

CITIZEN'S CHARTER

Frontline Service: Registration of Marriage Certificate (On-Time Registration)

Office: Local Civil Registry
2nd Floor, City Hall Building

Schedule of Availability of Service:

Monday – Friday
8:00 a.m. to 5:00 p.m. without noon break

Who may Avail of the Service?

- Persons responsible to report the event
Within the reglamentary period as per
A.O. No. 1, S-93

Marriage – should be registered within
15 days after the solemnization by either
of the following:

- Solemnizing Officer
- Married couple (husband or wife)
- Parents

What are the Requirements?

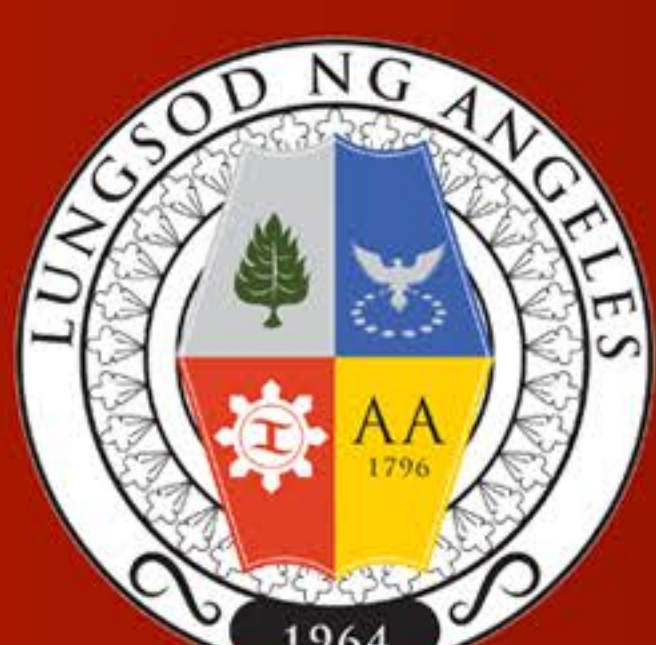
- Duly accomplished and signed Marriage
Certificate

Fees/Charges: None

Duration (under normal circumstances): 10 minutes

How to Avail of the Service:

| Step | Applicant/ Client | Service Provider | Duration of Activity (Under normal circumstances) | Person in Charge | Fees/ Charges | Forms |
|--------------------|--|--|---|---|------------------|----------------------------------|
| 1 | Submit the accomplished Marriage Certificate signed by the Solemnizing Officer | Receive and verify the completeness of entries of the document After checking, return the document to the Client and advise to present to the City Civil Registrar or the authorized representative for signature | 5 minutes | Receiving Clerk or Registration Officer | None | Certificate of Marriage (MF 102) |
| 2 | Present the document to the City Civil Registrar for signature | Review and sign the document and advise Client to proceed to the Registration Officer | 2 minutes | City Civil Registrar or the authorized representative | None | None |
| 3 | Proceed to the Registration Officer | Assign registry number to the document | 2 minutes | Registration Officer | None | None |
| 4 | Receive the registered document | Release the registered document | 1 minute | Registration Officer | None | None |
| END OF TRANSACTION | | | | | | |



NO TO FIXERS & REDTAPE!