**3.3. Issuance of Marriage License**

ABOUT THE SERVICE: Where a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside.

 The Local Civil Registrar concerned shall enter all applications for marriage license filed in a registry book strictly in the order in which the same are received.

 When the license is issued, the same shall be valid in any part in the Philippines for a period of One Hundred Twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of the said period if the contracting parties have not made use of it.

CLIENT GROUPS:

 A man and a woman of legal age, with no legal impediment to marry

REQUIEMENTS:

* Pre marital Counseling Certificate
* Birth/baptismal certificates of contracting parties
* Parental consent ( for ages 18-20)
* Parental advice ( for ages 21-24)
* Certificate of No Marriage (CENOMAR)
* Certificate of singleness ( for ages 25 and above)
* Passport and legal capacity to contract marriage (fro foreigners)
* Personal appearance of the couple

SERICE SCHEDULES:

 Monday –Friday

 8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

* Pre-marital counseling-P
* Application for marriage license-P
* Marriage License-P

TOTAL PROCESSING TIME:40 minutes

PROCESS OF AVAILING THE SERVICE:

 *On-time/delayed registration of deaths that occurred at home*

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Both parties submit all required documents and provide necessary information and sign the application form.
 | Reviews documents submitted. Asks for relevant information  | 20 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 2. Pay the corresponding fees at the MTO | Issues official receipt | 10 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
| 3. Present the OR to the registration officer/office clerk and entrust all the necessary documents for the 10-day posting period | Informs the client on the date of release of the marriage license | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 4. Return to the MCR’s Office as instructed and claim the marriage license. Sign the logbook as proof of receipt. | Issues marriage license. Records proof of receipt | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |