

Solemnization of Marriage

ABOUT THE SERVICE

Solemnization of marriage is reflected as one of the Powers/Duties/Functions of the Municipal Mayor. This is reflected in Section 444 b 1 (xviii) of Republic Act 7160.

REQUIREMENT(S)

Requirements provided in the frontline service of the Municipal Civil Registrar.

FEES

None

SCHEDULING OF THE CIVIL WEDDING

HOW TO AVAIL OF THE SERVICE

Steps	Activities Process		DURATION	PERSON RESPONSIBLE
	Service Providers	Clients		
1.	Entertain/interview the clients		5 minutes	Manol O. Orique Clerk
2.		Give the preferred schedule of the wedding		
3.	Coordinate with the Mayor for his availability		3 minutes	Germinio Vallente Clerk
4.	Inform the client/would be couples of the availability of the Mayor		3 minutes	Manol O. Orique Clerk

Total 11 minutes

SOLEMNIZATION OF MARRIAGE

1.	Entertain/interview the would-be couples/ ask for the copy of the Marriage Contract		1 minute	Manol Orique Clerk
2.	Check completeness of the document		5 minutes	Manol Orique Clerk
3.	Civil Wedding Ceremony		15 minutes	Fortunato R. Abrenilla Mayor
4.	Assist the couple and witnesses for the affixing of signature in the Marriage Contract		10 minutes	Germinio Vallente Clerk
5.	Affixing of signature of the Mayor		5 minutes	Fortunato R. Abrenilla Mayor
6.	Stamping of municipal seal in the documents		2 minutes	Germinio Vallente Clerk
6.	Advise the couple to return the Marriage Contract to the Civil Registrar's Office		2 minutes	Manol Orique Clerk

Total 40 minutes