

Solemnizing of Marriage

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Constituent of Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly approved documents secured from the Office of the MCR		Office of the Municipal Civil Registrar		
Application for Marriage License		Office of the Municipal Civil Registrar		
Marriage License		Office of the Municipal Civil Registrar		
Parent Consent (21-25 years old)		Office of the Municipal Civil Registrar		
Parents Advice (18-21 years old)		Office of the Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients proceed to the Office of the Mayor and request for schedule and present the required documents	1. Interview the clients and review the documents submitted 1.1 Present the requirements to the Municipal Mayor for the approval 1.2 Instruct the clients to proceed to the Municipal Civil Registrar Office for the preparation of the Marriage Certificate and return on the day of marriage	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Mayor
2. Clients proceed to the Office of the Civil Registrar and submit the Application for Marriage.	2. The Office of Municipal Civil Registrar staff prepare the Marriage Certificate	None	5 Minutes	<i>Municipal Civil Registrar</i> <i>Administrative Aide I</i> Office of the Municipal Civil Registrar
TOTAL:		None	10 Minutes	