

DELAYED REGISTRATION OF MARRIAGE CERTIFICATE

Registration of the marriage certificate married in San Juan City, which were not filed within fifteen (15) days following the solemnization of marriage or thirty (30) days for those exempted from marriage license requirement.

Office or Division:	City Civil Registry Department
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	General Public (Must be personal)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

<ul style="list-style-type: none"> • Original PSA copy of CENOMAR with six (6) months validity upon issuance • Negative result/No record of marriage with six (6) months validity upon issuance • Duly accomplished Marriage Certificate with duly notarized Affidavit of Delayed Registration of Marriage (at the back) in four (4) copies • CTC of Marriage License and all other pertinent documents submitted for its issuance • Original copy or CTC of any government record showing San Juan City as place of marriage • Original PSA copy of Birth Certificate of the children (if applicable) • Original PSA copy of Death Certificate of either husband or wife (if applicable) • 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 • 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) • Valid government issued ID of both document owner • Duly notarized Affidavit of Two Disinterested Person and valid government issued ID • For immediate family, legal document showing relationship to the deceased person and valid government issued ID • If representative, attached Authorization Letter/SPA from the immediate family and valid government issued ID of the representative 		PSA PSA Church Official/Solemnizing Officer City Legal Office Local Civil Registry Office where the marriage license was issued Client/Document owner PSA PSA Local Civil Registry Office where the marriage license was issued Solemnizing Officer Place where the marriage was solemnized Client/Document owner Notary Public Client/Document owner Client/Both document owner Client/Document owner Client/Document owner PSA Client/Document owner Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the duly accomplished marriage certificate.	1.1 Verify the entries made in the civil document and the requirements presented. 1.2 Issue order of payment.		40 minutes	Administrative Aide IV
2. Pay the required fee at the Treasury Office.	2. Receive the payment and issue OR.	P 200.00	10 minutes	Local Treasury Operations Officer
3. Return to CCRD and present OR.	3.1 Accept OR and the complete requirements. 3.2 Instruct the client to claim the registered marriage certificate after ten (10) days.		5 minutes	Administrative Aide IV
2. Wait for ten (10) days.	2.1 Register and sign the marriage certificate after compliance to ten (10) days posting. 2.2 Record transaction details in the logbook (client's name, civil document, time, OR number).		10 days	Administrative Aide IV City Civil Registrar
3. Return to CCRD after ten (10) days, 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 with compliance to 10 days posting)