

Registration of Marriage Certificates

The registration of Marriage of a civil or church wedding must be submitted within fifteen (15) days after the solemnization of marriage. For marriage exempt from license requirement, the prescribed period is thirty (30) days.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Certificate		1. Office of the Municipal Mayor/ Church/Other Religious Sect		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Marriage Certificate	1. Receive and review submitted Marriage Certificate	None	3 minutes	<i>Norma P. Legaspi MCR MCR Office</i>
2. Receive copy of Marriage Certificate duly signed by the MCR	2. Register and issue copy of Marriage Certificate	None	3 minutes	<i>Norma P. Legaspi MCR MCR Office</i>
	TOTAL		6 minutes	