6. Registration of Regular and Timely Certificate of Marriage

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 the marriage. For marriage exempt from license requirement, the prescribed period is thirty (30) days from the solemnization of marriage.

Office or Division:	City Civil Registry Department - **Marriage Registration Division** *(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	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 City Treasurer's office the corresponding fees	2. Issue order of payment	Registration Fee - PHP 50.00	5 Minutes	*Collector* City Treasurer's Office
3. Receive personal copy of Marriage Certificate	3. Receive Official Receipt, assign registry number, and release the same	None	5 Minutes	*Receiving / Releasing Clerk* City Civil Registry Department
	TOTAL:	PHP 50.00	15 Minutes	

Registration of Regular and Timely Certificate of Marriage is qualified for multi-stage processing.
Note: All incomplete data/requirements will not be accepted.
Only documents with official receipt will be processed.

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