

HOW TO REGISTER CERTIFICATE OF MARRIAGE

* What to bring in Registration of Certificate of Marriage

1. Four (4) copies of Accomplished Certificate of Marriage
2. Copy of Marriage License (it must be registered within 15 days from the date of Marriage)
3. Copy of Authorization to Solemnized Marriage by Solemnizing Officers

* Additional for Marriage under Art. 34 (it must be register within 30 days from the date of Marriage)

1. Cenomar
2. Barangay Captain's Certification
3. Affidavit of Cohabitation
4. Affidavit of Solemnizing Officer at the back of the Certificate of Marriage

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
. Certificate of Marriage . Presentation of Documents by Solemnizing Officers MTC/ Mayor's Office Staff	Priscilla P. Corpuz	2 mins	Service fee P 50.00
. Review of Documents - Within 15 days/with Marriage License from date of Marriage	Priscilla P. Corpuz	3 mins	
. Preparation/registration of Document Typing/Reg. No./ Signature	Priscilla P. Corpuz	3 mins	
. Coding/Encoding	Lorena B. Mendoza Leilani E. Macapagal	5 mins	

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	5 mins	

REQUIREMENTS FOR DELAYED REGISTRATION OF MARRIAGE

= After 15 days (with marriage Release) from date of Marriage

1. Four (4) copies of Accomplished Certificate of Marriage
2. Copy of Marriage License
3. Copy of Authorization to Solemnized Marriage by Solemnizing Officers
4. Negative Certification from NSO
5. Affidavit of Solemnizing Officer why said Marriage wasn't registered on time
6. Affidavit of two(2) dis-interested persons
7. Birth Certificate of Children
8. Affidavit of Marriage (copy of Marriage Contract is no longer available)

* Additional for Marriage under Art. 34 - After 30 days from the date of Marriage)

1. Cenomar
2. Barangay Captain's Certification
3. Affidavit of Cohabitation
4. Affidavit of Solemnizing Officer at the back of the Certificate of Marriage

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
* Review the Documents . Presentation of Documents by the applicants and all the supporting documents	Priscilla P. Corpuz Susan O. Galapon	3 mins	
* Review the Documents	Priscilla P. Corpuz Susan O. Galapon	5 mins	
* Preparation of Document Typing	Priscilla P. Corpuz Susan O. Galapon	15 mins	
* Payment of fees	MTO - Representative	3 mins	
* Posting (10 days posting)	Priscilla P. Corpuz Susan O. Galapon	2 mins	
* Registration of Document (After 10 days Posting)	Priscilla P. Corpuz Susan O. Galapon	2 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	3 mins	