

# Applying for a Marriage License

## ABOUT THE SERVICE

WHERE A MARRIAGE LICENSE is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside.

The Local Civil Registrar concerned shall enter all applications for marriage license filed with him/her in a registry book strictly in the order in which the same are received.

When the license is issued, the same shall be valid in any parts of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

## REQUIREMENT

- Certified True/Xerox copy of birth certificate of applicants
- Pre-Marriage Counseling Certificate
- Parental Consent if applicant is 18 yrs old but below 21 yrs old
- Parental Advice if applicant is 21 yrs old but below 25 yrs old
- At least one of the contracting parties must be a resident of the place where the local civil registry office is located.
- Certificate of No Marriage (CENOMAR) if applicant is above 30 yrs old or not a resident of the place where they apply for a marriage license

## FEE

- Application for Marriage License - P 165.00
- License Fee - 50.00

## HOW TO AVAIL OF THE SERVICE

| PROCESS/ACTIVITY   |  | DURATION   | PERSON RESPONSIBLE                                       |
|--|--|------------|--|
| Service Provider   | Client   |            |  |
| 1.<br>Entertains the client  | Present/submit the required supporting documents for examination | 5 minutes  | MA. LOVELLA E. ACEBES<br>Municipal Civil Registrar/Staff |
| 2.<br>- prepares the marriage application<br><br>- Client is advised/required to review and check the information entered in the marriage application form |  | 10 minutes | MA. LOVELLA E. ACEBES<br>Municipal Civil Registrar       |
|  |  | 5 minutes  | Staff<br>Elizabeth G. Cadalo /                           |

|  |  |           |  |
|--|--|-----------|--|
| - Applicants and Parents sign in the application form and consent/advice   |  | 2 minutes | Alexander C. Cagasan                               |
| 3. Client is advised to pay the required application fee   |  |           | Melba A. Bucog                                     |
| 4.<br>MCR interviews the applicants and parents then subscribes the application<br><br>Advise the client to come back after the ten (10) days posting period |  | 5 minutes | MA. LOVELLA E. ACEBES<br>Municipal Civil Registrar |
| 5.<br>MCR Prepares and signs the license<br><br>MCR releases the license to the applicants   |  | 3 minutes | MA. LOVELLA E. ACEBES<br>Municipal Civil Registrar |

Total

35 minutes