

## 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.

<b>Office or Division:</b>	Office of the Municipal Civil Registrar	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Accomplished Application for Marriage License (4 copies)	1. Office of the Municipal Registrar
	2. Certificate of No Marriage (CENOMAR) – original copy	2. Philippine Statistics Authority
	3. Birth Certificate of the applicants- certified true copy	3. Office of the LCR where the applicant was born
	4. Pre-Marriage Orientation & Counseling (1 original copy)	4. POPCOM Office/MSWD Office/RHU
	5. Valid Government Issued ID; Cedula if no ID (1 original, 1 photocopy)	5. BIR, Post office, DFA, PSA,SSS,GSIS, PAG-IBIG
	6. For widowed - Death Certificate of deceased spouse (3 photocopies)	6. LCR where death occurred
	7. for Annulled/divorced /annulment papers/divorced papers duly registered at the LCRO (1 set photocopy)	7. LCR Office where the decree was executed
	8. for foreigner-legal capacity to marry (1 original)	8. Country Embassy in Manila
	9. For 21-25 yrs. Old-Advice of parents (Valid ID of parents are needed)	9. Office of the Municipal Civil Registrar
	10. For 18 to below 21- Consent of parents (Valid ID of parents are needed)	10. Office of the Municipal Civil Registrar
	11. 2X2 ID Picture- 1 copy each	11. Photo studio

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask the requirements for Application of Marriage License	1. Receive and verify the necessary documents as required	None	10 minutes	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
2. Fill up the application form after all the requirements are complied. *Contracting parties must be physically present upon application.	2. Review duly accomplished application form for marriage license form. 2.1 Prepare and post notice of application for marriage license. 2.2 Issue order of payment	None	30 minutes	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
3. Pay the required fees at the Treasury Office	3. Receive payment and issue official receipt	Application for marriage license fee- P300.00 Counseling fee – P300.00 Marriage License fee- P250.00 Solemnization on fees: Within the Mun. Hall- P350.00 In the Barangay- P700.00 Sponsor's Fee- P150/each sponsor	5 minutes	TERRY V. ABELLADA  (MTO)  EDISON V. QUEZADA (RCC) Treasury Office

4. Claim marriage license after the completion of the required posting period of 10 days	4. Issue marriage license	None	5 minutes	NORMA P. LEGASPI  (MCR) MCR Office
	TOTAL	Refer to step 3	50 minutes	