

1. SOLEMNIZATION OF MARRIAGE

Office or Division:	Office of the City Mayor			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Resident or non-resident			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth certificate CENOMAR Marriage License Additional requirement: 1. For those 18-20 years old <ul style="list-style-type: none"> • Consent of Parents (notarized) • ID of parents with signature of parents • Seminar/Counselling 2. For those 21-24 years old <ul style="list-style-type: none"> • Parental Advice • ID of parents with signature • Seminar/Counselling 3. For 25 years old and above <ul style="list-style-type: none"> • Seminar/Counselling • For Widow/widower – Death Certificate of spouse 4. For Foreigners <ul style="list-style-type: none"> • Legal capacity to contract marriage • Divorce certificate • Passport 		PSA PSA LCR Provided by applicants POPCOM Provided by applicants POPCOM POPCOM PSA Embassy Foreign Government		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients apply with the LCR and submit request and go thru process of acquiring license and seminar/counselling	1. Referral to the Office of the City Mayor from LCR after the issuance of marriage license and certification of conduct of seminar/counselling		5 minutes	Local Civil Registry officer
	2.a. Scheduling with the City Mayor 2.b. Client advised to prepare for the ceremony and asks client who are the witnesses 2.c. Preparation of Marriage Certificate		10 minutes	LCR staff/Executive assistant CMO staff LCR

3. Clients appear for the ceremony	3. Solemnize marriage		20 minutes	City Mayor
	4.a. Finalization of Marriage Certificate and forwarding of certificate to LCR		20 minutes	CMO staff
	4.b. Release of Marriage Certificate		10 minutes	LCR staff

END OF TRANSACTION