

Pls. inform CCF at least 3-4 months in advance before date of wedding.

LIST OF WEDDING REQUIREMENTS

- ☐ 1. Both are Christians.
- ☐ 2. At least one is a member of CCF. (Must have completed CCF's Membership Class).
- ☐ 3. At least one must be part of a Discipleship group (at least 3 months). Pls. email discipleship@ccf.org.ph for dgroup placement.
- ☐ 4. CCF pre-marital counseling certificate (includes 7-10 plenary sessions and one-on-one counseling with couple counselor) with counselor's recommendation that couple is ready spiritually, emotionally, and financially to enter marriage. Please allot enough time for this.
- ☐ 5 Written blessing by both parents - Ephesians 6:2-3 (Get draft from CCF Pastoral Care Dept.)
- ☐ 6. Certificate of No Marriage (CENOMAR) from Philippine Statistics Authority (PSA) . **Pls. photocopy** as you might be asked to submit the original to the city hall as you apply for your marriage license.. For foreigners, they also need to get a Cenomar from the PSA. **This may take 10 days before releasing.** Additional document for those living out of the country, pls. also secure Legal Capacity To Get Married from the embassy.

Letter from the Embassy must state that the person concerned is single and has never been married. The letter must also indicate that he (for groom only) is financially capable to support a family.

- ☐ 7. ORIGINAL marriage license including application forms. In the application form, religion is **EVANGELICAL CHRISTIAN**. Apply your marriage license from the City Hall where you or your fiancé/fiancée resides in. License is valid for 120 days only. **This may take 10 days before releasing.**
- ☐ 8. NOTARIZED Personal Affidavit per person (Pls. get a draft copy from CCF).
- ☐ 9. **NOTARIZED** "Request for Celebration Outside" letter for wedding venues outside CCF (4 copies). (Get draft from CCF Pastoral Dept.). Kindly have notarized BEFORE date of wedding.
- ☐ 10. Certification letter from venue stating that the wedding has taken place already. **Date of the letter from the venue should be date of wedding or after the wedding.** (Request this from the venue ahead so it would be available right after the ceremony.)
- ☐ 12. Photocopied community tax certificate (for both) or ACR for non Filipino
- ☐ 13. **P400** processing fee (for filing of marriage contract within Metro Manila only) and **P500** processing fee for weddings in Makati and Pasig. **Your contract needs to be filed by CCF within 10 days after your wedding date.** (Note: For late registration resulting from incomplete or erroneous documents, the couple will have to personally register their wedding with the Civil Registrar).
- ☐ 14. Pastor's license to officiate weddings (care of CCF Pastoral Care Department)

Kindly submit all requirements to the Pastoral Care Department at least 3 MONTHS prior to date of wedding for the printing of your marriage certificates. **The couple will be responsible to bring the certificates to the wedding venue.**

****Out of town weddings: (Depends on availability of the Pastor)***

- a) Accommodation or Overnight Stay will be shouldered by the couple for the Pastor and his wife plus driver if the wedding venue is too far for a day trip or if time of wedding is too early in the morning or too late in the evening.
- b) Travel and Meal expense for the officiating Pastor and his wife plus driver will be shouldered by the couple (ex. gas, toll fee, plane fare...etc). PCD will provide standard rates.
- c) After the wedding, registration/filing of marriage certificates will be done by the couple at the city hall where the venue took place. Example: If wedding is in Tagaytay, then filing will be in city hall of Tagaytay. Kindly submit one original copy of your contract to CCF after the registration.

For further inquiries, please call 8669992 or email van.alcazar@ccf.org.ph