



Internal/External

4. SERVICENAME: PAYMENT OF MARRIAGE FEES

Description of the Service: A marriage certificate is a document containing the important details of marriage, signed by the couple and by all in attendance. Marriage occurs during the meeting for worship after approval is obtained from the meetings of which the two people are members. Approval is based on a statement of good character and clearness from any other engagements. The clerk usually records a copy of the marriage certificate in the meeting's records.

Office or Division:	CITY TREASURER'S OFFICE
Classification:	SIMPLE
Type of Transaction :	G2C-Government to Client
Who may avail:	A man and a woman, of legal age, and with no legal impediment to marry.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pre-marital counseling certificate 2. Birth/Baptismal Certificate of Contracting Parties 3. Parental consent (18-20) 4. Parental advice (21-24) 5. Certificate of No Marriage (CENOMAR) 6. Legal capacity and divorce papers for foreigners 7. Personal appearance of the couple	1. City Civil Registrar



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment. 1.1 Issue the Official Receipt.	<p>Marriage Fees:</p> <p>1. Application for Marriage License P 100.00 2. Marriage License Fee P 300.00 3. Marriage Solemnization Fee P 300.00 4. Pre-marriage Counseling/Registration/Family Planning Fee P 200.00</p> <p>Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.</p>	2 minutes	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III
2. Return to the Office of the City Civil Registrar and claim the Marriage License.	2. Assist and instruct the client to return to the City Civil Registrar.	None	1 minute	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III
TOTAL			3 minutes	