



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL CIVIL
REGISTRAR'S OFFICE**
ADMINISTRATIVE SERVICES



15. APPLICATION FOR MARRIAGE LICENSE



Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>1. CENOMAR(both parties)</div> <div>2. Birth Certificate (both parties)</div> <div>3. Pre-Marriage Counselling</div> <div>4. Parents consent if contracting party's between the age Of 18-21 years old</div> <div>5. Parents advice if contracting party's between the age Of 21-25 years old</div> <div>6. Legal guardian declared by the court if both parents are Not available</div> <div>7. Death certificate if one of the contracting party is Widow/widower</div> <div>If one of the contracting party is a foreigner:</div> <div>1. Legal capacity to contract marriage in the Philippines</div> <div>2. Divorce papers if divorcee</div> <div>If contracting parties are living together for more than 5 years and want to apply for a marriage license thru Art. 34:</div> <div>1. Affidavit of cohabitation notarized by a lawyer</div> <div>Requirements in claiming the marriage license if authorized representative:</div> <div>1. Authorization letter</div> <div>2. ID's of the person giving authority and authorized Representative</div> <div>Fees : Application fee 600</div> <div>Marriage counselling 150</div> <div>Marriage license 200</div> <div>CENOMAR(both parties) 820</div> <div>Solemnization fee if solemnized By the Mayor 600</div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Employee in charge & submit	Check the documents submitted		10 mins.	Rose Dianne

documents	Give application form			
2. Fill-up application form				