



# CITIZEN'S CHARTER

## EXTERNAL SERVICE: PROCESSING OF ISSUANCE OF CERTIFICATE OF REGISTRATION ON THE AUTHORITY TO SOLEMNIZE MARRIAGE (CRASM)

**Classification:** Complex  
**Type of Transaction:** G2G - Government to Government and G2C - Government to Citizen  
**Who may avail:** Any Solemnizing Officer except for Judges and/or Mayors

### Checklist Requirements: Where to Secure:

<p><b>Requirement For Solemnizing Officer</b></p> <ul style="list-style-type: none"> <li>Accomplished application form (OCRG-SO Form No. 1 in Appendix 3) in triplicate original copies, subscribed and sworn to before a person authorized to administer oath with affixed documentary stamp;</li> <li>For foreigner SO who is applying for extension of CRASM, require the SO to fill out an application form with accompanying approval of extension of visa.</li> <li>Three (3) copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application. In cases person is using eyeglasses, it should be removed to have an image of the person. The back of the ID picture should contain signature of the applicant;</li> <li>A machine copy of appointment as priest, head, founder, bishop, pastor and minister of the religion or religious sect;</li> <li>Proper endorsement/designation/ recommendation from the head of religion or religious sect issued within the 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.</li> <li>For the first time applicant, a Certified True Copy of Certificate of Live Birth or a photocopy of the SO's Philippine Passport or Philippine Identification (Phil ID) Card of the SO to be presented with the original document of such photocopy</li> <li>I-Card issued by the Bureau of Immigration (BI), in case the applicant is a citizen of a foreign country.</li> <li>Proof of payment of registration fee</li> </ul>	<p>PSA Provincial Statistical Office</p> <p>Head of the Affiliated Religious Sect Head of the Affiliated Religious Sect</p> <p>PSA CRS Butuan Outlet/Philsys Registration Center</p> <p>Bureau of Immigation PSA Provincial Statistical Office</p>
<p><b>Requirements for Heads/Bishops/Presidents/Founders:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>For foreigner SO who is applying for extension of CRASM, require the SO to fill up an application form with accompanying approval of extension of visa.</li> <li>Three (3) copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application. In cases the person is using eyeglasses, 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.</li> <li>A machine copy of appointment as priest, head, founder, bishop, pastor and minister of the religion or religious sect.</li> <li>For the first time applicants, a Certified True Copy of Certificate of Live Birth or a photo copy of the SOs Passport or PhilID Card of the SO to be presented with the original document of such photo copy.</li> <li>I-Card issued by the Bureau of Immigration (BI), in case the applicant is a citizen of a foreign country.</li> <li>Proof of Payment of Registration Fee.</li> <li>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/council in the form of a board or council resolution. In case there is no Board of Trustees/Directors or Church Council, or any equivalent governing body, the head/bishop/president/founder of the r religion/religious sect shall submit a sworn statement duly notarized stating that there is no such Board of Trustees/Director or Church Council or any equivalent governing body.</li> <li>If the religion/religious sect is not found in the latest Census record, Certificate of Registration or updated General Information Sheet (GIS) issued by the Securities and Exchange Commission (SEC).</li> </ul>	<p>PSA Provincial Statistical Office</p> <p>Affiliated Religious Sect</p> <p>PSA CRS Butuan Outlet/Philsys Registration Center</p> <p>Bureau of Immigation</p> <p>PSA Provincial Statistical Office Affiliated Religious Sect</p>
<p><b>Requirements for Imams:</b></p> <ul style="list-style-type: none"> <li>Accomplished application form (OCRG-SO Form No. 1) in triplicate copies, subscribed and sworn to before a person authorized administer oath with affixed documentary stamp</li> <li>Three (3) copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application. 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.</li> <li>For the first time applicants, a Certified True Copy of Certificate of Live Birth or a photo copy of the SOs Passport or PhilID Card of the SO to be presented with the original document of such photo copy.</li> <li>I-Card issued by the Bureau of Immigration (BI), in case the applicant is a citizen of a foreign country.</li> <li>Proof of Payment of Registration Fees</li> <li>Certification from the National Commission on Muslim Filipino (NCMF) that the applicant is authorized to solemnize marriage</li> </ul>	<p>PSA Provincial Statistical Office</p> <p>PSA CRS Butuan Outlet/Philsys Registration Center</p> <p>Bureau of Immigation PSA Provincial Statistical Office National Commission on Muslim Filipino (NCMF)</p>
<p><b>Requirements for Tribal Heads/Chieftains:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Three (3) copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application. In such 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.</li> <li>For the first time applicants, a Certified True Copy of Certificate of Live Birth or a photo copy of the SOs Passport or PhilID Card of the SO to be presented with the original document of such photo copy.</li> <li>Proof of Payment of Registration Fee</li> <li>Certification from the National Commission on Indigenous People (NCIP) that the applicant is authorized to solemnize marriage</li> </ul>	<p>PSA Provincial Statistical Office</p> <p>PSA CRS Butuan Outlet/Philsys Registration Center</p> <p>PSA Provincial Statistical Office National Commission on Indegenous People (NCIP)</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of CRASM applications thru the Provincial Statistical Office in Caraga	Receipt of applications of Solemnizing Officer through the Provincial Statistical Office in Caraga	Php 500.00 Note: to be paid at PSA PSO	5 Minutes per CRASM application	Registration Officer IV
	Screening of SOIS application		10 Minutes per CRASM application	RO IV/CAO/RD
	Review and approval for Field Visit		5 minutes per CRASM application	CAO/RD
Attend during the Field Visit/Validation/ Ocular Inspection	Conduct Field Visit/Validation/Ocular Inspection Preparation of Field Visit/Validation/ Ocular Inspection Report. For disapproved applications with field visit report/personal interview wherein the PSO recommends disapproval and found to be valid. The RD shall inform the SO through the CSS of the disapproval of the application by issuing a letter citing the reasons of disapproval		2 days including travel time and preparations of Field Verification Report	RO IV/CAO/RD
	Final review after field visit/ocular inspection		20 Minutes per CRASM application	RO IV/CAO/RD
	Issuance/Printing of CRASM, provide CTC and transmittal to PSO		30 Minutes per CRASM application	RO IV/CAO/RD
Release of CRASM through PSO	Released using SOIS Logbook through PSO		5 Minutes per CRASM application	RO II/RO I of the PSO

**TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS (including waiting time for approval of evaluation sheet and CRASM)**

Prepared by:

Reviewed by:

Recommended by:

Approved by:

**ROWENA P. PETATE**  
 Registration Officer IV

**BERNADETH I. BONACHITA**  
 Chief Administrative Officer

**ROSALINDA C. APURA, D.M.**  
 Regional Director

**DENNIS CLAIRE S. MAPA, PhD.**  
 Undersecretary/National Statistician/  
 Civil Registrar General