





APPLICATION FOR MARRIAGE LICENSE

The process of applying marriage license and issuance of the same to would be married couple, wherein one should be resident of San Juan City.

Office or Division:	City Civil Registry Department
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	General Public (Personal appearance of the applicants required)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For 18-21 Years Old	

<ul style="list-style-type: none"> • Duly accomplished and notarized Marriage License Application Form in four (4) copies • Original and two (2) photocopies of the following: <ul style="list-style-type: none"> 🏠 Valid government issued IDs (bearing the current address in San Juan City of at least one of the applicants) 🏠 PSA copy of Birth Certificates 🏠 CENOMAR with 6 months validity upon issuance (Purpose: For marriage license application) 	CCRD City Legal Office Client/Document owner PSA PSA
<ul style="list-style-type: none"> • Two (2) original copies of duly accomplished and notarized Consent of Parents • Two (2) photocopies with signatures of parents' valid government issued IDs • Family Planning Seminar Certificate • Marriage Counseling Seminar Certificate <p>For 22-25 Years Old</p> <ul style="list-style-type: none"> • Duly accomplished and notarized Marriage License Application Form in four (4) copies • Original and two (2) photocopies of the following: <ul style="list-style-type: none"> 🏠 Valid government issued IDs (bearing the current address in San Juan City of at least one of the applicants) 🏠 PSA copy of Birth Certificates 🏠 CENOMAR with 6 months validity upon issuance (Purpose: For marriage license application) • Two (2) original copies of duly accomplished and notarized Advice of Parents • Two (2) photocopies with signatures of parents' valid government issued IDs • Family Planning Seminar Certificate • Marriage Counseling Seminar Certificate <p>For 26 Years Old and Above</p> <ul style="list-style-type: none"> • Duly accomplished and notarized Marriage License Application Form four (4) copies • Original and two (2) photocopies of the following: 	City Legal Office Client/Document owner Population and Development (POPDEV) Office City Social Welfare and Development (CSWD) Office CCRD City Legal Office Client/Document owner PSA PSA City Legal Office Client/Document owner Population and Development (POPDEV) Office City Social Welfare and Development (CSWD) Office City Legal Office

 Valid government issued IDs (bearing the current address in San Juan City of at least one of the applicants)  PSA copy of Birth Certificates  CENOMAR with 6 months validity upon issuance (Purpose: For marriage license application)  Family Planning Seminar Certificate		Client/Document owner		
Additional Requirements <i>For Widow/Widower</i> <ul style="list-style-type: none"> Original and two (2) photocopies of the former spouse's PSA copy of Death Certificate <i>For Applicant with previous marriage</i> <ul style="list-style-type: none"> Original and two (2) photocopies of the annotated PSA copy of Marriage Certificate CTC of Judicial Decree of Absolute Divorce, Judicial Decree of Annulment or Nullity of previous marriage <i>For Foreigners</i>		PSA PSA Population and Development (POPDEV) Office PSA PSA Local Civil Registry Office where the decision was registered and annotated		
<ul style="list-style-type: none"> Original copy of Legal Capacity to contract marriage from their respective embassies Original copy of Divorce Certificate, if divorced Original copy of the former spouse Death Certificate, for widow/widower Passport showing the date of arrival 		Embassy of Foreign National Client/Document owner Client/Document owner Client/Document owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for marriage license application and seminar orientation.	1.1 Interview applicants for marriage license. 1.2 Issue order of payment for application and family planning seminar.		10 minutes	Administrative Aide IV
2. Pay the required fee at the Treasury Office.	2. Receive the payment and issue OR.	P 150.00 marriage license application P 200.00	10 minutes	Local Treasury Operations Officer

		seminar fee		
3. Return to CCRD and present OR.	3. Accept OR and issue marriage license application form and seminar referral form.		5 minutes	Administrative Aide IV
4. Present the required documents.	4.1 Verify the requirements presented and the entries made in the marriage license application form to be notarized.		20 minutes	Assistant City Civil Registrar Registration Officer IV Registration Officer III Registration Officer I
5. Request for the duly accomplished marriage license application form to be notarized.	5. Notarize the duly accomplished marriage license application form.		15 minutes	City Legal Officer
6. Return to CCRD and submit all the requirements.	6.1 Receive the complete requirements and verify the same. 6.2 Issue order of payment for marriage license registration.		10 minutes	Assistant City Civil Registrar Registration Officer IV Registration Officer III Registration Officer I
7. Pay the required fee at the Treasury Office.	7. Receive the payment and issue OR.	P 150.00 marriage license registration	10 minutes	Local Treasury Operations Officer
8. Return to CCRD and present OR.	8.1 Accept OR and instruct the applicants to claim the registered marriage license after ten (10) days.		5 minutes	Assistant City Civil Registrar Registration Officer IV Registration Officer III Registration Officer I
9. Wait for ten (10) days.	9.1 Post notice for ten (10) days and prepare marriage license. 9.2 Register and issue marriage license after		10 days	Administrative Assistant I City Civil Registrar

	<p>compliance to ten (10) days posting.</p> <p>9.3 Sign the registered marriage license.</p> <p>9.4 Record transaction details in the logbook (client's name, civil document, time, OR number).</p>			<p>Assistant City Civil Registrar</p> <p>Registration Officer IV</p> <p>Registration Officer III</p> <p>Registration Officer I</p>
10. Return to CCRD after ten (10) days, receive the registered marriage license and sign the logbook.	10. Release the registered marriage license.		5 minutes	Administrative Aide IV

END OF TRANSACTION (Total Processing Time: 90 minutes with compliance to 10 days posting)