

# Report of Marriage

## General Information

In order to register the marriage abroad of a Filipino to the Philippine Statistics Authority (PSA) in the Philippines, the marriage should be reported to the Philippine Embassy/Consulate General having jurisdiction over where the vital event took place. Marriages that occurred in the following places can be reported at the Philippine Consulate General in San Francisco:

**Alaska, Idaho, Oregon, Washington State, Northern Nevada** (covering the counties of Carson, Churchill, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine), **Colorado, Montana, Utah, Wyoming,** and **Northern California** (covering the counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba).

If the marriage to be reported did not occur within these areas, please check our [Consulate Finder](#) to find the right Embassy or Consulate location for you. Note that sending your document to the right Embassy or Consulate will make the process much faster. Civil Registry does not require personal appearance and may be sent via registered mail (see how below).

## Procedure and Requirements:

### Reporting a Marriage Contracted in the United States

*(Between Filipinos or a Filipino and a Foreign National)*

Present original documents or certified true copies of the Marriage Certificate, Birth Certificate, Death Certificate, Divorce Decree, etc. to the Consular Officer/Staff. The original documents will be returned after processing the report of marriage. Kindly collate the following documents and arrange into sets of five (5) according to the order of documents below:

1. One (1) **Cover letter** indicating your request to report a marriage with contact information (ex. Mobile/telephone number, email address, and permanent address).
2. Five (5) original duly-accomplished [Report of Marriage \(ROM\) forms](#). The following entries must be made:
  - a. Entries must be **typewritten or printed legibly in black ink**.
  - b. Entries should be made in the **exact format** indicated in the ROM form (ex. Date: 18 May 2020, Place: San Francisco, California, USA).
  - c. The wife should use her **maiden name** (birth name/ name before marriage) in filling out the ROM form.

- d. For the civil status of both husband and wife, indicate if **Single, Annulled, Divorced, or Widow/Widower**.
- e. Entries must be **at the time of marriage** of the spouses/subject.
- f. For the signature of the husband and wife:
  - If the marriage is reported in person, it will be sworn to and signed by both husband and wife before a Consular Officer/Staff; or
  - If submitting the ROM by mail, **item 20** in all five (5) duly-accomplished ROM forms must be notarized by a Notary Public. **Item 21** and **item 22** should be left blank.
3. One (1) original and four (4) photocopies of **Affidavit of Delayed Registration of Marriage, duly notarized**, when reporting the marriage a year or more after its occurrence. Otherwise, there is no need to submit said Affidavit.
4. Five (5) photocopies of the **Marriage Certificate/Contract** issued by the Office of Vital Records or any other appropriate office of the State where the marriage took place. The following details must be indicated in the Certificate/Contract:
  - a. Number of marriages contracted by the parties.
  - b. If the number of contracted marriages is not shown in the Certificate/Contract, one (1) certified copy and five (5) photocopies of the **marriage license** showing the number of marriage/s must be additionally submitted.
  - c. If there is a record of previous marriage of both parties, see **additional requirements** below.
5. Five (5) photocopies of the **Birth Certificate** of both husband and wife:
  - a. For the Filipino National – PSA Authenticated Birth Certificate
  - b. For the Foreign National – Birth Certificate issued by the country of birth.
6. Five (5) photocopies of **valid passport** of both husband and wife, together with any of the following:
  - a. *For the Filipino National (proof of Philippine Citizenship)* – submit copies of Resident Alien Card/ Permanent Resident Card and/or Philippine Dual Citizenship (*Birth Certificate/Report of Birth or Identification Certificate, Oath of Allegiance, and Order of Approval*), copy of visa (if tourist, leisure or business purpose), job contract or working permit (if working abroad at the time of marriage).
  - b. *If the Filipino Spouse was a former Filipino citizen and had acquired foreign citizenship (i.e. American) after the marriage* – submit copies of **Certificate of Naturalization**.

## Additional Requirements:

### For Divorced, Annulled, or Legally Separated Filipino Spouse

1. *If divorced/previous marriage is annulled by a foreign court, the foreign judgement must be recognized by a Philippine Court* – present one (1) original and provide five (5) photocopies of the **Annotated Marriage Certificate** issued by the PSA.
2. *If previous marriage is annulled in the Philippines* – present one (1) original and provide five (5) photocopies of the **final order** issued by the Philippine Regional Trial Court (RTC) and one (1) original and five (5) photocopies of the **Annotated Marriage Certificate** (which indicates the details of the annulment) issued by the PSA.

3. *If the divorced Filipino spouse has no record of marriage in PSA* – submit photocopies of Divorce Decree / Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines.

#### **For Widowed Filipino Spouse**

1. One (1) original or certified true copy and five (5) photocopies of the **Marriage Certificate** and **Death Certificate** issued by the PSA or foreign death certificate of the deceased spouse.

#### **For Divorced, Annulled, or Legally Separated Foreign Spouse**

1. One (1) original or certified true copy and five (5) photocopies of the **foreign decree / decision** of the foreign spouse. If the applicant got divorced, annulled, or legally separated not just once, please provide all the said legal document/s. For example, if the applicant got divorced twice, please provide two divorce paper document/s.

#### **For Widowed Foreign Spouse**

1. One (1) original or certified true copy and five (5) photocopies of the **Death Certificate** of previous spouse.

The Consular Officer reserves the right to require additional proof and/or documents from an Applicant (ex. Certificate of No Marriage Record (CENOMAR), Negative Certification of Marriage Record, etc.) to determine his/her citizenship, identity, or eligibility for registration of marriage under Philippine laws.

#### **Processing Fee:**

The Processing Fee for Report of Marriage is **\$25.00**. Fees are non-refundable and should be made payable to the "**Philippine Consulate General**" in Money Order, Bank Draft, Certified Check or Cashier's Check. **Cash, personal checks and credit/debit cards are not accepted.**

#### **If you wish to send your application by mail:**

1. One (1) **Cover letter** indicating your request to report a marriage with contact information (**ex. Mobile/telephone number, email address, and permanent address**) through which the Consulate can reach you.
2. Submit all the requirements mentioned above. **Item 20** in all five (5) duly-accomplished ROM forms must be notarized by a Notary Public. **Item 21** and **item 22** should be left blank.
3. Provide a (1) **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or (2) **Self-Addressed Prepaid Mailing**

**Envelope** from courier of choice labeled with the recipient's address. Please be reminded of the following:

- a. Please do not put the name of the Philippine Consulate as the sender should the Shipping Label is to Bill the Sender.
- b. Please do not send white letter envelopes, as your return documents will not fit.
4. Processing Fee of **\$25.00** payable in money order, bank draft, certified check or cashier's check, made payable to "**Philippine Consulate General**". **Please do not enclose cash. Personal Checks are not accepted.**

Upon completion of the above-mentioned requirements, mail your documents to this address:

Philippine Consulate General  
Attn: Civil Registry Section  
447 Sutter Street, 6<sup>th</sup> Floor  
San Francisco, California 94108, USA

**Note:** The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted, and may track their envelopes at the website of their chosen courier.

### **When will I get my Marriage Certificate?**

It will take around six (6) months to one (1) year from the date of filing a Report of Marriage before the Philippine Statistics Authority (PSA) can generate an official marriage certificate on security paper with a barcode. Afterwards, you may request online for a hard copy of the official marriage certificate at <https://www.psaserbilis.com.ph/>. The certificate can be delivered to your US address.

### **How long will it take to process the Report?**

If you come in person to the Consulate with a valid appointment, please allocate three to four (3-4) hours depending on **(1)** whether your documents are complete, and **(2)** the number of clients. If sending the Report via mail, please allocate five to seven (5-7) working days processing time excluding mailing time for complete applications. **Incomplete applications will be returned to the sender.**

The Civil Registry Officer may require additional documents upon assessment of the application depending on the circumstances of the applicant's birth, marriage, or death. Factors such as citizenship, previous civil status, and other details may affect the status of your application. In this regard, it is important that you submit your contact details along with your application documents (mobile phone and email address) so that the Consulate can reach you immediately.

**For Inquiries:** Please send an email to [civilreg@philippinesanfrancisco.org](mailto:civilreg@philippinesanfrancisco.org)