



12. Registration of Certificate of Marriage (Delayed)

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). Marriage reported later than 30 days after the date of marriage shall be considered delayed and shall comply with the following requirements for registration:

Office or Division	Office of the Municipal Civil Registrar			
Classification	Highly Technical			
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/Owner		
Negative Result - (3) photocopies		Client		
Affidavit of Marriage - (3) original copies		Client		
Official Receipt		Municipal Treasurers Office (Windows 1-6)		
Other evidence showing the date and place of marriage -(3) photocopies		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit and present original copies of all the requirements at the receiving area.	1. Received and verify the duly prepared Certificate of Marriage w/ all the requirements attached	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	1.1 Check for the completeness of data and requirements and	None	5 Minutes	



	record the Marriage to assign a registry number			
	1.2 Prepare and encode the data in the PhilCRIS (Philippine Civil Registry Information System)	None	15 Minutes	
	1.3 Posting of 10 days from the date of received	None	10 Days	
	1.4 Issue order of payment	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Delayed registration fee P 100.00 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 130.00	10 Days and 35 Minutes	

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