

Marriage Certificate On-time Registration

Schedule of availability of service:

Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Solemnizing Officer

What are the requirements:

1. Marriage Certificate duly signed by the Solemnizing Officer

Total Processing Time:

- Seven (7) minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit the duly signed Marriage Certificate in four copies to MCR	Receive Marriage Certificate Review, affix registry number and sign by the MCR	5 minutes	None	Concepcion Coronacion Sevilla Ungriano
2	Receive copy of duly registered & signed Marriage Certificate	Issue copy of Marriage Certificate	2 minutes		Sevilla Ungriano