



5. Late Registration of Marriage Certificate

The process of registering the Certificates of Marriage constituents who married in Quezon City and which were not filed within 15 days following the solemnization of marriage or 30 days, for those exempted from marriage license requirement.

Office or Division:	City Civil Registry Department – Counter 12			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	QC constituents, Non-QC Residents (who were married in Quezon City)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Marriage (4 copies) signed by the solemnizing officer		Church, Place of marriage		
Original or Photocopy of Marriage License		Civil Registry of the place of residency		
Photocopy of the Authorization to Solemnize Marriage of Solemnizing Officer		Church		
If applicable: Duly Notarized Affidavit of Cohabitation under Art. 34 of the Family Code (Contracting parties are living together as husband and wife for 5 years without legal impediment to marry)				
If applicable: Notarized Request for the celebration of marriage in a place other than those authorized by law.		Solemnizing officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits a Certificate of Marriage for registration	1. Receives Certificate of Marriage for registration, check entries and signatures	None	5 Minutes / Certificate of Marriage	<i>Receiving / Releasing Clerk</i> City Civil Registry Department
2. Pay at City Treasurer's office the corresponding fees	2. Issues order of payment	Registration Fee – PHP 150.00 Certificate of No Records (CNR) – PHP 50.00	11 Days POSTING *If Release date falls on a holiday, the next working day; if it falls on Saturday or Sunday, release shall be on a Monday.	<i>Collector</i> City Treasurer's Office
3. Receive released document	3. Upon receipt of Official Receipt, assign registry no. and release the same	None		<i>Receiving / Releasing Clerk</i> City Civil Registry Department
			Certificate of Marriage shall be issued on the 11th day from the submission of the application	
TOTAL:		PHP 200.00		

ONLY DOCUMENTS WITH OFFICIAL RECEIPT WILL BE PROCESSED

Registration of Certificate of Marriage is qualified for multi-stage processing.

All incomplete data/requirements will not be accepted.