

4. Issuance of Pre-Marriage Counseling Certificate

This certificate is issued to would-be couples who will undergo a Civil Rite wedding ceremony. This serves as a prerequisite to avail Marriage License from the Local Civil Registrar.

Office/ Division	Municipal Social Welfare and Development Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All would-be couples and of legal age.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Application Form			MSWD Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Log Book in the office	1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Get Application Form. 2.1 Both of the would-be couple will fill-out the form	2. Provide the Application Form 2.1 Give instruction on how to fill-out the form	None	6 Minutes	<i>Officer of the Day</i> MSWD Office
3. Submit the accomplished form 3.1 Wait for the advice for the schedule of seminar	3. Check the accomplished form 3.1 Give the schedule for the Pre-Marriage Counselling Seminar 3.2 Advice them to come back on the scheduled date	None	1 Minutes	<i>Officer of the Day</i> MSWD Office
4. Return on the scheduled date to attend the seminar	4. Conduct Pre-Marriage Counseling Seminar	None	3 Hours	<i>Marriage Counsellor</i> MSWD Office
5. After the seminar, claim the certificate and sign logbook to acknowledge receipt	5. Issue Pre-Marriage Counseling Certificate to client 5.1 Give logbook for them to sign to acknowledge receipt	None	2 Minutes	<i>Marriage Counsellor</i> MSWD Office
	TOTAL	None	3 Hours & 10 Minutes	

(Application of Pre-Marriage Counseling Certificate) is qualified for multi-stage processing