



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

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**TO: PROVINCIAL MANAGERS
DISTRICT MANAGERS: OPERATIONS
FRONT OFFICES
FOREIGN OFFICES
HEAD OFFICE**

CIRCULAR NUMBER 15 OF 2026: ENHANCEMENTS TO THE APPLICATION PROCESS FOR THE DESIGNATION OF MARRIAGE OFFICERS (RELIGIOUS DENOMINATIONS AND ORGANISATIONS)

1. The department continues to receive a significant number of enquiries, complaints and follow-up requests relating to applications for the designation of religious members as Marriage Officers.
2. Over time, various challenges have been identified in the administration of Marriage Officer applications including the absence of a standardised application process, inconsistent submission channels, incomplete applications, uncertainty regarding application requirements, and delays in communication between the Department, religious denominations and applicants.
3. **The below enhancements are intended to standardise procedures, improve responsiveness, strengthen governance, and provide greater clarity regarding the designation process.**

(a) Introduction of a Standardised Request Form

The Department has introduced a formal form titled **“Request for designation as a Marriage Officer”**. The form is available for download from the Department of Home Affairs website (www.dha.gov.za). Applicants may access the form by selecting Civics Services from the bar menu and thereafter selecting Marriages from the drop down (The form has been attached for ease of reference).

The completed form must be submitted together with all prescribed supporting documentation.

To support efficient electronic records management and processing, all supporting documents must be submitted in PDF format and be clearly labelled according to the prescribed document checklist.

(b) Centralised Submission Channel

To improve efficiency and streamline communication, all applications and related correspondence must be submitted to the dedicated Marriage Officers email address:

MarriageOfficers@dha.gov.za

Religious denominations and organisations are requested to utilise this email address as the primary channel for all matters relating to the designation and transfers of Marriage Officers.

(c) Mandatory Training and Assessment

The controlling body or organisation will be informed of applicants who meet the requirements and who are required to undergo the prescribed Marriage Officer training and assessment programme.

The Department's Learning Provisioning Academy will contact the identified applicants directly to communicate the training schedule, assessment dates and venue details.

Successful completion of the training programme and assessment constitutes an integral part of the designation process and will be considered together with all other application requirements before a final decision regarding designation is made.

(d) Applications to be submitted through the Controlling Body or Organisation

All applications must be submitted and endorsed by the controlling body of the relevant religious denomination or organisation.

Applications submitted without the recommendation and endorsement of the controlling body will not be considered.

(e) Processing and Verification Period

All applications are subject to the Department's compliance, verification and evaluation processes. Accordingly, the processing and verification of applications may take up to **6 to 8 weeks** to be finalised.

4. Applicants are advised that the submission of an application, including successful completion of the prescribed training, does not guarantee designation as a Marriage Officer. Designation remains subject to compliance with all legislative requirements, departmental policies, verification processes and the approval of the authorised delegated official.
5. **This Circular should be read in conjunction with the attached approved SOP for the designation of Marriage Officers.**
6. For further information or enquiries, please contact the Marriage Officers Unit, by email to MarriageOfficers@dha.gov.za, alternatively to **Ms Annah Rametsi** at Annah.rametsi@dha.gov.za or at 066 290 3295, or to **Mr Koena Kgongwana** at Koena.kgongwana@dha.gov.za or at 066 588 3161.



L.T. SIGAMA
DEPUTY DIRECTOR-GENERAL: CIVIC SERVICES
DATE: