

E. Application for Delayed Registration of Marriage

Delayed registration of marriage certificate permits the marriage to be recorded in the appropriate registers even after the prescribed registration has elapsed. Specifically,

1. For Marriage requiring a license: registration is allowed beyond 15 days after solemnization.
2. Marriage exempts from license requirement- beyond 30 days following the solemnization of marriage

Office of 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
1. 1 original copy of PSA Negative Certification	1. Philippine Statistics Authority (PSA)
2. Marriage Certificate and copy of all entries from old certificate signed by signatories /witnesses	2. Church or courts where event took place
3. 3 copies of Joint Affidavit of husband and wife	3. Public Attorney's Office/Notary Public
4. 3 copies of Affidavit of two (2) disinterested person	4. Public Attorney's Office/Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Verify all submitted requirements 1.2 Advise the client to return after 10 consecutive days 1.3 Prepare notice of publication		25 minutes	Norma P. Legaspi MCR
2. Return after 10 consecutive days; get the order of payment	2.1 Issue order of payment		2 minutes	Norma P. Legaspi MCR
3. Proceed to the Treasury Office for payment of required fees; present the OR to the MCR	3.1 Issue Official Receipt and collect payment	Miscellaneous Fee- P200	5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker
4. Receive the document	4.1 Release the document		2 minutes	Norma P. Legaspi MCR
	TOTAL	P200.00	34 minutes	