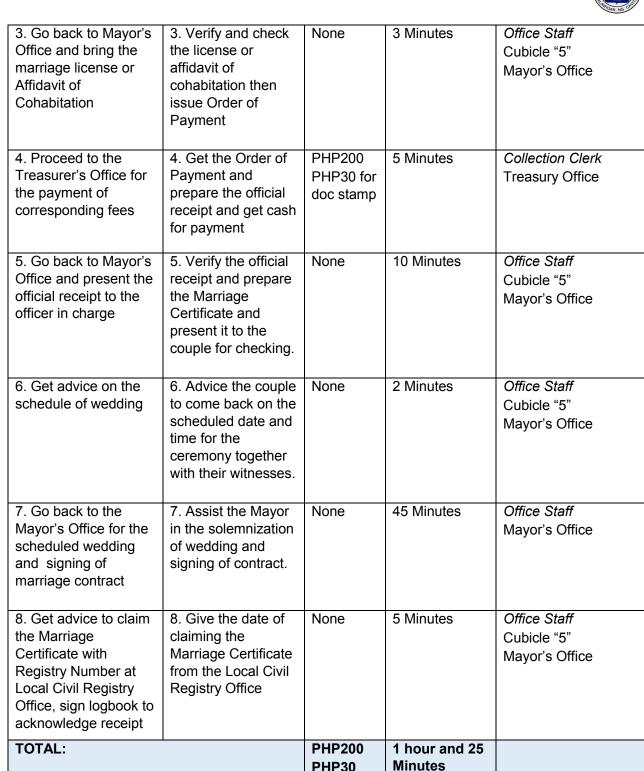## 6. Solemnization of Marriage

A man and woman who wish to contract and enter into a covenant and become legally united on a permanent basis avails this service that includes preparation of marriage certificate and scheduling of the wedding.

Office/Division:	Mayor's Office/Administrative Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Man and woman who wish to contract marriage with the Municipal Mayor as the solemnizing officer.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Article 34	
Barangay Certificate (1 original)	Barangay hall from where the couple resides.
CENOMAR (1 original)	Philippine Statistics Authority (PSA)
Live Birth Certificate (parents) (1 Original & 1 Photocopy)	Philippine Statistics Authority (PSA)
Live Birth Certificate (child) (1 Original and 1 Photocopy)	Philippine Statistics Authority (PSA)
Joint Affidavit (COHABITATION) (1 original)	Notary Public
Not Covered by Article 34	
Marriage License (Original)	Local Civil Registry Office
Official Receipt as proof of payment. (Original)	Municipal Treasury Office Window 1, 2, 3, 4 or 5

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire the requirements for the Civil Marriage. a. For Application of Marriage License b. For Marriage covered by Article 34	1. Interview the couple and advise them of the process of civil marriage.	None	5 Minutes	*Office Staff* Cubicle "5" Mayor's Office
2. Comply and submit all requirements at the LCR and secure application for marriage license and for marriage covered by Article 34 at the Mayor's Office.	2. The Local Civil Registry Office will provide the list of requirements and verify the documents submitted for application of marriage license.	None	Depends on the time of the couple	*Registration Officer* Local Civil Registry Office and Requesting Couple

3. Go back to Mayor's Office and bring the marriage license or Affidavit of Cohabitation	3. Verify and check the license or affidavit of cohabitation then issue Order of Payment	None	3 Minutes	*Office Staff* Cubicle "5" Mayor's Office
4. Proceed to the Treasurer's Office for the payment of corresponding fees	4. Get the Order of Payment and prepare the official receipt and get cash for payment	PHP200 PHP30 for doc stamp	5 Minutes	*Collection Clerk* Treasury Office
5. Go back to Mayor's Office and present the official receipt to the officer in charge	5. Verify the official receipt and prepare the Marriage Certificate and present it to the couple for checking.	None	10 Minutes	*Office Staff* Cubicle "5" Mayor's Office
6. Get advice on the schedule of wedding	6. Advice the couple to come back on the scheduled date and time for the ceremony together with their witnesses.	None	2 Minutes	*Office Staff* Cubicle "5" Mayor's Office
7. Go back to the Mayor's Office for the scheduled wedding and signing of marriage contract	7. Assist the Mayor in the solemnization of wedding and signing of contract.	None	45 Minutes	*Office Staff* Mayor's Office
8. Get advice to claim the Marriage Certificate with Registry Number at Local Civil Registry Office, sign logbook to acknowledge receipt	8. Give the date of claiming the Marriage Certificate from the Local Civil Registry Office	None	5 Minutes	*Office Staff* Cubicle "5" Mayor's Office
TOTAL:		**PHP200 PHP30 for doc stamp**	**1 hour and 25 Minutes**	

(Solemnization of Marriage) qualified for multi-stage processing.