



REPUBLIC OF SEYCHELLES DEPARTMENT OF
IMMIGRATION & CIVIL STATUS DIVISION OF
CIVIL STATUS

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STANDARD OPERATING PROCEDURE FOR CIVIL MARRIAGES INVOLVING TWO FOREIGNERS IN SEYCHELLES

1st April 2025

The Department of Immigration & Civil Status hereby informs all individuals and entities involved in the wedding industry that, effective immediately, a new Standard Operating Procedure (SOP) has been established for civil marriages involving two foreign nationals in Seychelles. This measure aims to streamline the marriage registration process and ensure compliance with legal requirements. The following procedures must be adhered to:

1. Submission of Application Forms and Required Documents

- o All civil marriage registration application forms must be submitted in hard copy by the marrying parties or their designated representatives to the Division of Civil Status.
- o The following documents must be submitted for verification:
 - Birth certificates of both parties.
 - Divorce certificate (if applicable).
 - Copies of passports of both parties.
 - Death certificate of the previous spouse (if widowed).
- o Any document in a language other than English or French must
be
translated by a sworn translator.

2. Verification of Authenticity of Civil Documents

- Documents must bear an apostille certificate (for countries signatory to the Apostille Hague Convention) or an e-apostille. For non-signatory countries, documents must be authenticated with a stamp or seal from the respective Ministry of Foreign Affairs.
- The original civil documents/certificates bearing the apostille or authentication stamp/seal must be submitted. The Civil Status Officer will retain certified true copies.
- Submission of original documents can be done via:
 - ✓ Courier to the designated representative/wedding planner before arrival in Seychelles.
 - ✓ Personal submission upon arrival in Seychelles.

3. Processing of Marriage Application

- The representative or wedding planner must forward the soft copies of the application by email to the selected celebrant, with the Civil Status Office in copy.
- Marriage banns must be published for eleven (11) days before the marriage date.
- If an early marriage is required before the full publication period, a marriage license must be obtained upon approval by the Chief Officer of the Civil Status. A fee of SR500 applies.

4. Approval and Conduct of Marriage

- Once all documents are verified and deemed in order, the selected celebrant will receive approval to proceed with the marriage.
- Immediately after the marriage ceremony, the celebrant must submit a draft marriage certificate and relevant details via email to the designated representative/wedding planner and Civil Status Officer for verification.
- The official marriage certificate will be issued within 24 hours, subject to the payment of the prescribed government marriage fees.

5. Authentication of Marriage Certificate

- It is the responsibility of the wedding parties or their designated representative/wedding planner to have the marriage certificate apostilled or authenticated as required.

All stakeholders in the wedding industry are required to comply with these new procedures. For further information, please contact the Department of Immigration & Civil Status.

Best regards,


Chief Officer of the Civil Status

