



Administrative Order Number 1. Series of 2021

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Regional Director

1st National Convention on Civil Registration and Vital Statistics
10:00 a.m. September 2, 2021

Administrative Order (AO) 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”

Legal Basis

- The Philippine Statistics Authority (PSA) through Civil Registrar General (CRG) 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.

Legal Basis

- AO 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 OCRG.
- Pursuant to Rule 12 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 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 (SO) pursuant to Article 7 (2) of Executive Order No. 209, the Family Code of the Philippines and its IRR pursuant to AO No. 1, Series of 2007.

Legal Basis

- 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 AO 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.

Specific Amendments to AO No. 1, S. 2007

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, at least one of the following documents must be submitted:

Specific Amendments to AO No. 1, S. 2007

Religion/Religious Sect Deemed Operating in the Philippines

- Current Certificate of Registration or General Information Sheet issued by the SEC
- 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.”

Specific Amendments to AO No. 1, S. 2007

Religion/Religious Sect in Good Repute

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 SEC
- 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.”

Specific Amendments to AO No. 1, S. 2007

Requirements for Registration of Authority to Solemnize Marriage

The 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;

Specific Amendments to AO No. 1, S. 2007

Requirements for Registration of Authority to Solemnize Marriage

- 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 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;

Specific Amendments to AO No. 1, S. 2007

Requirements for Registration of Authority to Solemnize Marriage (cont.)

- 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.

Specific Amendments to AO No. 1, S. 2007

Requirements for Registration of Authority to Solemnize Marriage – cont.

For Heads/Bishops/Presidents/Founders, the following requirements must be submitted in addition to the requirements listed under Rule 7.4.a to 7.4.g in the previous slides:

- 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

Specific Amendments to AO No. 1, S. 2007

Requirements for Registration of Authority to Solemnize Marriage – cont.

- 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 and For Tribal Heads/Chieftains 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;

Specific Amendments to AO No. 1, S. 2007

Requirements for Registration of Authority to Solemnize Marriage – cont.

- 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;

Specific Amendments to AO No. 1, S. 2007

Requirements for Registration of Authority to Solemnize Marriage – cont.

- c. I-Card issued by the Commission on Immigration and Deportation in case the applicant is a citizen of a foreign country (for Imams);
- d. Certification from the National Commission on Muslim Filipinos or Certification from the National Commission on Indigenous People that the applicant is authorized to solemnize marriage ; and
- e. Proof of payment of registration fee.

Specific Amendments to AO No. 1, S. 2007

Requirements for Registration of Authority to Solemnize Marriage – cont.

For first time applicants, aside from those stated in the previous slides, a 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;

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

Cancellation of the Registration of Authority to Solemnize Marriage and Other Provisions

As to Cancellation of the Registration of Authority to Solemnize Marriage, the Civil Registrar General through the Regional Directors shall cancel the CRASMs issued to Solemnizing Officers:

- 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;
- When the request for cancellation of authority to solemnize marriage is made by the SO himself;

Cancellation of the Registration of Authority to Solemnize Marriage and Other Provisions

- 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;
- When the SO has been convicted by final judgment of any crime involving moral turpitude;
- 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;

Cancellation of the Registration of Authority to Solemnize Marriage and Other Provisions

- 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;
- When the SO officiates marriage outside his/her territorial jurisdiction;
- 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;

Cancellation of the Registration of Authority to Solemnize Marriage and Other Provisions

- 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;
- When the SO officiates marriage with expired marriage license;
- 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;

Cancellation of the Registration of Authority to Solemnize Marriage and Other Provisions

- In case of foreigner, when his/her I-Card expires before the expiry date of his/her authority to solemnize marriage;
- 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;
- When the SO is represented by a proxy SO or somebody else who performs the marriage for and in his/her behalf;

Cancellation of the Registration of Authority to Solemnize Marriage and Other Provisions

- When the SO is physically incapacitated where his/her performance to solemnize marriage is substantially affected such as blindness, etc.;
- When the SO does other acts in contravention with law; and
- Other analogous circumstances.

Cancellation of the Registration of Authority to Solemnize Marriage and Other Provisions

RETROACTIVITY CLAUSE:

- 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.

SEPARABILITY CLAUSE

- 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.

Cancellation of the Registration of Authority to Solemnize Marriage and Other Provisions

REPEALING CLAUSE

- 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.

DATE OF EFFECTIVITY

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

Thank you!



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