

## Application of Marriage License

All couples (either one or both residents of Reina Mercedes) of legal age intending to get married must apply for marriage license at the Municipal civil Registry Office. A marriage license is valid in any part of the Philippines for a period of 120 days from the date of issue.

| <b>Office or Division:</b>                                                                                                       | Municipal Civil Registrar                                                                          |                                                                     |                 |                                                                                                      |
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| <b>Classification:</b>                                                                                                           | Complex                                                                                            |                                                                     |                 |                                                                                                      |
| <b>Type of Transaction:</b>                                                                                                      | G2C – Government to Citizen                                                                        |                                                                     |                 |                                                                                                      |
| <b>Who may avail:</b>                                                                                                            | Constituent of Reina Mercedes                                                                      |                                                                     |                 |                                                                                                      |
| CHECKLIST OF REQUIREMENTS                                                                                                        |                                                                                                    | WHERE TO SECURE                                                     |                 |                                                                                                      |
| Birth Certificate (2 photocopy)                                                                                                  |                                                                                                    | Philippine Statistics Authority or Municipal Civil Registrar Office |                 |                                                                                                      |
| Government Issued Identification Card (2 photocopy)                                                                              |                                                                                                    | BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO               |                 |                                                                                                      |
| CENOMAR (Certificate of No Marriage ) (original copy and 1 photocopy)                                                            |                                                                                                    | Philippine Statistics Authority                                     |                 |                                                                                                      |
| Certificate of Community Tax (Cedula)                                                                                            |                                                                                                    | Office of the Municipal Treasury                                    |                 |                                                                                                      |
| Death Certificate of the deceased spouse if widow (2 photocopy)                                                                  |                                                                                                    | Philippine Statistics Authority or Municipal Civil Registrar Office |                 |                                                                                                      |
| Certificate of legal capacity to marry if foreigner 1 original and 1 photocopy                                                   |                                                                                                    | Philippine Embassy                                                  |                 |                                                                                                      |
| Pre-Marriage Counseling Certificate                                                                                              |                                                                                                    | Pre- Marriage Counselor                                             |                 |                                                                                                      |
| Personal appearance of parents or Parent's consent and advice if below 26 years old                                              |                                                                                                    | Office Municipal Civil Registrar                                    |                 |                                                                                                      |
| CLIENT STEPS                                                                                                                     | AGENCY ACTION                                                                                      | FEES TO BE PAID                                                     | PROCESSING TIME | PERSON RESPONSIBLE                                                                                   |
| 1. Approach the Municipal Civil Registrar or Staff, apply and submit the required documents for application for marriage license | 1. Check the validity of the documents and interview client for the preparation of the application | None                                                                | 3 Minutes       | Municipal Civil Registrar<br>Administrative Aide<br>/<br>Office of the Municipal Civil Registrar     |
|                                                                                                                                  | 1.1 Issue payment order                                                                            |                                                                     | 1 Minute        |                                                                                                      |
| 2. Pay the required fees to the Office of the Municipal Treasury                                                                 | 2. Accept payment and issue official receipt                                                       | Php 750.00                                                          | 2 Minutes       | LTOO-I<br>Revenue Collection Clerk I<br>Administrative Aide<br>/<br>Office of the Municipal Treasury |
| 3. Return to the Office of the Municipal Civil Registrar and present                                                             | 3. Process the application. Advise the client to review the entries then signs it.                 | None                                                                | 10 Minutes      | Municipal Civil Registrar<br>Administrative Aide<br>/                                                |



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| the official receipt.<br>Review entries on the application for any discrepancy or error.<br>Sign the application. | 3.1 Post in the bulletin board for 10 consecutive days.<br><br>3.2 Instruct the client to proceed to the Municipal Health Office for the pre-marriage counseling schedule |            | 10 Days<br><br>1 Minute | Office of the Municipal Civil Registrar<br><br><i>Population Officer<br/>Focal Person<br/>Municipal Health Office</i> |
| 4. Return on the 11 <sup>th</sup> day to receive the marriage license.                                            | 5. Sign and issue the marriage license                                                                                                                                    | Php 2.00   | 1 Minute                | <i>Municipal Civil Registrar<br/>Office of the Municipal Civil Registrar</i>                                          |
| TOTAL:                                                                                                            |                                                                                                                                                                           | Php 752.00 | 11 days and 17 Minutes  |                                                                                                                       |