



11. Registration of Certificate of Marriage (Timely)

Marriage is a permanent union between a man and a woman entered into in accordance with law for the establishment of conjugal and family life. It is the foundation of the family and an inviolable social institution whose nature, consequences, and incidents are governed by law and not subject to stipulation, except that marriage settlements may fix the property relations during the marriage within the limits provided by this code. (Article 1, Family Code of the Philippines)

Office or Division	Office of the Municipal Civil Registrar			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	Solemnizing Officer/Husband/Wife			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly prepared Certificate of Marriage w/ complete signatories - (4) original copies		Solemnizing Officer		
Official Receipt		Municipal Treasurer's Office (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the unregistered Certificate of Marriage for initial assessment and verification at the receiving area	1. Receive and verify the unregistered Certificate of Marriage	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	1.1 Check for the completeness of data and record the Marriage to assign a registry number	None	5 Minutes	
	1.2. Prepare and encode the data to PhilCRIS (Philippine Civil Registry Information System)	None	15 Minutes	



	1.3. Issue the order of payment for the issuance of secretary's fee	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Secretary's Fee P 50.00 Documentary Stamp P 30.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Return to the Registrar's Office for the processing and releasing of Certificate of Marriage	3. Approval and releasing of registered Certificate of Marriage to client	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	TOTAL:	PHP 80.00	35 Minutes	

Registration of Certificate of Marriage is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753