



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 22CRS02-03-169

MEMORANDUM CIRCULAR NO. 2022-10

TO : ALL CONCERNED PSA OFFICIALS, REGIONAL DIRECTORS, CHIEF STATISTICAL SPECIALISTS, CRASD CHIEFS, EMPLOYEES, AND SOLEMNIZING OFFICERS

SUBJECT : Checklist of Requirements in the Registration of the Authority to Solemnize Marriage and Timetable in the Processing and Issuance of Certificate of Registration of Authority to Solemnize Marriage

Date : 11 April 2022

The Philippine Statistics Authority (PSA) recently issued Administrative Order No. 1, Series of 2021 known as the 2021 Certificate of Registration of Authority to Solemnize Marriage (CRASM) Rules or the 2021 Implementing Rules and Regulations Governing the Registration of Authority to Solemnize Marriages of Bishops, Heads/Founders of Religions and Religious Sects, Priests, Rabbis, Imams, Religious Ministers, Tribal Heads/Leaders/Chieftains, Community Elders, and Other Designated Authorities with the Office of Civil Registrar General. This Administrative Order updates and amends some provisions of Administrative Order No.1, Series of 2007.

In view of the foregoing, all concerned PSA Officials and Employees, and Solemnizing Officers shall be guided by the attached checklist of requirements in the registration of the authority to solemnize marriage and timetable in the processing and issuance of Certificate of Registration of Authority to Solemnize Marriage.

For your information and guidance.

DENNIS S. MAPA, Ph.D.
Undersecretary
National Statistician and Civil Registrar General

DNSLM/MBG/ECQ/RDF

Attachments:

1. *Checklist of Requirements in the Registration of the Authority to Solemnize Marriage*
2. *Timetable in the Processing and Issuance of CRASM*



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Checklist of Requirements in the Application for Registration of the Authority to Solemnize Marriage

Solemnizing Officers (SO)		
Requirements	Completeness Check	Remarks
1. Accomplished application form (OCRG-SO Form No. 1) in triplicate copies, subscribed and sworn to a person authorized to administer oath with affixed documentary stamp		
2. 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 such cases 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.		
3. A machine copy of appointment as priest, head, founder, bishop, pastor and minister of the religion or religious sect.		
4. Proper 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 performs rites; and the extent of the applicant's territorial jurisdiction.		
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.		
6. I-Card issued by the Commission on Immigration and Deportation (CID), in case the applicant is a citizen of a foreign country.		
7. Proof of payment of registration fee.		

Heads/Bishops/Presidents/Founders		
Requirements	Completeness Check	Remarks
1. Accomplished application form (OCRG-SO Form No. 1) in triplicate copies, subscribed and sworn to a person authorized to administer oath with affixed documentary stamp.		
2. 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 such cases 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.		
3. A machine copy of appointment as priest, head, founder, bishop, pastor and minister of the religion or religious sect.		
4. Proper 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 performs rites; and the extent of the applicant's territorial jurisdiction.		
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.		
6. I-Card issued by the Commission on Immigration and Deportation (CID), in case the applicant is a citizen of a foreign country.		
7. Proof of payment of registration fee.		
8. Endorsement or recommendation from the Board of Trustees/Directors or Church Council or any of its equivalent governing body signed by majority of the members of the board or council in the form of a Board or Council Resolution.		

<p>In case there is no Board of Trustees/Directors or Church Council, or any equivalent governing body, the bishop/founder/head/president of the religion/religious sect shall submit a sworn statement duly notarized stating that there is no such Board of Trustees/Directors or Church Council or any equivalent governing body.</p>		
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Imams		
Requirements	Completeness Check	Remarks
1. Accomplished application form (OCRG-SO Form No. 1) in triplicate copies, subscribed and sworn to a person authorized to administer oath with affixed documentary stamp.		
2. 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 such cases the person is using eye glasses, 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.		
3. 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.		
4. I-Card issued by the Commission on Immigration and Deportation (CID), in case the applicant is a citizen of a foreign country.		
5. Certification from the NCMF that the applicant is authorized to solemnize marriages.		
6. Proof of payment of registration fee.		

Tribal Heads/Chieftains		
Requirements	Completeness Check	Remarks
1. Accomplished application form (OCRG-SO Form No. 1) in triplicate copies, subscribed and sworn to a person authorized to administer oath with affixed documentary stamp.		
2. 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 such cases 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.		
3. 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.		
4. Certification from the NCIP that the applicant is authorized to solemnize marriages.		
5. Proof of payment of registration fee.		

Timetable in the Processing and Issuance of CRASM

(Provincial Statistics Office)		
Activity	Number of Days	Remarks
Acceptance of the application	Within the day	
<ul style="list-style-type: none"> • Screening of the application and supporting documents • Transmission of application and supporting documents to the Regional Office (RO) 	Within five (5) working days from the date of receipt of application except those that require field visit	
Conduct of field visit/personal interview and preparation of report, if necessary	Within eight (8) working days from the date of receipt of application	8 working days include the 2-3 working days allotted in the conduct of investigation
Release of (CRASM) to the (SO)	Inform SO within two (2) days from receipt of CRASM from RO	Generally, the SO can make a follow-up with the Provincial Office (PO) after one month

PSO Processing Time of Regular Applications: within six (6) working days upon receipt

With field visit: Within 10 working days

(Regional Statistical Services Office)		
Activity	Number of Days	Remarks
Receipt and control of the application coming from the PO	Within five (5) working days from the date of receipt of application except those that require field visit	
Review of the application and supporting documents		
Encoding of the details/Printing of CRASM		
Conduct field visit/personal interview and preparation of report, if necessary	Within five (5) working days	
Approval and signing of CRASM	Within the day after review and printing of CRASM	
Transmittal to the Provincial Office	One (1) day after signing of CRASM	

Overall Processing Time for Regular Applications: within 15 working days upon receipt of application

With Field Visit: Within 20 working days upon receipt of application