

CHECK LIST
APPLICATION FOR MARRIAGE REGISTRATION

No.	DOCUMENT	(v)
1.	JPN.KC02	
2.	One (1) colour passport-sized photograph per applicant.	
3.	Malaysian / Permanent Resident of Malaysia / MyKAS Holders	
a.	MyKad, MyPR or MyKAS (that is still valid).	
b.	Approval letter to get marriage issued by the head of department for police / army personnel (official letterhead), if applicable	
c.	Statutory Declaration, if applicable	
4.	Non-Citizen	
a.	ORIGINAL passport and photocopy of pages with personal details, the latest arrival date in Malaysia and a valid visa or pass for non-citizen. SPECIAL PASS ARE NOT ACCEPTED	
b.	ORIGINAL letter verifying marital status of a non-citizen applicant. The letter from Vietnam government must be re-certified by Vietnam embassy in Malaysia. Validity of 6 month from the date of issue if no validity date stated. (Affidavit/Notary Certificate/ Apostille/Statutory Declaration not accepted).	
c.	A letter from Immigration Department of Malaysia Department at Putrajaya/Sabah/Sarawak/Labuan to verify non-citizen visa/permit/pass for marriage registration with Malaysian, if required. It is compulsory for Student pass holder (non citizen) to submit the letter from Immigration Department of Malaysia.	
d.	Myanmar citizen must produce a letter of permission to get married in Malaysia from his/her government	
e.	A verification letter from the respective government that the applicant is not a Muslim (i.e. Iran, Iraq, Egypt, Algeria, Pakistan, Bangladesh or other Muslim countries or from any other country if required).	
f.	Documents item 4b, 4d and 4e need to be certified by i. either the Malaysian representative in the applicant's home country or the applicant's Consulate in Malaysia, and ii. Re-certified by the Ministry of Foreign Affairs (Wisma Putra) in Putrajaya, Kuching or Kota Kinabalu.	
g.	Birth Certificate (Original and photocopy)	
h.	Decree nisi absolute (divorce certificate), (Original and photocopy) if applicable.	
i.	Death certificate of previous spouse, (Original and photocopy), if applicable.	
5.	Applicants who do not understand Malay Language will need to have the declaration in part D1 or D2 of the form JPN.KC02 translated by a qualified interpreter into the language that they understand.	
6.	Registration of marriages involving foreign nationals (one or both parties) is allowed only at the National Registration Department office and the Malaysian representative office. An Assistant Registrar of Marriages is not allowed to register the marriage of non-citizens.	
7.	VERIFICATION OF MARITAL STATUS LETTER / APPROVAL LETTER FOR REGISTRATION OF MARRIAGE FOR NON CITIZEN	
8.	Female aged 16 > & <18 years 16.1. Licence JPN.KC01D (RM10.00 fee if approved) 16.2. Identification document of father/mother (ORIGINAL and photocopy)	
9.	Couple aged 18 > & <21 years 17.1. Licence JPN.KC01B 17.2. Applicant's birth certificate (ORIGINAL and photocopy) 17.3. Identification document of consent provider in paragraph 12.1 Act 164 (ORIGINAL and photocopy) 17.4. Parents' Death Certificate, if applicable (ORIGINAL and photocopy)	

10.	Licence application for persons with forbidden relationships Form JPN.KC01A (RM2.00 fee if approved)	
11.	Marriage consent for persons aged 18 but not yet 21 Form JPN.KC01B (no charge)	
12.	Marriage without notice and certificate for marriage Licence JPN.KC01C (RM100.00 fee if approved)	
13.	Licence application for a female who has reached age 16 but not yet 18 Licence JPN.KC01D (RM10.00 fee if approved)	
14.	Marriage solemnisation in a place other than the office of the Registrar of Marriages Licence JPN.KC01E (RM500.00 fee if approved)	
15.	Payment: 15.1. Certificate for marriage (JPN.KC03) – RM10.00 15.2. Marriage Certificate (JPN.KC05) – RM20.00	
16.	All the above documents must be translated into Malay or English by a qualified translator. The translation must include name, signature, contact details of translator and date. For document translation completed in Malaysia by Malaysian Court Translator or Malaysian National Institutes of Translation are acceptable without certification by respective embassy in Malaysia and recertified by Ministry of Foreign Affairs of Malaysia.	

Information in this document is subject to change without notice