

Application for and Issuance of Marriage License

Schedule of availability of service:

Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Contracting parties

What are the requirements:

1. Birth certificate of both parties
2. Certificate of Completion for Counseling issued by MSWDO
3. Certificate of Completion for Family Planning Seminar issued by MHO
4. Certificate of No Marriage (CENOMAR) issued by NSO
5. Parental Consent for 18-21
6. Parental Advice for 22-24

Total Processing Time:

- 10 days and 62 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit all requirements and provide the necessary information during interview	Review the submitted documents and interview the client Prepare the following documents: <ul style="list-style-type: none"> • Marriage license application • Advice upon intended marriage • Notice of marriage 	52 minutes		Concepcion Coronacion
2	Contracting parties both sign the application form	Administer Oath	5 minutes		Sevilla Ungriano
3	Proceed to MCR and pay the following fees: <ul style="list-style-type: none"> • Application • Solemnization • Sponsor (in excess of two pairs) • Marriage license 			P200.00 P300.00 P100.00 P50.00	Revenue Collection Clerk
4	Return to MCR and present the original Official Receipt issued by MTO Entrust all documents to MCR to facilitate posting of Notice of Application	Post the Notice of Application in the designated posting area <i>Note: Notice of Application shall be posted for 10 consecutive days</i>	10 days		Sevilla Ungriano Concepcion Coronacion
5	Go back to MCR after the required 10-day posting period was consummated and claim the Marriage License	Issue original copy of Marriage License and Certificate of Marriage	5 minutes		Sevilla Ungriano