

Issuance of Pre-Marriage Counseling Certificate

Schedule of availability of service:

- Thursday, 8:00 a.m. - 12:00 n.n.

Who may avail the service:

- Marriage license applicants

What are the requirements:

1. PMC Information Sheet
2. Birth Certificate or Baptismal Certificate

Total Processing Time:

- Four (4) hours and 15 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit the requirements to MSWDO and provide the necessary information during the interview	Receive and review the application and advise the client/s of the PMC schedule	10 minutes	None	Chona Gucilatar
2	Return to MSWDO on the scheduled date and undergo PMC	Conduct Pre Marriage Counseling	4 hours		Choleta Calzado Melanie Virrey
3	Claim PMC Certificate	Issue PMC Certificate	5 minutes		Chona Gucilatar