



# CITIZEN'S CHARTER

## Processing and Issuance of Certificate of Registration of Authority to Solemnize Marriage (CRASM)

BASIC REQUIREMENTS	APPLICANT/CLIENT STEPS	SERVICE PROVIDER ACTIONS	PROCESSING TIME	FEES	PERSON RESPONSIBLE
<p>1. 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.</p> <p>2. Three (3) copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application. In such cases that the person is using eyeglasses, it should be removed to have a clear image of the applicant. The back of the ID picture should contain the signature of the applicant.</p> <p>3. A machine copy of appointment as priest, head, founder, bishop, pastor and minister of the religion or religious sect.</p> <p>4. Endorsement/designation/recommendation from the head of religion or religious sect issued within a period of three (3) months from application which should indicate the following details: the full name, nationality, and complete address of the applicant, the location of the church, temple, chapel, mosque, synagogue, and other places of worship where the applicant regularly</p>	1. File the application for CRASM at PSA- Provincial Statistical Office (PSO) of the Solemnizing Officer's (SO) place of assignment	1. Receive the application and check the supporting documents for completeness and consistency	15 minutes (within the day upon receipt of the application)	None	Receiving Clerk/SO clerk <i>PSO-Civil Registration Section</i>
	2. Payment of Registration Fee	2. Receive payment and issue official receipt to SO applicant	5 minutes (within the day upon completion of requirements)	P 500	Disbursing Officer/Authorized collecting officer <i>PSO- Admin. Section</i>
		3. Record application details to SO logbook	10 minutes (within 1 working day)	None	Screener/SO Clerk <i>PSO- Civil Registration Section</i>
		4. Screen and evaluate the submitted supporting documents	within 2 working days	None	Screener/SO Clerk <i>PSO-Civil Registration Section</i>
		5. Conduct Field Visit or Personal Interview (if necessary)	within 2 working days	None	Field Staff/SO Clerk <i>PSO-Civil Registration Section</i>
		6. CSS evaluate the application and recommend to the RSSO the approval or disapproval of the application	within 2 working days	None	Chief Statistical Specialist <i>Provincial Statistical Office</i>
		7. Transmit the CRASM application to RSSO	within 2 working days	None	SO, Clerk <i>PSO-Civil Registration Section</i>
		8. Receive the application at RSSO and check the supporting documents for completeness and consistency	within 1 working day	None	Marites A. Dimaano SO Clerk /AA VI <i>CRASD-Civil Registration Section</i>

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<p>performs rites; and the extent of the applicant's territorial jurisdiction.</p> <p>5. For first time applicants, a Certified True Copy of Certificate of Live Birth or a photocopy of the SO's Philippine Passport or Philippine Identification (PhilID) card of the SO to be presented with the original document of such photocopy.</p> <p>6. I-Card issued by the Commission on Immigration and Deportation (CID); in case the applicant is a citizen of a foreign country.</p> <p>7. Proof of payment of registration fee</p>		9. Screen and evaluate the submitted supporting documents	within 2 working days	None	Marites A. Dimaano SO Clerk /AA VI <i>CRASD-Civil Registration Section</i>
		10. Conduct of field visit/ Re-visit personal interview (if necessary)	within 2 working days	None	Wilma A. Villafuerte/ Marife C. Bautista/Marites A. Dimaano/Dante Vergara <i>CRASD-Civil Registration Section</i>
		11. Update and/or encode SO record in SOIS database	within 1 working day	None	Marites A. Dimaano SO Clerk /AA VI <i>CRASD-Civil Registration Section</i>
		12. Print CRASM in SECPA and Affix Documentary stamps and dry seal	within 1 working day	None	Dante M. Vergara SO Clerk /Asst. Stat. <i>CRASD-Civil Registration Section</i>
		13. Final review and countersign on the printed CRASM	within 1 working day	None	Marife C. Bautista Reg. Officer IV <i>CRASD-Civil Registration Section</i>
		14. Approval and signing of CRASM	within 1 working day	None	Charito C. Armonia Regional Director <i>PSA-RSSO 4A</i>
		15. Transmittal to PSA Provincial Statistical Office	within 2 working days	None	Dante M. Vergara SO Clerk /Asst. Stat. <i>CRASD-Civil Registration Section</i>
	3. Return to PSO for the release of CRASM	16. Release CRASM to SO applicant/authorized representative	5 minutes	None	Receiving Clerk/SO clerk <i>PSO- Civil Registration Section</i>

- TOTAL PROCESSING TIME EXCLUSIVE OF RECEIPT/RELEASE AND TRANSIT PERIOD THRU COURIER: REGULAR APPLICATION-**15 WORKING DAYS**; WITH FIELD VISIT- **20 WORKING DAYS**
- TOTAL FEES - **P500**


Prepared by:

  
**MARIFE C. BAUTISTA**  
Registration Officer IV

Reviewed by:

  
**WILMA A. VILAFUERTE**  
Chief Administrative Officer

Approved by:

  
**CHARITO C. ARMONIA**  
Regional Director