16. Request and Issuance of Certified True Copy of Marriage Certificate

This is the process of acquiring the certified true copy (CTC) or local civil registry (LCR) Copy of the Certificates of Marriage registered in Quezon City

Office or Division:	City Civil Registry Department - **Records Management and Archiving Division** *(Counter 3)*			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	QC Constituents, Non-QC Residents (who married in Quezon City)			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Request Form for Marriage Certificate	Information Desk			
Government-issued / Valid Identification Card	BIR, SSS, GSIS, PAG-IBIG, LTO, PRC, DFA, Company ID, Post Office			
For the representative of the document owner: - If necessary, Authorization Letter/Special Power of Attorney from the document owner (one original) - Photocopy of Government Issued ID with signature of the document owner - Photocopy of the Government Issued ID of the representative	Client / Document Owner			
Requested document, if available (1 photocopy)	Client/ Document Owner			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled–out CTC request form and ID	1. Receives application with requirements and issues order of payment.	None	5 Minutes	*Receiving Clerk* City Civil Registry Department
2. Pays at the cashier the corresponding fees	2. Upon receiving of Official Receipt, clerk issues claim stub indicating date and time of release		5 Minutes	*Collector* City Treasurer's Office
3. Receives claim stub	3. Verifies document's availability from the database and/or transmits to Records and Archiving Division for searching	Certified True Copy (CTC) of Marriage Certificate - PHP 65.00	5 Minutes - if document is in the database (1945 to 2015) 3 Days - manual searching	*Receiving Clerk* City Civil Registry Department *Searcher* City Civil Registry Department
4. Receive certified copy of the document/s	4. Record serial number before release of documents			*Releasing Clerk* City Civil Registry Department
	TOTAL:	PHP 65.00 PER COPY	15 Minutes - available on database 3 Days - manual searching	

Request for issuance of Marriage Certificates is qualified for multi-stage processing.
Note: All incomplete data/requirements will not be accepted.
Only documents with official receipts will be processed.

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