



1. Registration of Marriage Certificate

The process of registering the Certificates of Marriage of constituents who married in Quezon City. Timely registration of Marriage Certificate is fifteen (15) days following the solemnization of marriage. For marriage exempt from license requirement, the prescribed period is thirty (30) days from the solemnization of marriage.

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|---|--|--|-------------------------------------|--|
| 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 | | |
| Duly Notarized Affidavit of Cohabitation (Art. 34 of Family Code) if applicable | | | | |
| Solemnizing officer if Marriage Venue is outside the church | | Place of Marriage | | |
| 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 70.00 | 5 Minutes | <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 | 5 Minutes | <i>Receiving / Releasing Clerk</i> City Civil Registry Department |
| TOTAL: | | PHP 70.00 | 15 Minutes | |

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

All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.