



Republic of the Philippines
URBIZTONDO, PANGASINAN
OFFICE OF THE BUILDING OFFICIAL



Marriage Certificate Requirements

a. For Registered Marriage:

1. Duly accomplished Application Form for Issuance of Copy of Certificate of Marriage.
2. Original and photocopy of valid government-issued ID of the applicant (e.g., Philippine Passport, Driver's License, SSS ID, PRC ID, Postal ID, Voter's ID, UMID).
3. Proof of relationship to the married parties (e.g., Birth Certificate, another Marriage Certificate linking the relationship).
4. If by authorized representative, a Special Power of Attorney (SPA) executed by one of the married parties or their direct descendants, specifically authorizing the representative to request and claim the Marriage Certificate. The SPA must be notarized and include original and photocopy of valid IDs of both the principal and the representative.
5. For court-ordered annulment or declaration of nullity of marriage, a certified true copy of the Court Decision and Certificate of Finality.
6. Barangay Clearance of the applicant.
7. Recent 2x2 colored photograph of the applicant.
8. Latest Community Tax Certificate (Cedula) of the applicant.

a. For Late Registered Marriage:

1. Duly Accomplished Certificate of Marriage
 - Must be filled out and signed by both parties and the solemnizing officer.
2. Affidavit of Delayed Registration
 - Executed by either or both parties stating the reason for non-registration on time.
3. Certificate of No Record of Marriage (CENOMAR) from PSA
 - For both husband and wife, to prove the marriage has not been registered.
4. Marriage License and Application for Marriage License (if applicable)
 - If marriage was civil or church-based.
 - If exempt (e.g., indigenous or Muslim customs), submit Affidavit of Marriage Exemption instead.
5. Supporting Documents:
 - Affidavit of Solemnizing Officer – Explaining why the marriage was not registered.
 - Certificate of Authority to Solemnize Marriage (if religious)
 - Wedding photos or program/invitation (optional but helpful)
6. Valid IDs of both parties
 - Government-issued IDs (e.g., passport, UMID, voter's ID).
7. Barangay Clearance
 - From place of residence of both or either party.
8. Latest Community Tax Certificate (Cedula)
9. Affidavit of Two Witnesses (optional but sometimes required)
 - Stating that they witnessed the actual marriage.
10. Payment of Late Registration Fees
 - Fees vary by city/municipality.