

4. Application, Publication and Issuance of Marriage License

In applying for a marriage license, both parties must appear and fill up the application form upon submission of all the requirements. A Marriage License is valid in any part of the Philippines for a period of One Hundred Twenty (120) days from date of issuance.

Office or Division:	Local Civil Registry Office	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Man and woman, Filipino and Foreigner, 18 years old and above, Both single, Divorced, Annulled, Widow and Widower.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
CENOMAR (1 original)		PSA Issuing offices
Birth Certificate /Baptismal Cert. (1 original)		PSA Issuing offices/ PSA Outlet /Municipality where the child is born/ Church
Valid id of Applicant (1 photocopy)		Issuing Agency/Office
Voter's ID or Registration/ Certificate of Residency from Barangay Captain (1 original)		COMELEC/ Barangay Hall where the applicant is residing
Passport size ID pictures (3 Pieces)		Photo Studio
Marriage Counselling Certificate (1 original)		MSWD Office/ Church
Family Planning Certificate (1 original)		POPCOM Office
Appearance and Signature of both parents if applicant's age is 18-24 years old. Death Cert. of deceased parents. Written Consent/Advice of parents if abroad		Local Civil Registry Office / Philippine Consulate in other countries
Permit to Marry from Commanding Officer (if military) (1 original)		Commanding Officers Office
Legal Capacity to Marry from their Embassy (if foreign citizen) (1 original) a. Passport (1 photocopy) b. Divorced paper (if divorced) (1 certified photocopy)		Embassy based in the Philippines a. foreign applicant b. foreign applicant
Order of Payment (1 original)		Local Civil Registry Office
Official Receipt (1 original)		Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for list of requirements for application for marriage license.	1. Issue and explain the complete list of requirements needed by the client.	None	8 Minutes	<i>Office Staff</i> Local Civil Registry Office
2. Secure and accomplish application form upon completion of requirements.	2. Guide the client while accomplishing the application form.	None	15 Minutes	<i>Office Staff</i> Local Civil Registry Extension Office
3. Submit accomplished application form and requirements.	3. Check the submitted form and requirements for errors.	None	5 Minutes	<i>Office Staff</i> Local Civil Registry Extension Office
4. Pay at the Treasurer's Office and secure Official Receipt.	4. Issue the client order of payment and payment will be made at the Treasurer's office.	PHP100	10 Minutes	<i>Collection Clerk</i> Treasury Office Window 1, 2, 3, 4 or 5
5. Go back to LCR and present the Official Receipt.	5. Get the official receipt, attached with the client's application form & requirements.	None	2 Minutes	<i>Office Staff</i> Local Civil Registry Extension Office
6. Issue claim stub for the copy of Marriage License and advise client to claim it after 10 days posting period.	6. Give the client a claim stub on the date when the marriage license will be released.	None	3 Minutes 10 days posting	<i>Office Staff</i> Local Civil Registry Extension Office
7. Present claim stub and Claim owner's copy of Marriage license.	7. Give the copy and let the client check their marriage license for any error and pay for marriage license fee	PHP102	4 Minutes	<i>Office Staff</i> Local Civil Registry Extension Office
TOTAL:		PHP202	10 Days & 47 Minutes	

(Application, Publication and Issuance of Marriage License) is qualified for multi-stage processing.