

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

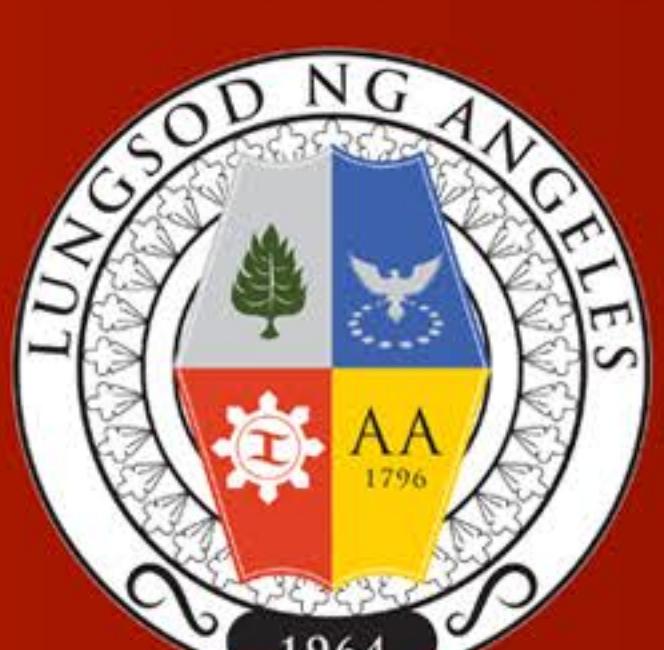
Fees/Charges: None

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!

