

Application for Marriage License

Prior to marriage, each of the contracting parties must file separate sworn application for marriage license with the local civil registrar of the place where either both of the contracting parties reside.

Marriage licenses are valid in any part of the Philippines for a period of 120 days from the date of issue. They are deemed automatically cancelled if the contracting parties have not yet gotten married within the period.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C-Government to Client	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Accomplished Application for Marriage License (4 copies) 2. Certificate of No Marriage (CENOMAR) - original copy 3. Birth Certificate of the applicants- certified true copy 4. Pre-Marriage Orientation & Counselling (1 original copy) 5. Valid Government Issued ID; Cedula if no ID (1 original, 1 photocopy) 6. For widowed - Death Certificate of deceased spouse (3 photocopies) 7. for Annulled/divorced /annulment papers/divorced papers duly registered at the LCRO (1 set photocopy) 8. for foreigner-legal capacity to marry(1 original) 	<ol style="list-style-type: none"> 1. Office of the Municipal Registrar 2. Philippine Statistics Authority 3. Office of the LCR where the applicant was born 4. POPCOM Office/MSWD Office/RHU 5. BIR, Post office, DFA, PSA,SSS,GSIS, PAG-IBIG 6. LCR where death occurred 7. LCR Office where the decree was executed 8. Country Embassy in Manila

<p>9. For 21-25 yrs. Old-Advice of parents (Valid ID of parents are needed) - 10. For 18 to below 21- Consent of parents (Valid ID of parents are needed)</p>		<p>9. Office of the Municipal Civil Registrar 10. Office of the Municipal Civil Registrar</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	DURATION	PERSON RESPONSIBLE
<p>1. Submit registration form or Accomplished MF 90 and all the requirements above stated</p>	<p>1. Accept filled up application for marriage License, evaluate requirements and interview couple</p>	<p>none</p>	<p>1 hour</p>	<p><i>Municipal Civil Registrar MCR Office</i></p>
<p>2. Register/subscribe application and consent or advice</p>	<p>2. Subscribe application for Marriage License 2.1 Subscribe sworn statements seeking advice 2.2 Subscribe Advice of parents/Guardian 2.3 Subscribe consent of parents</p>	<p>None</p>	<p>30 min</p>	<p><i>Municipal Civil Registrar MCR Office</i></p>
<p>3. Pay the required fees at the Treasury Office</p>	<p>3. Receive payment and issue official receipt</p>	<p>Application fee-P200 Counselling fee - P200 License fee-P200</p>	<p>5 minutes</p>	<p><i>RCC II/ Mun. Treasurer Treasury Office</i></p>

		<p>Solemnization fee- Within the Mun. Hall- P300</p> <p>In the Barangay- P500</p> <p>Sponsor's Fee- P100/each sponsor</p>		
4. Wait for the release after 10 days posting	4. Publish Marriage License	None	10 days	<i>Municipal Civil Registrar MCR Office</i>
5. Sign Logbook and receive marriage license	5. Issue marriage license		3 minutes	<i>Municipal Civil Registrar MCR Office</i>
	TOTAL	Refer to step 3	10 days, 1 hours, 38 minutes	