

**Administrative Order No. 1 Series of 2021**

**AMENDMENTS ON THE IMPLEMENTING RULES AND REGULATIONS  
GOVERNING THE REGISTRATION OF AUTHORITY TO SOLEMNIZE MARRIAGE  
WITH THE CIVIL REGISTRAR GENERAL OF BISHOPS, HEADS/FOUNDERS OF  
RELIGIONS AND RELIGIOUS SECTS, PRIESTS, RABBIS, IMAMS, RELIGIOUS  
MINISTERS, TRIBAL HEADS/LEADERS/CHIEFTAINS, COMMUNITY ELDERS,  
AND OTHER DESIGNATED AUTHORITIES.**

by

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Administrative Order No.1, Series of 2007 was promulgated by the then Office of the Civil Registrar General (OCRG) pursuant to Article 7 (2) of the Family Code of the Philippines providing for rules and regulations governing the registration of authority to solemnize marriage by bishops, heads of religions and religious sects, priests, rabbis, imams, and other designated authorities with the Office of the Civil Registrar General.

Article, II Section 6 of the 1987 Constitution provides that the separation of Church and State shall be inviolable and Article III, Section 5 of the 1987 Constitution provides that “[N]o law shall be made respecting an establishment of religion or prohibiting the free exercise thereof. The free exercise and enjoyment of religious profession and worship, without discrimination or preference, shall forever be allowed. No religious test shall be required for the exercise of civil or political rights;”

For the purpose of streamlining the requirements in the application for registration of the Authority to Solemnize Marriage, there is a need to update and amend some provisions of Administrative Order No. 1, Series of 2007 and to make it consistent with RA 11232 entitled “*An Act Providing for the Revised Corporation Code of the Philippines*”, and for the information, guidance, and compliance of all concerned.

The Philippine Statistics Authority (PSA) through Civil Registrar General is the authority having technical control and supervision on the civil registration in the Philippines.

The National Statistician and Civil Registrar General (NSCRG) of the PSA is vested

with authority to issue rules and regulations in carrying out the provisions of Act 3753 entitled “*An Act to Establish a Civil Register*” and other laws on civil registration including those on the registration of the authority to solemnize marriages.

When Commonwealth Act No. 591 was enacted on August 19, 1940, the civil registration function of the National Library was transferred to the Bureau of the Census and Statistics (formerly the National Statistics Office). Section 2 (f) of this law mandated the NSO to carry out and administer the provisions of Act 3753.

On August 3, 1988, with the enactment of the Executive Order No. 209, otherwise known as the Family Code of the Philippines, the function of registering the authority of priests or ministers of any church and religious sect to solemnize marriage is vested upon the Office of the Civil Registrar General [Art. 7 (2)].

Pursuant to Rule 12 of the Implementing Rules and Regulations of Republic Act No. 10625 under Article 18, one of the powers and functions of the NSCRG is to act on policy matters involving the registration of solemnizing officers pursuant to Article 7 (2) of Executive Order No. 209, the Family Code of the Philippines, and its IRR pursuant to Administrative Order No. 1, Series of 2007.

The Solemnizing Officer (SO) is an officer vested with the authority to solemnize or officiate the marriage of a man and a woman in accordance with law or with the rites, practices, and ceremonies as prescribed or granted by their religion/religious sect or tribe or ethnic aggrupation.

These include any incumbent member of the judiciary within the court’s jurisdiction as provided in the Family Code of the Philippines; any priest, rabbi, imam, or minister of any church or religious sect duly authorized by his church or religious sect and registered with the CRG, acting within the limits of the written authority granted him by his church or religious sect and provided that at least one of the contracting parties belongs to the solemnizing officer’s church or religious sect; any ship captain or airplane chief only in cases of marriage in *articulo mortis*; any military commander of a unit to which a chaplain is assigned, in the absence of the latter, during a military operation, likewise in cases of marriage in *articulo mortis*; any consul-general, consul or vice-consul, in cases of marriage between Filipino citizens abroad and City or Municipal Mayors within their area of jurisdiction under R.A. 7160 otherwise known as the Local Government Code of the Philippines.

As provided in Article 18, Section 1, Chapter II Book Two of Presidential Decree 1083: proper wali (guardian in marriage) of a woman to be wedded; any person who is competent under Muslim Law upon authority of the proper wali; or judge of the Shari’a District Court of the “Shari’a Circuit Court or any person designated by the judge, should the proper wali refuse without justifiable reason, to authorize the solemnization.

As provided by OCRG Administrative Order No. 3, Series of 2004, otherwise known as “Rules and Regulations Governing Registration of Acts and Events Concerning the

Civil Status of Indigenous Peoples”, marriages between members of ethnic cultural communities or indigenous peoples may be solemnized by community elders; tribal leaders or authorities and traditional socio-political structures certified by National Commission on Indigenous Peoples (NCIP); or authorities duly acclaimed and respected in the tribal communities who perform and solemnize marriage in accordance with the customs, traditions, and practices of the community.

Marriage License is an official document issued by the C/MCR that gives authority for a couple to be married in accordance with the Family Code of the Philippines.

Certificate of Marriage is a prescribed form used for the declaration of facts and circumstances regarding the marriage of two persons for purposes of registration.

Certificate of Registration of Authority to Solemnize Marriage (CRASM) is a certificate issued to a SO certifying the registration of his authority to solemnize marriage after complying with the requirements. This certificate indicates that the SO is authorized to solemnize marriages under his territorial jurisdiction within the period specified.

The CRASM shall be valid for a period of three years and shall expire on the thirty-first day of December of every third year and shall be renewable within the last quarter of the expiration year. The effectivity date of the authority to solemnize marriage shall be indicated in the CRASM.

As to the Territorial Jurisdiction, a well-defined but delimited area or place where a SO can validly officiate a marriage. The area or place may be the whole Philippines, or only part thereof, such as a region, province, congressional district, or a diocese

Place of Solemnization of Marriage is a place where marriage is solemnized publicly such as in a church, chapel, temple, mosque, judge’s sala or chamber, mayor’s office, office of the Consul-General, consul or vice-consul, and not elsewhere unless with prior written request from the contracting parties and with prior written approval from the solemnizing officer, which fact must be declared in a public instrument. (Art. 8, EO 209 otherwise known as the Family Code of the Philippines)

For Muslim marriages, it may be solemnized in any mosque, at the Office of the Shari’a judge, at the Office of the District or Circuit Registrar, residence of the bride or her wali, or any other suitable place agreed upon by the parties. (Art. 19, Section 1, Chapter Two Book Two of PD 1083).

For tribal marriages, it is any suitable place agreed upon by the parties provided it is in accordance with their customs, traditions, and practices.

Church/Chapel/Temple/Mosque is defined as any building, either of strong or light materials or combination of strong or light materials, which is permanent in character, and is opened during convenient hours of the day, and used actually and exclusively for holding religious gatherings, rites, and services, including solemnization of

marriage, and such building must be under the possession and control of the religion or religious sect of which the applicant is a member.

A Religious Sect is 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.

Religion is a personal set or institutionalized system of religious attitudes, beliefs, and practices.

Religious Services is a gathering periodically done in a fixed place for the exercise of religious worship and manifestation of the member's faith.

Specifically, amendments on AO 1. Series of 2007 is as follows:

#### Religion/Religious Sect Deemed Operating in the Philippines

A religion or religious sect is deemed operating in the Philippines when such religion or religious sect appears in the latest census records of the Philippines. In the absence of census records, either the current certificate of registration or General Information Sheet issued by the SEC. In the absence of the foregoing, a certification from the mayor having jurisdiction over the place where its church, temple, chapel, mosque, synagogue, and other places of worship used actually and exclusively for holding religious gatherings, rites, and services is situated, affirming that the religion or religious sect is operating in its locality. At least one of the following documents must be submitted: current Certificate of Registration or General Information Sheet issued by the Securities and Exchange Commission (SEC) or a certification from the Mayor having jurisdiction over the place where its church, temple, chapel, mosque, synagogue, and other places of worship used actually and exclusively for holding religious gatherings, rites, and services is situated, affirming that the religion or religious sect is operating in its locality.”

#### Religion/Religious Sect in Good Repute

A religion or religious sect is in good repute when it complies with the requirements of the laws on marriage 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.

Unless and until otherwise shown, the religion or religious sect appearing in the latest census records of the Philippines, shall be presumed to be in good repute.

When the religion or religious sect does not appear in the latest census records of the Philippines, the current Certificate of Registration or General Information Sheet issued by the Securities and Exchange Commission (SEC) or a certification from the Mayor having jurisdiction over the place where its church, temple, chapel , mosque and synagogue or other places of worship is situated, affirming the facts and

circumstances referred to in the first paragraph of this Rule is sufficient to show that the religion or religious sect is in good repute.”

As stated in Rule 3 of AO 1. Series of 2007, All the duties of the Civil Registrar General where likewise retained except on this amendment where it is now the Civil Registrar General who cancels the authority to solemnize marriages by SOs based on the grounds as specified in Rule 8 of this Order.

On the Requirements for Registration of Authority to Solemnize Marriage, The Solemnizing Officers’ (SOs) whose religion or religious sect are deemed operating in the Philippines and in good repute are required to register their authority to solemnize marriage with the CRG under Article 7 of the Family Code shall submit the following:

- 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 (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 glasses, 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 mosque where the applicant regularly performs rites and indicate the extent of his territorial jurisdiction;
- e. For first time applicants, Certified True Copy of Certificate of Live Birth or a photocopy of the SO’s Philippine Passport or PhilSys ID to be presented with the original document;
- f. I-Card issued by the Commission on Immigration and Deportation (CID), in case the applicant is a citizen of a foreign country; and
- g. Proof of payment of registration fee.

An application for registration of authority to solemnize marriage shall be denied if the SOs Certificate of Registration of Authority to Solemnize Marriage (CRASM) has been previously denied or cancelled based on the grounds stated in Rules 8.4, 8.6, 8.7,8.8, 8.9, 8.10,8.11, 8.13, 8.14, and 8.16.

For Heads/Bishops/Presidents/Founders, the following requirements must be submitted in addition to the requirements listed above:

- a. 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; and

- b. In case there is no Board of Trustees/Directors or Church Council, the head/bishop/president/founder 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.

For Imams, the following requirements must be submitted:

- 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 (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 glasses, 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. For first time applicants, Certified True Copy of Certificate of Live Birth or a photocopy of the SO's Philippine Passport or PhilSys ID to be presented with the original document;
- d. I-Card issued by the Commission on Immigration and Deportation (CID) in case the applicant is a citizen of a foreign country;
- e. Certification from the National Commission on Muslim Filipinos (NCMF) that the applicant is authorized to solemnize marriage; and
- f. Proof of payment of registration fee.

For Tribal Heads/Chieftains, the following requirements must be submitted are required:

- 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 (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 glasses, 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. For first time applicants, Certified True Copy of Certificate of Live Birth or a photocopy of the SO's Philippine Passport or PhilSys ID to be presented with the original document;
- d. Certification from the National Commission on Indigenous People (NCIP) that the applicant is authorized to solemnize marriage; and
- e. Proof of payment of registration fee.

SOs who are renewing their CRASMs under a different religion or religious sect shall be deemed first time applicants and shall be processed accordingly.

As to Rule Number 8 on the Cancellation of the Registration of Authority to Solemnize

Marriage, of the Civil Registrar General through the Regional Directors shall cancel the CRASMs issued to SOs based on the following grounds:

- 8.1. When the request for cancellation of authority to solemnize marriage is made by bishop or head of the religion or religious sect of which the SO is a member;
- 8.2. When the request for cancellation of authority to solemnize marriage is made by the SO himself;
- 8.3. When before the expiry date of his/her authorization, the SO ceases to be a member of the religion or religious sect which he/she represented at the time of registration;
- 8.4. When the SO has been convicted by final judgment of any crime involving moral turpitude;
- 8.5. When the SO retires from his/her function as a priest or religious minister, or dies, or becomes permanently incapacitated to discharge the function of his/her office;
- 8.6. When the SO willfully violates the provisions of the existing laws as when he/she officiates marriage where no one of the contracting parties is a member of his/her religion or religious sect;
- 8.7. When the SO officiates marriage outside his/her territorial jurisdiction;
- 8.8. When the SO fails or refuses to exhibit his/her authority to solemnize marriage when it is demanded from him/her by the contracting parties, their parents or guardian;
- 8.9. When the SO officiates marriage where the contracting parties do not have a valid marriage license when such license is required and such fact is known to him/her;
- 8.10. When the SO officiates marriage with expired marriage license;
- 8.11. When the SO fails or refuses to indicate on the marriage certificate the registry number and the expiry date of his/her authority to solemnize marriage;
- 8.12. In case of foreigner, when his/her I-Card expires before the expiry date of his/her authority to solemnize marriage;
- 8.13. When the SO allows proxy marriages where one of the parties to a marriage is represented merely by someone else who may be a delegate or a friend of one of the contracting parties;
- 8.14. When the SO is represented by a proxy SO or somebody else who performs the marriage for and in his/her behalf;
- 8.15. When the SO is physically incapacitated where his/her performance to solemnize marriage is substantially affected such as blindness, etc.;
- 8.16. When the SO does other acts in contravention with law; and
- 8.17. Other analogous circumstances.

These Rules shall have retroactive effect insofar as it does not prejudice or impair vested or acquired rights in accordance with the Civil Code and other laws.

If any portion or provision of these rules is declared void or unconstitutional, the remaining provisions or provisions thereof shall not be affected by such declaration.

All Circulars, memoranda, rules, and regulations or issued by the CRG or parts thereof inconsistent with the provision of these Rules are hereby repealed or modified accordingly.

These rules shall take effect fifteen (15) days after its publication in the Official Gazette.