

CITIZEN'S CHARTER

Frontline Service: Issuance of Marriage License

Office: Local Civil Registry
2nd Floor, City Hall Building

Schedule of Availability of Service:

Monday – Friday
8:00 a.m. to 5:00 p.m. without noon break

Who may Avail of the Service?

- Unmarried individuals, male and female, eighteen (18) years old and above

What are the Requirements?

1. One of the parties should be a resident of the City
2. Certificate of Live Birth
3. CRS Form 4 – Certificate of No Marriage (CENOMAR) from Philippine Statistics Office (PSA)
4. Attendance to Responsible Parenthood Seminar
5. For previously married applicant – Registered Annulment Decree or Death Certificate of deceased spouse
6. For foreign applicant – Certificate of Legal Capacity to Marry issued by the embassy or Divorce Decree whichever is applicable

Additional:

- For applicant aged 18 – 20 years old:
 1. Parental Consent
 2. Attendance to Pre-Marriage Counseling
- For applicant aged 21 – 24 years old:
 1. Parental Advice
 2. Attendance to Pre-Marriage Counseling

Fees/Charges: P250.00

Duration (under normal circumstances):

30 minutes processing
10 days posting period
5 minutes releasing

Note: Marriage License is valid for 120 days upon date of issuance

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
1	Submit the requirements	Receive and review the requirements and conduct interview to the Client	20 minutes	Receiving Clerk or Registration Officer	None	None
2		Issue Order of Payment to the Client and advise to proceed to City Treasurer's Office for payment	2 minutes	Registration Officer	None	None
3	Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment of fee	Accept payment and issue Official Receipt	5 minutes	Local Revenue Collection Officers	P250.00	Order of Payment
4	Present the Official Receipt	Receive the Official Receipt and advise the Client that the information in the application will be posted in 10 days, and to proceed to City Health Office for inquiry on the required seminar (Pre-Marriage Counseling and Responsible Parenthood Seminar)	3 minutes	Receiving Clerk or Registration Officer	None	None

Posting Period of 10 days

5	Return after 10 days, present the Certificates/s of Attendance and receive the license	Release the Marriage License	5 minutes	Releasing Clerk	None	None
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END OF TRANSACTION



NO TO FIXERS & REDTAPE!

