

Office or Division:	CITY CIVIL REGISTRY OFFICE – MARRIAGE DIVISION
Classification:	REGISTRATION OF MARRIAGE
Type of Transaction:	Simple - Complex
Who may avail:	Solemnizing Officers / Registrants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>Timely Registration</u></p> <p>1.Certificate Marriage Attachments (if applicable)</p> <ul style="list-style-type: none"> a. Affidavit of cohabitation & corroboration if married under Article 34 (notarized) b. Notarized Affidavit of Solemnizing Officer for marriage or of exceptional character (found at the back of the Marriage Certificate) c. Attachments for Islam / IP’s <p><u>Late Registration</u></p> <p>In addition to above-enumerated requirements :</p> <p>2.Affidavit for late registration</p> <p>3.Birth Certificate of child/children (if any)</p> <p>4.Affidavit of Reconstruction of Marriage (if no copy of marriage can be found)</p> <p>5.Affidavit of two(2) disinterested persons</p>	<p>From the Solemnizing Officer</p> <p>Lawyer</p> <p>Lawyer to notarize</p> <p>Civil Registry</p> <p>Lawyer</p> <p>Owner’s copy</p> <p>Lawyer</p> <p>Lawyer</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><u>Timely Registration</u></p> <p>Submit all relevant documents</p> <p>Claim owner’s copy</p>	<p>Verify & register</p>	<p>P 30.00 per certified copy of supporting document</p>	<p>5 mins.</p>	<p><u>Marriage Division</u></p> <p>Othelo Abejuela Effee Gaviola Maricel L. Simbajon Leda Mae Sales</p>
<p><u>Late Registration</u></p> <p>Submit all relevant documents</p> <p>Claim owner’s copy</p>	<p>Record / Post late registration</p> <p>Register after 10 days</p>		<p>10 days</p>	