



**Internal/External**

**8. SERVICENAME: APPLICATION FOR DELAYED REGISTRATION OF MARRIAGE CERTIFICATE**

**Description of the Service:** Delayed registration of vital events refers to the process of recording and documenting important life events, such as marriages after a significant period has passed (**15 days**) since the actual occurrence of the event

<b>Office or Division:</b>	Office of the City Civil Registrar
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C
<b>Who may avail:</b>	All Clients

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Philippine Statistics Authority Negative result of registration.</li> <li>Reconstructed Copy of Certificate of Marriage (if Church)</li> <li>Affidavit of husband &amp; wife</li> <li>Affidavit of two disinterested persons.</li> </ul> <p>Official Receipt</p>	<p>PSA Church Law Office</p> <p>Treasury Office</p>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents and requirements for review to Counter 3	Accept, Verify and Prepare the documents and requirements	none	15 Minutes	<p>Mary Jane Z. Remigio Admin Aide IV</p> <p>Roselle D. Mangunay Admin Aide I</p>



2. Pay the required fee at the City Treasury Office.	Ask for official receipt.	<b>P150.00</b> 1 Day To 30 Days <b>P175.00</b> 1 Month And 1 Day To 6 Months <b>P200.00</b> 6 Months & 1 Day To 5 Years <b>P300.00</b> 5 Years And 1 Day To 10 Years <b>P400.00</b> 10 Years And 1 Day To 20 Years <b>P500.00</b> 20 Years & 1 Day To 30 Years <b>P1000.00</b> 31 Years & Above	5 Minutes	CTO
3. Present official receipt to Counter 3.	Prepare the documents for registration	None	1 Minute	<i>Mary Jane Z. Remigio Admin Aide IV</i>  <i>Roselle D. Mangunay Admin Aide I</i>
4. Return to the City Civil Registry Office after 10 day posting period.	Accomplish and sign the document	None	1 Minute	<i>Mary Jane Z. Remigio Admin Aide IV</i>  <i>Roselle D. Mangunay Admin Aide I</i>



5. Claim/Receive the accomplished document.	Release the document	None	1 Minute	<i>Mary Jane Z. Remigio Admin Aide IV</i>  <i>Roselle D. Mangunay Admin Aide I</i>
6. Request for endorsement to Philippine Statistics Office & get personal copy.	Sign the duly accomplish certificate  Releasing of Document	Endorsement Fee- P180.00	10 Minutes	Atty. Syra M. Miguel - Miranda City Civil Registrar
TOTAL			33 Minutes	