



#### 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.

<b>Office/ Division</b>	Municipal Social Welfare and Development Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	All would-be couples and of legal age.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Application Form		MSWD Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL</b>		<b>None</b>	<b>3 Hours &amp; 10 Minutes</b>	

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