



7. Delayed Registration of Certificate of Marriage

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 - <b>Marriage Registration Division (Counter 12)</b>			
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 with Notarized Affidavit for Delayed Registration found at the back of Certificate of Marriage		Church, Place of marriage		
Original or Photocopy of Marriage License		Local Civil Registry Office of the place of residency		
Photocopy of the Authorization to Solemnize Marriage of Solemnizing Officer		Church Ministry / Religious Sect		
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)		Client		
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. Submit a Certificate of Marriage for registration	1. Receive Certificate of Marriage for registration, check entries and signatures	None	5 Minutes / Certificate of Marriage	Receiving / Releasing Clerk City Civil Registry Department
2. Pay at cashier the corresponding fees	2. Issue order of payment	Registration Fee - PHP 200.00  Certificate of No Record (CNR) - PHP 150. 00	10 Calendar 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.	Collector City Treasurer's Office
3. Receive personal copy of Marriage Certificate	3. Receive Official Receipt and issue claim stub of the applicant / registrant indicating the date of release	None		Receiving / Releasing Clerk City Civil Registry Department
			Certificate of Marriage shall be issued on the 11 <sup>th</sup> day from the submission of the Application	
TOTAL:		PHP 350.00	11 Days	
Delayed Registration of Certificate of Marriage is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted. Only documents with official receipts will be processed				