



TIMELY REGISTRATION OF MARRIAGE CERTIFICATE

Registration of the marriage certificate married in San Juan City 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
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	General Public (Must be personal or his duly authorized representative)
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> Duly accomplished Marriage Certificate in four (4) copies Photocopy of the following documents: <ul style="list-style-type: none">  Marriage License and all other pertinent documents submitted for its issuance  Authority of the solemnizing officer and valid government issued ID Original copy of Certificate from the venue where the marriage was solemnized other than authorized by law 	<p>Church Official/Solemnizing Officer</p> <p>Local Civil Registry Office where the marriage license was issued Solemnizing Officer</p> <p>Place where the marriage was solemnized</p>

<ul style="list-style-type: none"> • Original copy of duly notarized request and approval for the celebration of marriage in a place other than authorized by law • Original copy of registered Prenuptial Agreement (if applicable) • Original PSA copy of Certificate of No Marriage (CENOMAR) for those exempted from marriage license requirement with six (6) months validity upon issuance (if applicable) • Valid government issued ID of both document owner • If representative, attached Authorization Letter/SPA and valid government issued ID of the representative 		Client/Document owner Notary Public Client/Document owner PSA Client/Both document owner Client/Document owner Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished marriage certificate.	1. Verify the entries made in the civil document and the requirements presented.		20 minutes	Administrative Aide IV
2. Wait for the marriage certificate to be registered.	2.1 Register and sign the marriage certificate 2.2 Record transaction details in the logbook (client's name, civil document, time).		35 minutes	Administrative Aide IV City Civil Registrar
3. Receive the registered marriage certificate and sign the logbook.	3. Release the registered marriage certificate.		5 minutes	Administrative Aide IV

END OF TRANSACTION (Total Processing Time: 60 minutes)