

74. REGISTRATION OF MARRIAGE CERTIFICATES***DESCRIPTION of the SERVICE :***

All events of marriages solemnized within the city shall be registered in the Marriage Registry within 15 days; for marriages exempt from the license requirement, the prescribed period is 30 days.

Such events shall be registered by the solemnizing officers or by the contracting parties in case of delay.

If not registered within the prescribed period, it is considered delayed registration.

REQUIREMENTS :

- * For timely registration of marriage:
 1. Marriage Contract
- * For delayed registration of marriage
 1. NSO Negative Certification of Marriage
 2. Certificate of Marriage from church
 3. Birth certificate of children
 4. Land Titles, insurances and other documents declaring the spouses as husband and wife

FEE:

- * Registration of Marriage : P 202.00 for civil marriages

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
For timely registration of marriage		
1. Receives and reviews the marriage certificate	2 minutes	VIVIAN LAQUIAN <i>Administrative Asst. IV</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
2. Advises the client to pay the corresponding amount at the CTO for marriage solemnized by the Judge or the City Mayor	1 minute	VIVIAN LAQUIAN <i>Administrative Asst. IV</i>
3. Assigns registry number and affixes signature	5 minutes	AMALIA GARCIA <i>Registration Officer IV</i>
4. Issues the registered marriage certificate	5 minutes	VIVIAN LAQUIAN <i>Administrative Asst. IV</i>
For delayed registration of marriage		
1. Receives the accomplished requisition slip	5 minutes	MARIA TERESA LECAROZ <i>Administrative Aide III</i>
2. Verifies the record	5 minutes	
3. Accepts and reviews the supporting documents	10 minutes	VIVIAN LAQUIAN <i>Administrative Asst. IV</i>
4. Posts the delayed registered marriage certificate	10 days	
5. Assigns registry number and affixes signature	5 minutes	AMALIA GARCIA <i>Registration Officer IV</i>
6. Issues the registered marriage certificate	5 minutes	VIVIAN LAQUIAN <i>Administrative Asst. IV</i>