

# CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

Tel.: (063) 224-5038 or 221-4308 email : [ccr\\_iligancity@yahoo.com](mailto:ccr_iligancity@yahoo.com)

<b>Frontline service</b>	:	<b>REGULAR FILING OF MARRIAGE CONTRACT (On-time Registration)</b>
<b>Schedule of Availability of Service</b>	:	Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM No noon break
<b>Who May Avail of the Service</b>	:	<ol style="list-style-type: none"><li>1. Any Priest, rabbi, imam, or minister of any church or religious sect duly authorized by his church or religious sect, their representative and registered with the civil registrar general,</li><li>2. Any incumbent member of the judiciary within the court's jurisdiction</li><li>3. Local Chief Executive (Mayor)</li><li>4. Owners of the document</li></ol>
<b>Requirements</b>	:	Duly Accomplished form of Certificate of Marriage.

**Duration:** 12 minutes

**Claim after:** 5 working days (electronic endorsement)

**Fees:** Service Fee – P200.00



## How To Avail of the Service:

### REGULAR FILING OF MARRIAGE CONTRACT (On-time Registration)

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Solemnizing Officer or representative proceeds to CCR and submits the properly filled up Municipal Form 97 (Marriage Contract)	Greets the client Receives the properly filled up form and its requirements	2 minutes	Registration Officer		Municipal Form 97
		Double checks MF 97 if the form is properly filled up				
		Checks necessary attachment and requirement	5 minutes	Registration Officer		
2	Receives the personal copy of MF97	Assigns, registry number, segregates and releases the documents.				
3	<b>If client wants advance authentication</b>	Advises client to pay service fee to the Treasury Office	1 minute	Registration Officer		
4	Pays to the Treasury office	Processes payment and issues Official Receipt (OR)	2 minutes	Cashier	Service Fee P200	Official Receipt
5	Submits the Official Receipt to CCR personnel	Receives the OR from the client attach it to the MF 97. Advises client to come back after 5 workings for the received copy from PSA.  Prepares endorsement letter to PSA and advises clients to follow-up at PSA.	2 minutes	Registration Officer		
<b>END OF TRANSACTION</b>						