval of the application. Prem are paid after the tollad approval of the application
integenertenten Integenertenten	Sendor Conditions These every apply for stall energing ended every like following california. 9. Both hardward and added with the 21 years, will and allows. The age is prozen by any affinish demonstrative bound by the transfer (in - within much of them before the by by by by the stallward prior). 9. Both register of an of the before information of a by by by by the stallward prior. 9. Both register of the before information of the the encoding tendence (the stallward prior), and the dimense of anything ingoing grant densities halop, and the dimense of anything ingoing grant densities of the dimense of anything ingoing grant densities and a by the constant of the starter (the stallward state). 9. Both register of the advectory of the transmitties of the starter (the starter billing), and the dimense of anything ingoing grant densities of the starter information of the starter informatio
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7- Afterward, enter your Mobile number (consisting of nine digits) and/or Email address to receive verification code, then click "**Confirm**"

Civil Marriage	Services			
ivil Marriage Please enter mo	bile no./E-mail ID v	which you wish to use for	verification	
Mobile No.: +971			l	
Confirm				

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

Please enter the OTP	ant to Mobile No. +	071 589/99760		
OTP.*		Resend OTP 52 Second	ls	
Next Resend OTP C	hange Mobile No./E-Ma			
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A				

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Electronic Government Authority	5



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es:		
e Government Entities About RAK	eGov Media Center	
own manage connects		
Civil Marriage		
Please enter the OTP sent to	Mobile No. +971 588488769	
OTP:*	Resend OTP 52 Seconds	
Next Resend OTP Change N	Aobile No./E-Mail	
4	В	
u		
Δ		
<u>^</u>		
î		

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

Title





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

Civil Marriage	
Groom	
Selection Criteria: Gra	Mec D v
Enicates ID:*	
Nationally *	
Dame of King #	
Seath	
Ent Name (AR' 1	Enterstane (M)
Third Shorts (127)	Touch Name (197)
The Autor (Av)	Pourb hane (rec
Larx Name (ARC*	
Full Name (English)	
Dans-of Birth *	
Ganda	r 🛞 Male 🔘 Female
Nationality	
Paraport Number #	
Entones ID	
Unified Number	
Mobile Humber	-275 V (201400)CP
C-mail*	
County *	AE-LASE AND Emic
Segler 1	· · · · · · · · · · · · · · · · · · ·
Ob 7	g
Spectrum	
Marchael Country 1	C Shote C Manual C Watsure C Discont
Do you have "Will"	
	0
Declaration #	I confirm that my markal status that i mendioned is consect, and that if i vais previously manied, i have provided proof of that, and i also confirm that i have no kinship between me and the second party, bothers, uncles, or maternal uncles, and that all the data i have entered is correct, and i bear the legal seponsibility in if its arrs, out otherwise. 16/201 166.1 16/201 1

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

Government Entities	About RAK eGov Media Center	
Civil Marriage S	ervices	
Civil Marriage		
Groom		
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		
First Name (AR):*	Father's Name (AR):
Third Name	(AR):	Fourth Name (AR):

Emirates ID _

Groom	
Selection Criteria:	Emirates ID 🗸
Emirates ID:*	
Nationality:*	~
Date of Birth:*	

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

- By Passport (non EID holder only)

Selectio	n Criteria: By Passpo	ort(non EID holder only)	~	
Passport	Number:*			
Na	tionality:*	~		
Date	of Birth:*			









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)

~	-
Gr	oom
	Selection Criteria: By Unified Id(non EID holder only)
	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 O Married O Widower O 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.
	Next >

- Marri	ed: You can choose whether your religion allows polygamy
or not	by choosing (Yes or No).
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 hear the legal responsibility in I if it turns out otherwise.

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

	○ Single ○ Married ● Widower ○ Divorced
Date:*	
Do you have "Will":	○ Yes ○ No
	I also confirm that I have no kinship between me and the second party, brothers, uncles, or maternal uncles, and that all the da 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.

ivil Marriage	
lride	
Selection Criteria	Emirates ID
Emirates ID:*	
Nationality:*	
Date of Birth:*	
Search	Endback Manua (AB):
Third Name (AP):	Except a matrix (Ap):
Lasta Nama (AB)	
Eull Mame (English) *	
Data of Birth	
Geoder	O Male Female
Nationality	
Passoort Number *	
Emirates ID:	
Unified Number:	
Mobile Number.*	
E-mail.*	
Country.*	
Region.*	
City.*	G
Street/Home:	
Marital Status.*	Single O Widower O 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
	There entered is correct, and these line ways responsibility in this but continues.
	Sack Next >

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

Marriage		
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)	

- Emirates ID

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Civil Marriage Sen	vices		100	1
Ci i Marian				
Civil Marriage				
Bride				
Selection Criteria:	nirates ID	~		
Emirates ID:*				
Nationality:*		\sim		

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



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- By Passport (non-EID holder only)

Civil Marriage S	ervices	the second second
Civil Marriage		
Bride		
Selection Criteria:	By Passport(non EID holder only)	
Passoort Number:*	[]	
Nationality *		
Date of Birth *		

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)

Ob di Manda an				
Civil Marriage				
Bride				
Selection Criteria:	y Unified Id(non EID hold	lder only) 🗸		
kuu				
Halford Mounth and				

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.



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

City:"	
Street/Home:	
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. K Back Next >

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- Divorced : If you have enter the divorce date	been married before, and div	vorced, please	
Marital Status:* Single Widower D Date:* Do you have Will: Yes No Declaration:* I confirm that my marital statu. I also confirm that I have no k I have entered is correct, and	ivorced us that I mentioned is correct, and that if I was previously married, I have provide inship between me and the second party, brothers, uncles, or maternal uncles, a I bear the legal responsibility in If it turns out otherwise. Back Next >	d proof of that, and nd that all the data	

- 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.

Civit 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		
Expected Marriage Date:*		
No Condition:		
Spouses' Conditions (AR):*	لاخروط بينهما	
Spouses' Conditions (EN):*	No specific conditions between the spouses	
	< Back Next >	

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

A copy of the husband's p A copy of the husband's p A copy of the wife's pass Signed application form	assport is mandatory port is mandatory			
List of Attachments Add New Print Application Type Description	File Description	View	Delete	
0				
	< 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.

		ود الزواج	السم عا	
	20236004	Harringe Conti	ب عقد زواج مدنی نغیر الس	
Non-Mus	dim Civil Ma	rriage Applicat	tion - Application No	. 2023600443
Husburd holding th	he following			من: زوج ولصل البيانات الشمسية الثلية:
المالة الاجتماعية	عزيم فين		لوتسو	
Marital status	DOB	Net	ionality	Name
Married	02.08.1990	ن د	الأر جانب	Alamed Test
<i>ملزوچ</i>		Ar	gentina	Ahmod
ادرید الانکاروخی ادرید الانکاروخی	2	Salar No	رم ويت الم المحلي	CAPP Identification
ak impector @gra	il.com	971588488769	8558	فهوية الإستراعية
				Emirates ID
write housing the k	of the state of the second second	detaals:		زوهة والمل اليبانات الشغصية التاية
titys facts Califi Yatura D.O.B		Net	Geting Annality	Name
11.2	01.09.1995			ACCES &
Sends				Armen
and the second second			ر فر الأثبات	الأليات
E-reail		Mobile No	Identification No	Identification
tak inspector Syma	il.com	971588488769	9999	الهوية الإسارائية Emirates ID
	the local days	and and and an		
مې و جبو د دې د	, , , , , , , , , , , , , , , , , , ,	رغر بنه ښن بېت و به م د	بالولية، وقد اللغا على الشروط التالي	رم عد رواح مدي وعر بين صغومه. بن خلاف تكفيتنا شمل السورلية ال
would like to conclude the second	ade civil marriago kinship of filiato	e and we declare that	the personal information st	ated above is correct and we
ity, and we agreed	upon the follows	ng conditions:		
	Sou	uses' Conditio	شيد فالأند هن ومد	
pecific conditions	between the spon	N28		الروط بإنهما
	Wife Signature		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

Civil Marriage A copy of the husband's pass A copy of the wife's passpo- Signed application form List of Attachments Add New Print Application Form	sport is mandatory ort is mandatory		Attachment Details Document Type:* Attachment:* No file chosen Clear	
Type Description	File Description	View		
	K Back	Next >		Add Cancel

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

Type Description File Description View HUSBAND'S PASSPORT WIFE'S PASSPORT HUSBAND'S MARITAL STATUS PROOF WIFE'S MARITAL STATUS PROOF	Civil Marriage A copy of the husband's pa A copy of the wife's passp Signed application form List of Attachments Add New Print Acologition F	assport is mandatory bort is mandatory		Attachment De Document Type:* Attachment:* Clear	TAILS]
TRANSLATED CONDITIONS SIGNED APPLICATION FORM	Type Description	File Description	View		HUSBAND'S PASSPORT WIFE'S PASSPORT HUSBAND'S MARITAL STATUS PROOF WIFE'S MARITAL STATUS PROOF TRANSLATED CONDITIONS SIGNED APPLICATION FORM	

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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		23	
Attachment De	tails		
Document Type:*	HUSBAND'S PASSPORT	~	
Attachment:*	1036.pdf.pdf	<u>^</u>	
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

A copy of the husband's pas A copy of the wife's passpo Signed application form	sport is mandatory rt is mandatory			
Add New Print Applcaition For	m File Description	View	Delete	
HUSBAND'S PASSPORT	1036.pdf.pdf	1036.pdf.pdf	Delete	
	K Back	Next >		





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

A	copy of the husband's passport	is mandatory			
A	copy of the wife's passport is	mandatory			
S	igned application form				
.ist	of Attachments				
A	dd New Print Applcaition Form				
	Type Description	File Description	View	Delete	
•	HUSBAND'S PASSPORT	1036.pdf.pdf	1036.pdf.pdf	Delete	
0	WIFE'S PASSPORT	1036.pdf.pdf	1036.pdf.pdf	Delete	
0	SIGNED APPLICATION FORM	1036.pdf.pdf	1036.pdf.pdf	Delete	
	<	Back	Next >		

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

Civil Marriage					
Enter Mobile no./E-mai	for Party Verifica	ation			
Mobile No.: +971					
E-mail:					
Confirm					
			< Back		

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Notes:		
Civil Marriage Services		
Please enter the OTP sent to Mobile No. + OTP:* Resend OTP Change Mobile No.JE-Mail	+971 588488769 Resend OTP 40 Seconds	
Submit App	Nication	

- 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.



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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.

il Marriage				
ivil Marriage Contract" has b	en submitted to the concerned departm	ent with the application numb	er: 2023600491	

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