

3. APPLICATION FOR MARRIAGE LICENSE

Office or Division:	City Civil Registry Department	
Classification:	Simple Transaction but with compliance with 10 day posting and POPDEV Seminar	
Type of Transaction:	Government to Citizen	
Who may avail:	General Public (must be personal or his duly authorized representative)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>18-20 Years Old:</p> <ul style="list-style-type: none"> Govt issued IDs with one applicant with SJC address Birth Certificates CENOMAR Consent of Parents I.D. of Parents with signature Attendance to SEMINARS: Counselling - City Social Welfare & Dev't. Office (CSWDO) held every Thursdays only from 8:30 am – 12:00 nn.; Family Planning - Population Dev't. & Control Office (PDCO) held every Thursdays only from 1:30 pm – 4:00 pm. 	<p>Local Civil Registry/PSA Philippine Statistics Authority</p>	
<p>21-24 Years Old:</p> <ul style="list-style-type: none"> Govt issued IDs with one applicant with SJC address Birth Certificates CENOMAR Parents' Advice I.D. of Parents with signature Attendance to SEMINARS (as previously mentioned) If ONE of the Applicant is 18-24 years old AND the OTHER Is 25 yrs. old BOTH will have to attend the (2) seminars. 	<p>Local Civil Registry/PSA Philippine Statistics Authority</p>	
<p>25 Years Old and Above:</p> <ul style="list-style-type: none"> Govt issued IDs with one applicant with SJC address Birth Certificates Certification of No. Record of Marriage (CENOMAR) from PSA Seminar: Family Planning - PDCO 1:30-4:00pm every Thursday Only For Widow/Widower – Death Certificate of former spouse For applicant with previous Marriage Annotated Marriage Certificate from PSA 	<p>Local Civil Registry/PSA Philippine Statistics Authority</p>	

Add'l Requirements for FOREIGNERS:		Embassy of Foreign National		
<ul style="list-style-type: none"> • Legal capacity to contract marriage from their respective embassies. • Divorce Certificate, if divorced. • Passport showing the date of arrival. 		Embassy of Foreign National		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request from applicants to apply marriage license, Fill-up of application form (4 copies) in front of the officer and submit requirements	1.1 Review of application and requirements (subscribe that application was personal 1.2 Order of Payment is issued		20 min.	Adm. Asst. IV
	2. Referral to the POPDEV office for seminar and require applicants to attend seminar. Briefs applicant that license will be released after compliance to ten (10) days posting.		5 mins.	Registration Officers II, III or IV
3. Payment of fees	3. Receive payment and issue receipt	P200.00 seminar fee and P150.00 license fee	2 mins.	Cashier (City Treasury)
4. Attend seminars to be conducted by CSWD and/or POPDEV.	4. Actual seminar (see service under PopDev)		Half day	PopDev
	5. Notice of posting and marriage license is prepared		10 days posting	Adm. Asst. I
6. Release of Marriage License on the 11 th day	6. The OR number, amount paid and name of requesting party is entered in the logbook for the day's transaction.		2 mins.	Adm. Aide IV

END OF TRANSACTION (Total Processing Time: 15 minutes with compliance to 10 days posting and Popdev seminar)