

## CITIZEN'S CHARTER CITY CIVIL REGISTRY

### 1. Application for Marriage License

Marriage registration is a process where record of vital information on the identity of the two married couple were filed.

Office or Division:	<b>MARRIAGE DIVISION</b>
Classification:	Simple
Type of transaction:	G2C-Government to Citizens
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Appearance of both parties	
2. CENOMAR of both parties (New) (within 6 months validity)	PSA
3. PSA copy of Birth Certificate	PSA
4. For Civil/Church Wedding -Family Planning Certificate from DSWD	DSWD Health Department Door #13
5. Barangay Certification (for Pasig resident)	Barangay
6. Applicant below 26 yrs. old must be accompanied by both parents & w/ID	
7. Foreigner must submit Legal Capacity to Marry, Passport, Divorced Papers (if applicable)	Philippine Embassy
8. 3 copies of 1X1 picture (white background)	Client
9. CEDULA of both parties	City Treasurer's Office
10. Notarized Application Form	Law Firm
11. Black Ink pen/Correction Tape	client

#	CLIENTS STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Complete documents must be submitted	1.1 Interview and review of submitted requirements		20-30 mins. (varying to the requesting clients)	Ms. Mae F. Ms. Sallie H. Ms. Neth P. Ms. Vilma R.
2	Application will be filled-out	2.1 Issue a Marriage License Form. Required the client to passed initial interview. Review the submitted requirements.		10-15 mins. (varying to the volume of requesting clients)	Ms. Neth P.
3	Fill-out Marriage License Application Form	3.1 Require client to fill-out the application form in BLACK INK pen and must be properly & completely. Blank spaces		20-30 mins. (varying to client's filling-up of application form)	Applying Parties

		must be filled-out with “not applicable”			
4	Issuance of Tax Order of Payment	4.1 Review the filled-out Marriage License Application Form 4.2 Issue a Tax Order of Payment		15-20 mins. (varying to the volume of filled-up forms)	Ms. Mae F. Ms. Sallie H. Ms. Neth P. Ms. Vilma R.
5	Payment at the City Treasurer’s Office	6.1 Advise client to pay corresponding fee with the Notarized Application Form	For Filipino Nationals 600.00  For Foreign Nationals 1,200.00	15-20 mins. (varying to the volume of tax payers)	Client
6	Release of Marriage License after 10 days	7.1 Release the requested documents to client after 10 days		varying the volume of requesting clients	Ms. Mae F. Ms. Sallie H. Ms. Neth P. Ms. Vilma R.
<b>TOTAL</b>				<b>1 hour and 55 mins./transaction</b>	

## 2.Registration of Marriage Certificate

<b>Office or Division:</b>	<b>MARRIAGE DIVISION</b>
<b>Classification:</b>	Simple
<b>Type of transaction:</b>	G2C-Government to Citizens
<b>Who may avail:</b>	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>1. Timely</b> 5 copies of properly and completely filled-up Marriage Certificate (must be legibly prepared) Wedding is within the past 15 days 3 copies of Photocopy of Marriage License Photocopy of Solemnizing Officer’s Authority to Solemnize from PSA	City Civil Registry  City Civil Registry PSA
<b>2. Late Registration</b> 5 copies of properly and completely filled-up Marriage Certificate (must be legibly prepared) CENOMAR 6 mos. validity Certificate of No Record from PSA Certificate from church/solemnizing officer/Clerk of Court where the wedding took place Notarized Affidavit of 2 disinterested persons Notarized Affidavit of Late Registration	City Civil Registry  PSA Church/Solemnizing Officer/Clerk of Court  Law Firm Law Firm
<b>3. Pre-Nuptial Agreement</b> 6 sets of duly notarized Pre-Nuptial Agreement executed by both parties	Law Firm

#	CLIENTS STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Filing of Marriage Contract	1.1 Interview and review of submitted requirements		5-10 mins. (varying to the requesting clients)	Ms. Neth P. Ms. Vilma R.
2	Issuance of Tax Order of Payment	2.1 Issue an Order of Payment. Require the client to pass the initial interview and to complete the documents		5-10 mins. (varying to the volume of requesting clients)	Ms. Neth P. Ms. Vilma R.
3	Payment at the City Treasurer's Office  Proceed again to 3 <sup>rd</sup> Floor City Civil Registry-Door 1 for the assignment of Registry Number	3.1 Advise client to pay corresponding fee with the Notarized Application Form  Assign the Registry Number	Solemnization: Filipino National 350.00 Foreign National 700.00  Pre-Nuptial Agreement 650.00  Marriage Cert. Form 100.00  Marriage License Documents CTC 100.00/page  Marriage Registration (Timely) 150.00  Late Registration 1 mo. To less than 2 yrs. 300.00 2 yrs. to less than 5 yrs. 650.00 5 years above 750.00  Marriage Parental Advice/Consent 100.00  Photocopy/pc. 2.00 (rates depending on copier)	15-20 mins. (varying to client's filling-up of application form)  5-10 mins. (varying to the volume of the requesting clients)	Client  Ms. Neth P.

			services)		
4	Approval of the City Civil Registrar or her duly authorized signatory	4.1 Signing the requested document by the City Civil Registrar or her duly authorized signatory		5-10 mins. (varying to the volume of requesting clients)	Ms. Yeyet R. or authorized signatory
5	Releasing of Registered Marriage Contract	5.1 Issuance of Registered Marriage Contract		15-20 mins. (varying to the volume of requesting clients)	Ms. Neth P. Ms. Vilma R.
<b>TOTAL</b>				<b>1 hour and 20 mins./transaction</b>	

- Transacting clients shall observe proper health protocols adopted by the City Government of Pasig in view of the COVID-19 pandemic.
- Parties with incomplete requirement will not be processed
- Parties must fill-out his/her respective part of the Form
- Forms with blurred/unreadable entries, too much erasures, not properly or completely filled-out will not be accepted