

## **APPLICATION FOR MARRIAGE LICENSE**

Step 1 Get a transaction ID for Marriage Division at the Front desk

Step 2 Present the supporting documents for evaluation at the Marriage Division staff

Step 3 Fill up the necessary forms

Step 4 Pay the Marriage License Application Fee of 400.00 Php at CTO (600.00 Php if Foreigner)

Step 5 Submit filled-up application forms at the Marriage Division for review and receive Copy of the Notice of Posting

Step 6 Return to the CCRO on the day specified in the Notice to receive the Marriage License

## **TIME FRAME**

Releasing – After 10 days

### **Requirements for Marriage Application**

1. CENOMAR (NSO) – 26 years old & above
2. Pre-Marriage Counseling/Seminar – 25 years old & below
3. Two (2) copies each (either 1 of the four)
4. If party/applicant is 18-20 years old, bring father to sign the Parental Consent
  - a) Birth Certificate
  - b) Baptismal Certificate
  - c) Voter's Affidavit
  - d) School Records
5. If 21-25 years old, bring father to sign the Parental Advice
6. Pay Two Hundred Fifty (250.00) pesos for Marriage Application Fee at the City Treasurer's Office
  - a. collector
7. Pay One Hundred Fifty (150.00) pesos for Marriage License
8. Valid I.D. of applicants and parents (photocopies)

### **Requirements for Foreigner Applicants**

Bring Legal Capacity to Marry from their respective Embassy/ Consulate in the Philippines

- Pay Two Hundred (200.00) pesos for Marriage Registration Fee at City Treasurer's Office
- Photocopies of Passport