



4. Application for Marriage License

Marriage License is a document issued authorizing a man and a woman of 18 years old and above to marry each other. It shall be issued by the LCRO of the place where either contracting party formally resides. The LCRO shall post a notice of posting for 10 consecutive days. The License shall be issued after the completion of the publication, unless the LCRO receives information of any alleged impediment to the marriage. The license, once issued, shall be valid in any part of the Philippines for 120 days from the date of issue.

Office or Division	Office of the Municipal Civil Registrar	
Classification	Highly Technical	
Type of Transaction	G2C-Government to Citizen	
Who may avail	Groom and Bride	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Certificate of No Marriage (CENOMAR)/groom & bride - (1) photocopy		Client
Certificate of Family Planning/Marriage Counseling - (1) original copy		Client
Parents/Guardian consent or advice for 25 yrs. old below - (2) original copies		Parents/Guardian
Certificate of Live Birth (both party) - (1) photocopy		Client
Official Receipt		Municipal Treasurer's Office (Windows 1-6)
Recent, Community Tax Certificate - (1) photocopy copy		Client
Certificate of Legal Capacity to marry/No Impediment/Passport, if foreigner - (2) photocopies w/ original presented		Client
Certificate of Divorce, Annulment, if applicable - (2) photocopies w/ original presented		Client



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Secure and fill up data sheet and submit all the requirements at the receiving area	1. Receive and verify the Application for Marriage License w/ all the requirements attached	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	1.1 Check for the completeness of data and requirements and record the Marriage Application to assign a registry number	None	5 Minutes	
	1.2. Prepare and encode the Application for Marriage License to the computer operated format form to print directly to the printed Mun. Form No. 90	None	15 Minutes	
	1.3. Issuance of Notice of Marriage	None	5 Minutes	
	1.4. Posting of 10 days (issued after a day of filing and end with a working day)	None	10 Days	
	1.5. Issuance of parent's advice/consent for below 25 yrs. Old	None	5 Minutes	
	1.6. Issue order of payment	None	5 Minutes	



2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Please refer to Table of Fees below		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Return to the Registrar's Office for the releasing of Application for Marriage License	3. Prepare the Marriage License, a day after the compliance of 10 days posting	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	3.1 Release the Application for Marriage License to client	None	2 Minutes	
	TOTAL:	Please refer to Table of Fees below	10 Days and 47 Minutes	

Registration of Application for Marriage License is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753

Table of Fees	
Application for Marriage License	
Marriage Application Fee	P 150.00
Certificate of Family Planning	P 100.00
Marriage License Fee	P 75.00
Marriage License Form	P 2.00
Certification Fee	P 80.00
Solemnizing Fee (Mayor's Wedding)	P 300.00