

MEMORANDUM

TO : All Regional Directors/Provincial Statistics Officer/Officer-in-Charge

FROM: CARMELITA N. ERICTA
Administrator and Civil Registrar General

SUBJECT: Reiteration of Memorandum Circular 05-009 Re: Registration of the Authority to Solemnize Marriage

Date: June 23, 2006

All applications for Certificate of Registration of Authority to Solemnize Marriage (CRASM), new and renewal, pursuant to Memorandum Circular 05-009, shall be filed at the Provincial Offices (POs) where the church of Solemnizing Officer is situated.

The POS shall, before acceptance of all applications for CRASM, investigate whether the applicant SO have a church located within their locality.

After checking the completeness and correctness of the entries, the PO shall send application forms and supporting documents to the Office of the NSO Regional Director for processing and issuance of CRASM.

The fee to be collected shall still be three hundred seventy five pesos (P375.00) for new applications and one hundred fifty pesos (P150) for renewal as per the provisions of OCRG Administrative Order No. 1, Series of 1988 pending approval of the revised *Implementing Rules and Regulations Governing the Registration of Authority to Solemnize Marriage with the Civil Registrar General of Bishops, Heads/ Founder of Religions and Religions Sects, Priest Religious Ministers Tribal Heads/Leaders/Chieftains, Community Elders and Other Designated Authorities*. Further, the requirements and supporting documents for application for new and renewal of CRASMs shall still follow the said Administrative Order.

For your guidance.