

What is Administrative Order No. 1, Series of 2007?

This is the Implementing Rules and Regulations (IRR) Governing the Registration of the Authority to Solemnize Marriage of Bishops, Heads/Founders of Religions and Religious Sects, Priests, Imams, Religious Ministers, Tribal Heads/Leaders/Chieftains, Community Elders, and Other Designated Authorities with the Civil Registrar General.

This Administrative Order is implemented effective January 2008.

What is a religious sect?

A group of persons or organization professing a common faith and set of beliefs, and governed or guided by a common religious doctrine or creed.

When is a religious sect deemed operating in the Philippines?

A religion or religious sect is deemed operating in the Philippines when a great number of Filipinos profess it, and this fact appears clearly in the latest census records of the Philippines. In the absence of census records, or in case of doubt, the founder or head of the religion or religious sect shall declare in a public instrument the following facts:

- a. Brief history of the religious sect;
- b. That said religion or religious sect is duly incorporated for the administration of its temporalities;
- c. That the religion or religious sect has at least one church, temple or chapel which is used actually and exclusively for religious rites and worship in the Philippines wherein these church, temples or chapels are respectively situated, and the name of the priests, rabbis, imams or religious ministers assigned to teach; and;
- d. That the religion or religious sect has a congregation of not less than two hundred bona fide active member who must all be residents of the Philippines and who attend the religious gatherings and services which said religion or religious sect holds periodically in its own church, temple or chapel.

When is a religious sect in good repute?

A religion or religious sect is in good repute when it holds religious services or gatherings periodically in a fixed place devoted actually and exclusively for religious rites and worship, complies with the requirements of the marriage law and of these regulations, and that there is nothing in its teachings, principles and practices that is contrary to law, moral, good custom and public policy.

When the religion or religious sect does not appear in the latest census records of the Philippines, or in case of doubt, the question of its being good repute may be proven by means of a certification of the Mayor having jurisdiction over the place where its church, temple or chapel is situated, affirming the facts and circumstances referred to in the first paragraph of this section.

Registration Procedures

Who shall apply?

The following shall apply for the registration of authority to solemnize marriage:

- a. Bishop
- b. Founder of the religion/religious sect
- c. Head of the religion/religious sect
- d. Priest
- e. Imam
- f. Tribal Head/Chieftain
- g. Other religious ministers/pastors

Where to apply?

All Solemnizing Officers (SOs) shall secure and file their application forms for registration from the PSA Provincial Office of the province where the church, temple or chapel is situated.

When to apply?

Applications for registration of authority to solemnize marriage maybe filed anytime of the year. SOs whose registration shall expire on the 31st of December of any current year may submit their applications on or before the 31st of December but not earlier than the 1st of October of that current year.

What are the requirements for registration?

- a. Accomplished application form (OCRG-SO Form No. 1) in triplicate copies, subscribed and sworn to before a person authorized to administer oath with affixed documentary stamp.

☞ For foreigner SO who is applying for extension of CRASM, require the SO to fill up an application form with accompanying approval of extension of visa.
- b. Three (3) copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application. Pictures should not be computer generated to preserve its quality. In cases the person is using eyeglasses, it should be removed to have a clear image of the person. The back of the ID picture should contain the signature of the applicant.
- c. A machine copy of appointment as priest, head, founder, bishop, pastor and minister of the religion or religious sect.
- d. Proper endorsement/ designation/ recommendation from the head of religion or religious sect to mention: the full name, nationality, complete address, location of the church, temple or chapel where the applicant regularly perform rites and indicate the extent of his territorial jurisdiction.
- e. Latest Certified True Copy (CTC) of Certificate of Live Birth (COLB) issued by LCRO or issued by PSA.

☞ If the applicant SO is a foreigner, his/her COLB shall be authenticated by his/her embassy. In the absence of COLB, xerox copy of the page of the passport where the name and visa is indicated.

☞ If the applicant is a naturalized Filipino citizen, his/her COLB is likewise authenticated by his/her embassy. Naturalization certificate should be attached to the COLB.
- f. I-Card issued by the Bureau of Immigration and Deportation (BID), in case the applicant is a citizen of a foreign country.
- g. Certified True Copy of Certificate of Ordination issued by his/her respective church.
- h. Payment of Registration Fee.

- i. Certificate of Registration, Articles of Incorporations and by-laws, and updated General Information Sheet (GIS) certified by the Head of the religion or religious sect.

What are the additional requirements for Heads/ Bishops/ Presidents/ Founders?

- a. Recommendation from the Board of Trustees/ Directors or Church Council.

✍ In case there are no Board of Trustees/ Directors, the head/bishop/ president/ founder of the religion/religious sect shall submit a sworn statement duly notarized.

- b. Sworn statement containing the brief history of the religion/religious sect and the list of 200 bona fide active members stating therein their complete address and signed by the members.
- c. A certified Certificate of Registration, Articles of Incorporations and by-laws, and updated General Information Sheet (GIS) issued by the Security and Exchange Commission (SEC).

Other supporting documents that may be required

- 1. List of SOs and their places of assignment, if the applicant is the head of the religion/religious sect.
- 2. Tenets/statements/articles of faith.

What are the requirements for Imams and Tribal Heads/ Chieftains?

- a. Accomplished application form (OCRG-SO Form No. 1) in triplicate copies, subscribed and sworn to before a person authorized to administer oath with affixed documentary stamp.
- b. Three copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application. Pictures should not be computer generated to preserve its quality. In cases the person is using eyeglasses, it should be removed to have a clear image of the person. The back of the ID picture should contain the signature of the applicant.
- c. Latest Certified True Copy (CTC) of Certificate of Live Birth (COLB) issued by LCRO or issued by NSO.

- d. I-Card issued by the Bureau in Immigration and Deportation (BID), in case the applicant is a citizen of a foreign country. (Not applicable for Tribal Heads/Chieftains)
- e. Certification from the Office of Muslim Affairs (OMA) for Imams or a Certification from the National Commission on Indigenous Peoples (NCIP) for Tribal Heads/Chieftains that the applicant is authorized to solemnize marriage.
- f. Payment of Registration Fee.

How much is the fee?

For each registration and issuance of authority to solemnize marriage (New & Renewal)	Php 500.00
For each certified transcript from the register of solemnizing officers	Php 100.00
For each duplicate or subsequent copy of the certificate of authority to solemnize marriage	Php 100.00
For each certification issued pertaining to solemnizing officers	Php 100.00

Philippine Statistics Authority
National Capital Region
Sta. Mesa, Manila



What You Need to Know About

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Philippine Statistics Authority
National Capital Region
4/F Philippine Bible Society Bldg.
3961 R. Magsaysay Blvd., Sta. Mesa, Manila
Website: <http://sois.psa.gov.ph>

(Member, Regional Council for the Welfare of Children)

Civil Registration and Administrative Support Division (CRASD)
2/F Philippine Bible Society Bldg.
3961 R. Magsaysay Blvd., Sta. Mesa, Manila
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