

6. Registration of Marriage Certificates

Submission of the Certificate of Marriage is fifteen (15) days following the solemnization of marriage.
 Marriage under Article 34, prescribed period is thirty (30) days following the solemnization of marriage.
 Marriage with foreigner.

6.1 Applying For a Marriage License

Office or Division:	Office of Local Civil Registry	
Classification:	Complex	
Type of Transaction:	Government to Community	
Who may avail:	All residents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Certificate of No Marriage(CENOMAR)		Philippine Statistic Authority
Certified True/Photocopy of birth certificates of applicants		Local Civil Registrar
Parental consent if applicant is 18 years old but below 21 years old		To be prepared by LCR and signed by parents
Parent Advice if applicant is 21 years old but below 25 years old		To be prepared by LCR and signed by parents
At least one of the contracting parties must be a resident of the municipality		
Barangay Certification		Office of the Barangay Captain
Photocopy of Passport		
Legal Capacity to marry		Issued by their Embassy

Apostille (If legally divorced/Annulled)		Consulate or Embassy		
Pre-Marriage Counseling Certificate		Municipal and Social Welfare Development		
Birth certificate of Children (Article 34)				
Affidavit of Cohabitation (Article 34)		Local Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries for process to apply for marriage license (18-25 yrs.old)	1. Issuance order of payment for marriage Counseling 2. Instruct applicants to inquire available schedule for marriage counseling	100.00	5 minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar
2. Submit requirements	2.1 Evaluation of submitted supporting documents	None	10minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar
	2.2 Instruct applicants to Fill-up application form as basis for encoding.	None None	5 minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar
3. Applicants with parents' consent and advice	3.1 Interview the applicants and parents and subscribe the application.	None	10 minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar
	3.2 Issuance of Order Payment to client.	Local-400.00 Foreigner-600		<i>Bookbinder III</i>

		Counseling - 100.00	5 minutes	Office of the Local Civil Registrar
	3.3 Applicants are advised to come back 2.4 after ten (10) days publication period.	None	5 minutes Paused-clock 10 days	<i>Bookbinder III</i> Office of the Local Civil Registrar
	3.4 License Approval and release..	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
4. Article 34 Applicants	4.1 Interview and Evaluation for submission of supporting documents	None	10 minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar
	Encoding of the Certificate of Marriage (if marriage to be solemnized by the Municipal Mayor)	Solemnization – 200.00	10 minutes	<i>Data Controller IV</i> Office of the Local Civil Registrar
	Verification of certificate of Marriage	None	5 minutes	<i>Data Controller IV</i> Office of the Local Civil Registrar
	Approval and signing of certificate of Marriage.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	Assigning of registry number and release.	None	5 minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar

Release document to the newlywed couple	None	5 minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar
Request client to answer Client Satisfaction Survey and drop it in the feedback box		10 minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar
TOTAL	200.00	95. minutes/10 Days	