

77. APPLICATION FOR MARRIAGE LICENSE***DESCRIPTION OF THE SERVICE :***

Contracting parties for marriage shall apply for marriage license at least two (2) weeks before the intended marriage.

If parties have entered into a Marriage Settlement, documents must be registered before marriage.

REQUIREMENTS :

- * Certified copy of Birth Certificate
- * Certificate of No Marriage Record (CENOMAR) for both parties
- * Residence Certificates
- * Parental Advice (21 years old—below 25 years old)
- * Parental Consent (18 years old—below 21 years old)
- * Pre-marriage counseling (CSWDO and CHO)
- * Divorce papers/Annulment papers (if divorced/annulled)
- * Death certificate (if widow/widower)
- * Identification card or barangay clearance of the applicants and parents
- * Legal Capacity to Marry issued by the embassy, if applicable

FEE:

- | | | |
|--------------------------------------------|---|----------|
| * Application for marriage license fee | - | P 100.00 |
| * Marriage License fee | - | P 100.00 |
| * UP Legal Research Fund (UPLGF) | - | P 2.00 |
| * Solemnization Fee (for civil marriages) | - | P 200.00 |

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN- CHARGE
1. Receives requirements and conducts interview with the applicants	5 minutes	JENNIE ESPIRITU <i>Administrative Aide IV</i>
2. Prepares application form for marriage license for signature of the contracting parties and parents, if applicable	20 minutes	JENNIE ESPIRITU <i>Administrative Aide IV</i>
3. Advises client to pay fees at CTO and to present receipt of payment	1 minute	JENNIE ESPIRITU <i>Administrative Aide IV</i>
4. Asks applicants and parents to sign the application form before the City Civil Registrar	5 minutes	JENNIE ESPIRITU <i>Administrative Aide IV</i>
5. Reviews documents and advises the contracting parties to undergo pre-marriage counseling/family planning at CSWDO/CHO	5 minutes	ISAIAS ESTOLANO <i>Administrative Aide VI</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN- CHARGE
6. Posts the Notice of Application for Marriage License at the bulletin board in the city hall lobby/San Sebastian Cathedral/ place of residence or birth	10 days	VIVIAN LAQUIAN <i>Administrative Assistant IV</i>
7. Checks and approves the application	5 minutes	VANESSA RECTO <i>Registration Officer II</i>
8. Prepares the marriage license	10 minutes	AMALIA GARCIA <i>Registration Officer IV</i>
9. Releases the application for marriage license	5 minutes	VIVIAN LAQUIAN <i>Administrative Assistant IV</i>