

B. Registration of Marriage Certificates

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

Office of 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 Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Marriage Certificate	1.1 Review, sign and register the Marriage Certificate	None	3 minutes	Norma P. Legaspi MCR
2. Receive the Marriage Certificate	2.1 Release the Marriage Certificate		3 minutes	Norma P. Legaspi MCR
	TOTAL		6 minutes	