

Collection of Application of Marriage License

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Constituent of Reina Mercedes, Isabela			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present order of payment from MCR office	1. Prepare Receipt	None	3 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
2. Pay the required amount	2. Receive payment and issue official receipt	Marriage Application Fee = ₱ 250.00 Solemnization Fee = ₱ 250.00 Pre-Marriage Counseling = ₱ 250.00	2 Minutes	Revenue Collection Clerk - I Administrative Aide / Municipal Treasury Office
TOTAL			5 Minutes	