



Internal/External

10. SERVICENAME: 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 or Division:	Office of the City Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C	
Who may avail:	All Clients	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none"> • Birth Certificate (PSA Copy, Certified true copy from LCRO or Baptismal Certificate) • Certificate of No Marriage (CENOMAR) PSA Copy Original and not expired • 2 pcs 2x2 ID Picture of Couple • Valid ID with Picture (xerox copy) • Community Tax Certificate (Cedula) • Barangay Residency Certification • Death Certificate (if widow/widower) <p>ADDITIONAL REQUIREMENTS (Parents must be present for signing of documents)</p> <ul style="list-style-type: none"> • AGE 21-24 – Parental Advice 	PSA Parents Church Barangay POPCOM *Embassy	



- AGE 18-20 – Parental Consent
- Valid ID
- FOR FOREIGN APPLICANT**
- Legal Capacity to Marry issued by the Embassy here in the Philippines
 - Passport with latest arrival date
 - Birth Certificate (if Foreign Language, provide a full English Translation)
- If one/both parties was/were previously married
- Annotated Marriage Contract
 - Judicial Decree of Absolute Divorce
 - Judicial Decree of annulment
 - Judicial Decree of Nullity of Marriage

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Online Pre-Application for Marriage License via QR code Personally appear and submit original and photocopy of	Accept and verify online application and requirements Prepare the document.	None	5 Minutes	Mary Jane Z. Remigio <i>Admin Aide IV</i> Roselle D. Mangunay <i>Admin Aide I</i>



requirements to Counter 3				
2. Pay the required fee at the City Treasury Office.	Ask for official receipt	Treasury Office: Marriage Application Fee- P300.00 Marriage Counseling Fee- P200.00 Solemnization Fee- P300.00 (if Mayor is the solemnizing officer)	5 Minutes	CTO
3. Present official receipt to Counter 3	Accomplish and sign the document	None	1 Minute	Mary Jane Z. Remigio <i>Admin Aide IV</i> Roselle D. Mangunay <i>Admin Aide I</i>
4. Return after 10 day posting period upon compliance of the requirements including PMC to secure duly signed license upon payment of fee	Ask for official receipt	Marriage License- P2.00 Miscellaneous Fee- P100.00	5 Minutes	Mary Jane Z. Remigio <i>Admin Aide IV</i> Roselle D. Mangunay <i>Admin Aide I</i> Atty. Syra M. Miguel - Miranda <i>City Civil Registrar</i>

