



20. REGISTRATION OF MARRIAGE (ON TIME)

Office or Division:	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
Classification:	Simple			
Type of Transaction:	G2B – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Municipal Form 97 (Certificate of Marriage; to be accomplished in quadruplicate)		Office of the Municipal Civil Registrar		
Affidavits of both parties		To be prepared by the Client		
Affidavits of witnesses		To be prepared by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Municipal Form 97	Checks the accomplished form	none	10 minutes	Zenaida M. Drilon / Rosemarie M. Chavez
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Based on the Latest Local Tax Code	10 minutes	Revenue Collector
	Registers the Certificate of Marriage and signs the document	none	10 minutes	Mardo Randy M. Madamo Municipal Civil Registrar
3. Receives/ claims the registered document	-end of transaction-			
TOTAL		Based on the Latest Local Tax Code	30 minutes	