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**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

MZ/T 116-2018

**Requirements for facilities and equipment for marriage
registration
(English Translation)**

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Foreword

This standard was drafted in accordance with the rules determined by GB/T 1.1-2009.

This standard is proposed and managed by the Department of Social Affairs of the Ministry of Civil Affairs.

This standard was drafted. Cross-Strait Marriage and Family Service Center, Beijing Municipal Bureau of Civil Affairs, Jiangsu Province Civil Affairs Department, Zhejiang Province Civil Affairs Department, Department of Civil Affairs of Shandong Province, Department of Civil Affairs of Guangdong Province, Marriage and Family Service Centers across the Taiwan Straits, Xiamen Civil Affairs Bureau, Hangzhou Civil Affairs Bureau.

1 Scope

This standard specifies the basic requirements and specific requirements for facilities for marriage registration facilities.

This standard applies to marriage registration authorities.

2 Normative references

The following documents are essential for the application of this document. For dated references, only the dated version applies this document. For undated references, the latest version (including all amendments) applies to this document.

MZ/T 024 Marriage registration agency rating standard GB/T 28181 Technical requirements for information transmission, exchange and control of security surveillance video surveillance networking systems GB 50763-2012 Accessible Design Specification

3 Basic requirements

3.1

The environmental layout of the marriage registration authority shall meet the requirements of 4.2.1.1, 4.2.1.2 and 4.2.1.3 in MZ/T 024.

3.2

The marriage registration authority shall have separate access routes.

3.3

The marriage registration authority should set up barrier-free passages, and facilities such as building entrances, indoor walkways and elevators should comply with GB 50763-2012 the relevant provisions.

3.4

The overall arrangement of the marriage registration authority should be consistent with the performance of marriage registration duties, promotion of marriage laws and regulations, advocacy of civilized marriage customs, and promotion the needs of marriage culture.

4.1 Identification signs

4.1.1

The production and hanging of signs of marriage registration authorities shall comply with the relevant requirements of the "Regulations on the Work of Marriage Registration".

4.1.2

The marriage registration authority shall use the national marriage registration logo, and the use of this logo shall conform to the National Marriage Registration Logo Relevant requirements of the Management Regulations.

4.2.1 General requirements

4.2.1.1

The marriage registration authority shall include the waiting area (lobby), marriage registration area (room), archives room, certification hall, marriage and family support the main functional areas such as the guide room, the layout of each functional area should be compact and reasonable.

4.2.1.2

Video and audio monitoring equipment shall be installed in the main functional area. The video and audio monitoring equipment shall meet the requirements of GB/T 28181-2011.

4.2.1.3

Marriage registration areas (rooms), archives rooms, certification halls, marriage and family counseling rooms, etc. should be provided with signs, and the size of the signs should not be Less than 100mm x 150mm.

4.2.2 Waiting area (lobby)

4.2.2.1

The facilities and equipment in the waiting area (lobby) shall meet the requirements of 4.2.2 of MZ/T 024.

4.2.2.2

If the annual workload is more than 5000 pieces, the waiting area (hall) shall be equipped with queuing equipment. Queuing equipment should have access to numbers Features such as queuing, voice calling, screen display, repeat calling, querying the number of people, etc.

4.2.2.3

An information desk shall be set up in the waiting area (lobby), and the height of the information desk shall be between 900mm and 1100mm. Information desk should be placed Free information materials such as service guides.

4.2.2.4

The waiting area (lobby) shall be provided with functional area distribution maps and guidance signs, and marked with fire safety passages.

4.2.2.5

A public notice board shall be set up in the waiting area (lobby), and the public notice board shall display the relevant content of "Article 14" of the "Marriage Registration Work Specification".

4.2.3 Marriage registration area (room)

4.2.3.1

The marriage registration area (room) can be divided into a marriage registration area (room) and a divorce registration room. Marriage registration area and divorce registration room can be combined and a corresponding number of marriage registration rooms.

4.2.3.2

The marriage registration area (room) shall meet the requirements of 4.2.3 and 4.2.4 of MZ/T 024.

4.2.3.3

An appointment window should be set up in the marriage registration area (room). The layout of the appointment window should meet the daily appointment registration requirements and meet Needed as a green channel or emergency window.

4.2.3.4

The marriage registration room shall have a dedicated passage for staff.

4.2.3.5

The marriage registration window or marriage registration room shall meet the following requirements.

- Equipped with a registration desk with a table width of not less than 900mm and a height of not less than 800mm;

- Equipped with a registrar seat and two party seats;

- Equipped with telephone, computer, ID and paper printer, ID card reader, service evaluator, administrative law enforcement recorder, etc.

device.

4.2.3.6

The marriage registration area shall be equipped with photocopiers, fax machines, scanners and alarm systems.

4.2.4 Archives

4.2.4.1

The marriage registration authority shall have an independent archives room.

4.2.4.2

The setting and facilities of the archives room shall meet the requirements of relevant standards for marriage registration archives management.

4.2.5 Certification Hall

4.2.5.1

The certification office shall meet the requirements of 4.2.6 in MZ/T 024.

4.2.5.2

The certification hall shall be equipped with audio-visual and lighting equipment.

4.2.5.3

The certificate hall should be provided with two entrances and exits, which can be equipped