



3. Application for Late Registration and Out-Of-Town Report of Marriage

An ordinary marriage certificate must be submitted within fifteen (15) days following the solemnization of marriage and a marriage exempted from license is within thirty (30) days. Exceeding the days of submission is considered delayed registration

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Negative Result from PSA (1 Original)		PSA Office or PSA Outlet.		
Owner's copy of Marriage Certificate (if available) (1 Photocopy)		Church/Solemnizing Officer		
Affidavit of spouses stating the facts of marriage and why it was not registered (1 Original)		Notary public		
Affidavit of two disinterested party (1 Original)		Notary public		
Affidavit of Solemnizing officer (1 Original)		Notary public		
Application for marriage license (2 Photocopies)		Contracting party/Local Civil Registry Office		
Birth certificate of children (if any) (1 Original or Photocopy)		PSA Office or Outlet /Municipality where children are born		
For Out-Of-Town Report of Marriage	a. all the requirements given above	Clients will get it to all the respective offices.		
	b. Payment	Inquire with the MCR where the client was Married.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for verification of document.	1. Verify the document if it is not really recorded.	None	8 Minutes	Office Staff Local Civil Registry Office
2. Inquire for list of requirements.	2. Issue a list of requirements that the client needed to provide.	None	10 Minutes	Office Staff Local Civil Registry Office
3. Secure and accomplish application form upon completion of requirements.	3. Guide the client while accomplishing the application form.	None	15 Minutes	Office Staff Local Civil Registry Office
4. Submit accomplished application form and requirements.	4. Verify the submitted form and requirements for errors.	None	5 Minutes	Office Staff Local Civil Registry Office



5. Get advice & stub to claim the owner's copy of Marriage Certificate after 10 days of posting.	5. Count the days and give the client a claim stub on when the marriage certificate will be released.	None	5 Minutes 10 days	Office Staff Local Civil Registry Office
6. Claim owner's copy of Marriage certificate.	6. Give the copy and let the client check the data in the COM for errors	None	8 Minutes	Office Staff Local Civil Registry Office
7. Sign logbook to acknowledge receipt	7. Issue the personal copy of the client. For out of town reports, the COM and supporting documents will be mailed to the concerned MCR.	None	3 Minute	Office Staff Local Civil Registry Office
TOTAL:		None	10 Days & 54 Minutes	

(Application for Late Registration and Out-Of-Town Report of Marriage) is qualified for multi-stage processing.