



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 Office/ PSA Outlet		
Birth Certificate /Baptismal Cert. (1 original)		PSA Office/ 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/RHU		
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. Death Certificate of spouse		PSA Office / PSA Outlet / 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 must be apostilled (if divorced) (1 certified photocopy) c. Annulment papers and annotated COM (1 certified photocopy)		Embassy based in the Philippines a. foreign applicant b. foreign applicant c. Annulled Filipino 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	Office Staff 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	Office Staff Local Civil Registry Extension Office
3. Submit accomplished application form and requirements.	3. Check the submitted form and requirements for errors.	None	5 Minutes	Office Staff 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	Collection Clerk 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	Office Staff 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	Office Staff 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	Office Staff Local Civil Registry Extension Office
TOTAL:		PHP202	10 Days & 47 Minutes	

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