

45. Request of Certification on the Existence of Certificate of Registration of Authority to Solemnize Marriage (CRASM)

Certificate of Registration of Authority to Solemnize Marriage (CRASM) is a certificate issued to a Solemnizing Officer (SO), after complying with the requirements, certifying the registration of the authority of the SO to solemnize marriage, and indicating therein that the SO is authorized to solemnize marriages within the SO's territorial jurisdiction for the period specified therein.

Office or Division:	Civil Register Management Division			
Classification:	Simple (Verification of the Status of Marriage for event year 2005 up to present using Solemnizing Officers' Information System)			
Type of Transaction:	Government-to-Citizens(G2C)			
Who may avail:	All clients of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Client is the Document Owner: 1. Photocopy of the Certificate of Marriage; and 2. Letter Request.		Solemnizing Officer or the Client		
Client is an Authorized Representative: 1. Authorization Letter; 2. Photocopy of his/her valid ID; 3. Photocopy of the document owner's ID; 4. Photocopy of the Certificate of Marriage; and 5. Letter Request.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SOLEMNIZING OFFICERS COORDINATION UNIT				
1. The client gets an Application Form (AF) and fills-in the required information and submit to PACD personnel	1. Receipt and Control of Application Form from PACD 1.1 Check the information in the AF vs. details in the submitted requirements. 1.1.1 If the information in the AF is not consistent with the details in the submitted requirements, return to PACD. 1.1.2 If the information in the AF is consistent with the	Php100.00 per issued copy of Certification Note: Processing fee for copy issuance of Certification is being collected by the PSA CRS Outlet - East	5 minutes per single request	COSW, <i>Administrative Aide VI,</i> PACD 2nd Floor CRS Building, Quezon City <i>Supervisor, Registration Officer I</i> PACD 2nd Floor CRS Building, Quezon City

	details in the submitted requirements, proceed to 2.	Avenue, Q.C.			<i>Chief, CRMD, 7TH CRS Building, Quezon City Administrative Aide VI and</i>
	2. Verification of the status of marriage using Solemnizing Officers' Information System (SOIS).	None.	15 minutes per SO's information		Assistant National Statistician, Civil Registration Service, 8 TH Floor CRS Building, Quezon City
	3. Preparation of Certification	None	30 minutes per certification		<i>Supervisor, Registration Officer III SOCU 7TH Floor CRS Building, Quezon City</i>
	4. Signing of Certification.	None	2 days		<i>Supervisor, Registration Officer III SOCU 7TH Floor CRS Building, Quezon City</i> <i>Chief, CRMD, 7TH CRS Building, Quezon City Administrative Aide VI and</i> Assistant National Statistician, Civil Registration Service, 8 TH Floor CRS Building, Quezon City
	5. The client claims certification at Public Assistance and Complaint Desk (PACD) on the	None	5 minutes per request		<i>COSW, Administrative Aide VI, PACD</i>

	scheduled date of release.				2nd Floor CRS Building, Quezon City <i>Supervisor, Registration Officer I</i> PACD 2nd Floor CRS Building, Quezon City
TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 3 WORKING DAYS					