

G. Application for Marriage License

1. Prior to marriage, each of the contracting parties must file a separate sworn application for a marriage license with the local civil registrar of the place where either of them resides, as stated in Article 11 of the Family Code of the Philippines
2. According to Article 20 of the Family Code, a marriage license is valid anywhere in the Philippines for 120 days from the date of issuance. If the contracting parties do not marry within this period, the license is automatically canceled and can no longer be used.

Office of 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
1. Accomplished Application for Marriage License (4 copies)	1. Office of the Municipal Registrar
2. Original copy of Certificate of No Marriage (CENOMAR)	2. Philippine Statistics Authority
3. Certified true copy of Birth Certificate of the applicants	3. Office of the LCR where the applicant was born
4. Original copy of Pre-Marriage Orientation & Counselling Certificate	4. POPCOM Office/MSWD Office/RHU
5. Valid Government Issued ID; Cedula if	5. BIR, Post office, DFA,



no ID (1 original, 1 photocopy)	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 - Certificate of Legal Capacity to Contract Marriage (1 original)	8. Country Embassy in Manila
9. For 21-25 years old -Parental Advice of Parents -Valid ID of parents	9. Office of the Municipal Civil Registrar
10. For aged 18 to below 21 years - Parental Consent of parents - Valid ID of parents	10. Office of the Municipal Civil Registrar
11. ID Picture, 2x2, 1 copy each	11. Photo studio

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit required documents, fill out the Application Form</p> <p>Note: The Notice of Application for Marriage License must be posted for 10 consecutive days. If there are no objections, the Marriage License is issued on the 11th day</p>	<p>1.1 Verify all the documents submitted</p> <p>1.2 Review the duly accomplished Application for Marriage License form</p> <p>1.3 Issue Order of Payment</p> <p>1.4 Post Notice of Application for Marriage.</p>	<p>Application for Marriage License: - P300.00</p> <p>Counselling fee: - P300.00</p> <p>Marriage License: - P250.00</p> <p>Solemnization fees: - Within the Mun. Hall- P350.00 - In the Brgy- P700.00</p> <p>Sponsor's Fee: - P150 each sponsor</p>	30 minutes	Norma P. Legaspi MCR
2. Proceed to the Treasury Office for payment of required fees; present the OR to the MCR	2. 1 Issue Official Receipt and collect payment		5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker
3. Receive the Marriage License	3.1 Release the document		2 minutes	Norma P. Legaspi MCR
	TOTAL		37 minutes	