

# CITIZEN'S CHARTER

## Frontline Service: Delayed Registration of Marriage Certificate

**Office:** Local Civil Registry

2<sup>nd</sup> 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 who failed to register their civil registry documents

**What are the Requirements?**

- Duly accomplished Marriage Certificate (MF 102)

**Additional requirements:**

- Less than a year from time of marriage:
  - ✓ Unregistered Marriage Contract (MF 102) in 4 copies
  - ✓ Certificate of No Marriage (CENOMAR) from PSA
  - ✓ Marriage License or Affidavit of Cohabitation Invoking Art. 34 of the Family Code
- More than a year from time of marriage:
  - ✓ Certificate of No Marriage (CENOMAR) from PSA
  - ✓ Certificate of No Registration from PSA
  - ✓ Resident Certificate/Cedula of Informant

**Fees/Charges:** P250.00

**Duration (under normal circumstances):**

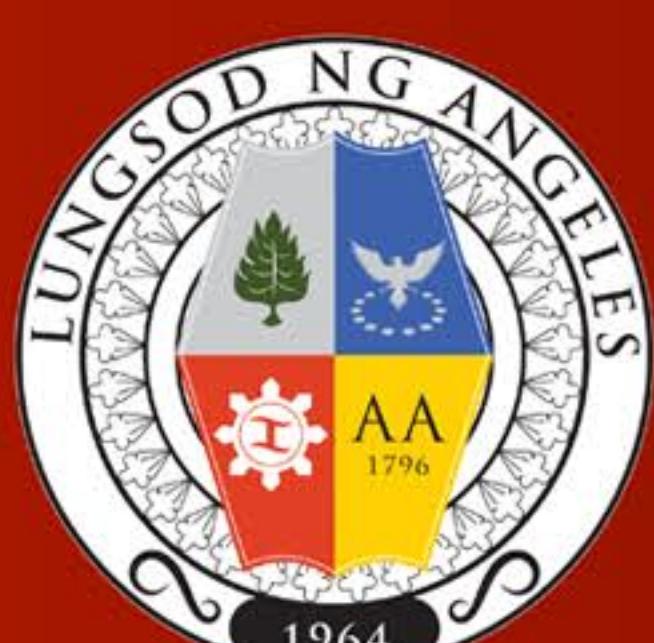
25 minutes processing time

10 days posting period and

5 minutes releasing

**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 requirements	Receive and review the requirements and conduct interview to the Client	15 minutes	Receiving Clerk or Registration Officer	None	Accomplished Marriage Contract Form (MF 102)
2		Issue Order of Payment to the Client and advise to proceed to City Treasurer's Office for payment	2 minutes	Receiving Clerk or Registration Officer	None	None
3	Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment of fee	Accept payment and issue Official Receipt	5 minutes	Local Revenue Collection Officer	P250.00	Order of Payment
4	Return to Local Civil Registrar's Office and present the Official Receipt	Receive the Official Receipt and advise the Client that the information will be posted in 10 days	3 minutes	Receiving Clerk or Registration Officer	None	None
Posting Period of 10 days						
5	Return after 10 days and receive the registered document	Release the registered document	5 minutes	Releasing Clerk or Registration Officer	None	None
END OF TRANSACTION						



NO TO FIXERS & REDTAPE!

