

Timely Registration of Marriage Certificate

The time for the submission of the certificate of marriage is within fifteen (15) days.

Office or Division:		Municipal Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Solemnized marriage in Reina Mercedes, Isabela		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Marriage Certificate (4 Original)			Municipal Civil Registrar Office	
Certification of Solemnizing Officer			Philippine Statistics Authority	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Marriage Certificate for registration	1. Receive the Certificate of Marriage and check the correctness of the entries	None	2 Minutes	Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar
	1.1 Register the Marriage Certificate in the Registry Book		1 Minute	
	1.2 Sign the Marriage Certificate		1 Minute	
2. Receive the owner's copy	2. Issue the Marriage Certificate	None	1 Minute	Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar
TOTAL:		None	5 Minutes	