

Application for Delayed Registration of Marriage

The delayed registration of marriage certificate allows the registration of marriage and be recorded in appropriate registers even after the prescribed period of registration from the occurrence of the event:

1. Marriage with License-beyond 15 days following the solemnization of marriage
2. Marriage exempt from license requirement- beyond 30 days following the solemnization of marriage

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. PSA Negative Certification- original copy 2. Marriage Certificate and copy of all entries from old certificate signed by signatories/witnesses 3. Joint Affidavit of husband and wife- 3 copies 4. Affidavit of two (2) disinterested person- 3 copies 			<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Church or courts where event took place 3. Public Attorney's Office/Notary Public 4. Public Attorney's Office/Notary Public 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary documents for review	1. Review and check all submitted documents	None	10 minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
2. Return after 10 working days and get order of payment	2. Advise client to return after 10 working days and issue order of payment 2.1 Prepare notice of publication	None	15 minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>

3. Pay the required fees at the	3. Receive payment and issue	Miscellaneous Fee- P100	5 minutes	<i>TERRY V. ABELLADA</i> <i>(MTO)</i>
Treasury Office	official receipt			<i>EDISON V. QUEZADA</i> <i>(RCC)</i>
4. Present receipt of payment to claim copy of registered documents after 10 days posting	4. Releasing of document after 10 days posting	None	5 min	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
	TOTAL	P200.00	35 minutes	