

Chancery Transactions Circular 2004-24

To All Parish Priests:

As agreed upon by the clergy during the April 27, 2004 special meeting, your parish office secretaries shall now be asked to directly transact with the Chancery regarding clearances, dispensations and authorizations for partial and full reconstruction of records. This means that instead of asking the parishioners making the request to go to the Chancery and have their forms signed, the parish office secretaries will be the one to do so.

This arrangement is intended to minimize the expenses incurred by our parishioners in going to the Chancery, a burden too heavy especially for the poor. As Bishop Tobias reminded us, it is the primary responsibility of the parish priest and his office personnel to help our parishioners obtain these clearances and dispensations in the best way they can.

The Chancery suggests that your parish secretaries set aside one day of the working week to go the Chancery and bring along with them the application forms for these dispensations, clearances and authorizations. The forms must be properly filled up with the correct and complete data, and all other supporting documents required. The Bishop or his representatives will not sign forms that lack the necessary papers.

As per instruction of Bishop Tobias, the parish will now be the one to charge the parishioners for these transactions. The standard fees are as follows:

- P100 for every clearance or dispensation (*for minors or for mixed marriage*);
- P100 for the transaction involving partial or full reconstruction of records. (*No fees are to be collected anymore for the **Request and Affidavit***);
- for the dispensation of marriage banns, P100 will be charged for each Sunday dispensed

(Note: in response to their petition, the parishes belonging to the Vicariate of the Ascension, considering the economic conditions of their residents, shall charge only 50% of the standard fees set above).

The parish will be the one to issue the receipt to the parishioner making the request.

However, parishioners requesting clearance to be married to foreigners are still required to go to the Chancery. These parishioners will be the asked to take full responsibility in obtaining their clearance for this matter.

Given in the Chancery in Fairview, Quezon City this 9th day of June in the Year of Our Lord, 2004.

Most Rev. Antonio R. Tobias, DD
Bishop

Attested to by:

Rev. Fr. Jaime Z. Lara
Chancellor