

4. APPLICATION FOR MARRIAGE LICENSE

Description of the Service: A formal request submitted by individuals who intend to get married. The specific requirements and procedures may vary depending on the country or jurisdiction.

Office of Division	Office of the City Civil Registrar
Classification	Simple
Type of Transaction	G2C
Who may avail	All Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>a. Birth Certificates of applying couples. b. Parental Consent for applicant 18-21 years old. c. Parental Advice for applicant between 21-25 years old. d. Pre-marriage counselling Certification of attendance.</p> <p><u>Other Requirements:</u> a. Cert. of Legal Capacity to Contract Marriage, for citizens of foreign country b. Death Cert. of deceased spouse, Decree of presumptive death & divorce or annulment/declaration of nullity of marriage as a proof of termination of previous marriage. c. Cert. of No Marriage (CENOMAR) d. Residence Cert. c. Affidavit of couples applying for marriage of exceptional character & other requirements.</p>	<p>Couples</p> <p>Parents</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for marriage license & submit requirements.	Accept and Verify the Documents and requirements	Treasury Office: Marriage Application Fee- P300.00	5 Minutes	Mary Jane Z. Remigio <i>Admin Aide IV</i>
2. Pay the required fees.		Marriage Counseling Fee- P200.00	5 Minutes	Twinkle S. Toralba <i>Admin Aide I</i>
3. Wait for the processing & come back to the CCRO for interview & subscription	Interview	Solemnization Fee- P300.00 (if marriage before the mayor)	10 Minutes	Roselle D. Manguay <i>Admin Aide I</i>
After 12 days posting upon compliance of the requirements including PMC	Sign the duly accomplish documents		12 days for Posting	Syra M. Miguel - Miranda <i>OIC City Civil Registrar</i>
4. Pay the required fees		Marriage License- P2.00 Miscellaneous Fee- P100.00	5 Minutes	
5. Secure duly signed license.	Releasing			
Total			20 Minutes	