



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
CITIZEN'S CHARTER
PSA RSSO X NORTHERN MINDANAO
EXTERNAL SERVICES



1. Processing and Issuance of Certificate of Registration of Authority to Solemnize Marriage (CRASM)

This service involves the processing of Certificate of Registration of Authority to Solemnize Marriage (CRASM) received from the Provincial Statistical Offices for the issuance of the signed and approved CRASM by the Regional Director to Solemnizing Officers. The process involves the review for completeness and consistency of attached requirements, checking of signatories, data entry of the information to Solemnizing Officer Information System and printing of the documents for the Regional Director's signature.

Office or Division:	Civil Registration and Administrative SupportDivision														
Classification:	Complex														
Type of Transaction:	Government-to-Government (G2G)														
Who may avail:	a. Bishop b. Founder of the religion/religious sect c. Head of the religion/religious sect d. Priest e. Imam f. Tribal Head/Chieftain Other religious ministers/pastors														
<table><tr><th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr><tr><td colspan="2">FOR SO APPLICANTS WHOSE RELIGION OR RELIGIOUS SECT IS DEEMED OPERATING IN THE PHILIPPINES AND IN GOOD REPUTE.</td></tr><tr><td>1. 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;</td><td rowspan="7">Provincial Statistical Office (PSO) of the province where the church, temple, chapel, mosque, synagogue, and other places of worship is situated.</td></tr><tr><td>2. 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 case the applicant is using glasses, 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;</td></tr><tr><td>3. A machine copy of appointment as bishop, founder, head, priest, pastor and minister of the religion or religious sect;</td></tr><tr><td>4. 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 perform rites and indicate the extent of his territorial jurisdiction;</td></tr><tr><td>5. For first time applicants, a Certified True Copy of the SO's Certificate of Live Birth or a photocopy of the SO's Philippine Passport or the Philippine Identification (PhilID) of the SO to be presented with the original document of such photocopy;</td></tr><tr><td>6. I-Card issued by the Commission on Immigration and Deportation (CID), in case the applicant is a citizen of a foreign country; and</td></tr><tr><td>7. Proof of payment.</td></tr><tr><td colspan="2">QUALIFICATIONS: 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. When the religion or religious sect does not appear in the latest census records of the Philippines, either the current Certificate of Registration issued by, or the General Information Sheet officially received by the Securities and Exchange Commission (SEC) must be submitted. In the absence of the foregoing, a certification from the Mayor having jurisdiction over the territory where its church, temple, chapel, mosque, synagogue, and other places of worship actually and exclusively used for holding religious gatherings, rites, and services is situated, affirming that the religion or religious sect is operating within in its locality must be submitted.</td></tr></table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	FOR SO APPLICANTS WHOSE RELIGION OR RELIGIOUS SECT IS DEEMED OPERATING IN THE PHILIPPINES AND IN GOOD REPUTE.		1. 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;	Provincial Statistical Office (PSO) of the province where the church, temple, chapel, mosque, synagogue, and other places of worship is situated.	2. 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 case the applicant is using glasses, 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;	3. A machine copy of appointment as bishop, founder, head, priest, pastor and minister of the religion or religious sect;	4. 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 perform rites and indicate the extent of his territorial jurisdiction;	5. For first time applicants, a Certified True Copy of the SO's Certificate of Live Birth or a photocopy of the SO's Philippine Passport or the Philippine Identification (PhilID) of the SO to be presented with the original document of such photocopy;	6. I-Card issued by the Commission on Immigration and Deportation (CID), in case the applicant is a citizen of a foreign country; and	7. Proof of payment.	QUALIFICATIONS: 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. When the religion or religious sect does not appear in the latest census records of the Philippines, either the current Certificate of Registration issued by, or the General Information Sheet officially received by the Securities and Exchange Commission (SEC) must be submitted. In the absence of the foregoing, a certification from the Mayor having jurisdiction over the territory where its church, temple, chapel, mosque, synagogue, and other places of worship actually and exclusively used for holding religious gatherings, rites, and services is situated, affirming that the religion or religious sect is operating within in its locality must be submitted.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
FOR SO APPLICANTS WHOSE RELIGION OR RELIGIOUS SECT IS DEEMED OPERATING IN THE PHILIPPINES AND IN GOOD REPUTE.															
1. 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;	Provincial Statistical Office (PSO) of the province where the church, temple, chapel, mosque, synagogue, and other places of worship is situated.														
2. 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 case the applicant is using glasses, 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;															
3. A machine copy of appointment as bishop, founder, head, priest, pastor and minister of the religion or religious sect;															
4. 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 perform rites and indicate the extent of his territorial jurisdiction;															
5. For first time applicants, a Certified True Copy of the SO's Certificate of Live Birth or a photocopy of the SO's Philippine Passport or the Philippine Identification (PhilID) of the SO to be presented with the original document of such photocopy;															
6. I-Card issued by the Commission on Immigration and Deportation (CID), in case the applicant is a citizen of a foreign country; and															
7. Proof of payment.															
QUALIFICATIONS: 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. When the religion or religious sect does not appear in the latest census records of the Philippines, either the current Certificate of Registration issued by, or the General Information Sheet officially received by the Securities and Exchange Commission (SEC) must be submitted. In the absence of the foregoing, a certification from the Mayor having jurisdiction over the territory where its church, temple, chapel, mosque, synagogue, and other places of worship actually and exclusively used for holding religious gatherings, rites, and services is situated, affirming that the religion or religious sect is operating within in its locality must be submitted.															

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR HEADS/BISHOPS/PRESIDENTS/FOUNDERS, THE FOLLOWING REQUIREMENTS MUST BE SUBMITTED IN ADDITION TO THE REQUIREMENTS LISTED ABOVE:	
1. Endorsement or recommendation from the Board of Trustees/Directors or Church Councilor any of its equivalent governing body signedby majority of the members of the board or 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 Bishop /Founder/Head/President 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 or any equivalent governing body.	Respective Churches.
FOR IMAMS	
1. Accomplished application form (OCRG- SO Form No. 1) in triplicate copies, subscribed and sworn to a person a person authorized to administer oath with affixed documentary stamp;	PSA PSO Bukdnon
2. 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;	Client to secure on photo shop.
3. For first time applicants, a Certified True Copy of the SO's Certificate of Live Birth or a photocopy of the SO's Philippine Passport or the Philippine Identification (PhilID) of the SO to be presented with the original document of such photocopy;	Personal file. If not available, secure copy to PSO. If renewal, RSSO/PSO file.
4. a)I-Card issued by the Commission on Immigration and Deportation (CID), in case the applicant is a citizen of a foreign country;	Commission on Immigration and Deportation
5. Certificate from the NCMF that the applicant is authorized to solemnize marriages	Office of the Regional Director of the National Commission on Muslim Filipinos (NCMF).
6. Proof of payment of registration fee	PSA PSO Bukidnon
FOR TRIBAL HEAD/CHIEFTAINS	
1. 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;	Client to secure on photo shop.
2. Certified True Copy of Certificate of Live Birth; CTC of Marriage Certificate for married women; (If document is already available in the RSSO/PSO, no need to submit upon renewal);	Personal file. If not available, secure copy to PSO. If renewal, RSSO/PSO file.
3. Certificate from the NCIP that the applicant is authorized to solemnize marriages	Office of the Provincial Officer of the National Commission on Indigenous Peoples (NCMF).
4. Proof of payment.	PSA PSO Bukidnon
QUALIFICATIONS: Church/Chapel/Temple/Mosque is any building, either of strong or light materials or a combination of both, 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 marriages, and such building must be under the possession and control of the religion or religious sect of which the SO is a member.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PROVINCIAL STATISTICAL OFFICES (PSOS)				
1. Receipt and Control of SO application	1.1. Receives, Screens and Transmits Application for Certificate of Registration of Authority to Solemnize Marriage (CRASM) to RSSO 10	P500.00	5 days	Provincial SO Screener
	1.2. Conduct Field Verification	None	3 days	
REGIONAL STATISTICAL SERVICES OFFICE 10				
1. Receipt and Control of SO application	1.1. Receive and record the application for CRASM endorsed by the PSO to its respective logbook	None	2 minutes	RSSO 10 Receipt & Control Clerk
2. Verification	1.1. Screening, Processing & Reviewing	None	5 days	Regional Director or Officer-in-Charge, RSSO 10
	1.2. Conduct Field Verification	None	3 days	Regional Processor
3. Approval / Disapproval of the application of SO	1.1. Review, approval and signing of CRASM	None	30 minutes	Regional Director or Officer-in-Charge, RSSO 10
	1.2. Updating of DSOIS and transmittal of CRASM to PSO	None	1 day	Regional Processor
PROVINCIAL STATISTICAL OFFICES (PSOS)				
1. Release of CRASM to Solemnizing Officer (SO)	1.1. Inform SO to pick up or get their issued CRASM through call or text	None	1 day	PSO SO Screener or Clerk
ESTIMATED PROCESSING TIME			Within 10 days upon receipt in the regional office	

Approved by:

CLAIRE DENNIS S. MAPA, PhD
UNDERSECRETARY
NATIONAL STATISTICIAN AND CIVIL REGISTRAR GENERAL

SCAN ME



Looking for other PSA Services?
Scan the QR code and browse / search for other available PSA Services through our Digitized Citizen's Charter.



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
CITIZEN'S CHARTER
PSA RSSO X NORTHERN MINDANAO
Decentralized Copy Annotation Process (DeCAP)



VISION: Solid, responsive, and world-class authority on quality statistics, efficient civil registration, and inclusive identification system. MISSION: Deliver relevant and reliable statistics, efficient civil registration services and inclusive identification system for equitable development towards improved quality of life for all.

BASIC REQUIREMENTS	STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON RESPONSIBLE	FEES	Requirements
For Petitions filed under R.A. No. 9048: <ul style="list-style-type: none">Approved Petition for Clerical Error (CCE)/Change of First Name (CFN) with C/MCR DecisionAction taken by the Civil Registrar General (CRG)Certificate of FinalityAnnotated DocumentUnannotated Document For Petitions filed under R.A. No. 10172: <ul style="list-style-type: none">Approved Petition for Correction of Sex/Month or Day of Birth with C/MCR DecisionAction taken by the Civil Registrar General (CRG)Certificate of FinalityAnnotated DocumentUnannotated Document For Supplemental Report: <ul style="list-style-type: none">Affidavit of Supplemental Report with the affixed registry number of the affected document (for control purposes only)Certified copy of the document with omitted entry/iesCertified entry of the document bearing the effects of the Supplemental Report with remarks " With Supplemental Report "Certified copy of the Certificate of Marriage (COM) of parents of the document owner, if the document affected is a Certificate of Live Birth (COLB)	1	LCRs transmit documents for annotation (Personal or thru Courier)	Received Documents (Personal Submission or thru Courier)	5 minutes	<u>Monina O. Delada</u> (RSSO 10-Receipt & Control Clerk)	None	For Personal Submission: <ul style="list-style-type: none">Authority to TravelValid Identification (ID)
	2		Transmittal of Documents to DeCAP Unit for Google Sheet Entry and Monitoring; and, Batching for Distribution	15 minutes	<u>Diane Marie D. Albiso</u> <u>Lovely C. Hallazgo</u> (DeCAP Receipt & Control Clerk)	None	None
	3		Screening	1.5 Working Days	<u>April Sheverie C. Banaay</u> <u>Diane Marie D. Albiso</u> <u>Kristine Jay T. Ong</u> <u>Lovely C. Hallazgo</u> <u>Prolee B. Canonigo</u> (DeCAP Team)	None	None
	4		Re-screening/Annotation	1.5 Working Days	<u>Jessie C. Luperte</u> <u>Jimmy V. Hinaut</u> <u>April Sheverie C. Banaay</u> <u>Kristine Jay T. Ong</u> <u>Lovely C. Hallazgo</u> <u>Diane Marie D. Albiso</u> (DeCAP Annotators)	None	None
	5		Review/Approval	3 Working Days	<u>Janith C. Aves</u> <u>Jose B. Tuason, Jr.</u> <u>Jessie C. Luperte</u> <u>Kristine Khaye J. Cartilla</u> (DeCAP Approvers)	None	None
	Total Estimated Processing Time:			7 Working days		None	
END OF TRANSACTION							

Approved by:

CLAIRE DENNIS S. MAPA, PhD

UNDERSECRETARY
NATIONAL STATISTICIAN AND CIVIL REGISTRAR GENERAL



SCAN ME

Looking for other PSA Services?
Scan the QR code and browse /
search for other available PSA
Services through our
Digitized Citizen's Charter.