

**OFFICE OF THE
CITY CIVIL REGISTRAR**

G/F, New City Hall, Apokon, Tagum City
Tel: 084-216-9367 Local 111-113/ CP: 0927-531-3475

**APPLICATION OF
MARRIAGE LICENSE**

WHAT ARE THE REQUIREMENTS?

(For both applicants):

1. Birth Certificate, Baptismal Certificate or any records that shows age of the applicants.
2. Certificate of No Marriage (CENOMAR)
3. Pre-Marriage Counseling (PMC) Certificate of Attendance
4. Valid Identification Card

Case to case basis:

5. Parental Consent
(For applicant who is between 18-21 year old)
6. Parental Advice
(For applicant who is between 21-25 year old)
7. For widow/er applicant:
 - a. Death Certificate of the deceased spouse
8. For annulled applicant or divorcee:
 - a. Court Order of Annulment/Divorce/or recognition of foreign decree.
 - b. Certificate of Finality
 - c. Annotated Marriage Certificate of the previous marriage
9. For foreign applicant:
 - a. Legal Capacity to Marry issued by Consular Office in the Philippines
 - b. Passport
 - c. If applicable:
 - i. Death Certificate of deceased spouse (widow/er applicant)
 - ii. Divorce Papers (Divorced Applicants)

DURATION: 1 hr. and 25 mins. (excluding waiting time)

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fee	Form
1	Get a priority number and fill-up the Information Sheet	Give a priority number and advise client to fill-up information sheet and wait to be called	5 minutes	Officer of the Day	No Fees Required	Priority Number Information Sheet
2	When priority number is called, present Information Sheet and requirements to Front Desk Officer	Check requirements and Information Sheet Advise client to pay at the City Treasurer's Office-License Division	15 minutes	Front Desk Officer @Table 4	No Fees Required	None Billing
3	Proceed to City Treasurer's Office-License Division and pay the corresponding fees	Receive payment and issue Official Receipt	10 minutes	CTO-Revenue Collection Officer	Php 740.00 (both applicants are residents of Tagum City) Php 840.00 (one of the applicants resides outside Tagum City) Php 1,590.00 (foreigner applicant) Php 2.00 for ML	Official Receipt

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fee	Form
4	Go back to City Civil Registrar's Office—Registration Division and present the Official Receipt	Check Official Receipt	5 minutes	Front Desk Officer	No Fees Required	None
		Prepares necessary documents: a. Notice of Marriage b. Marriage License Application c. Parental Consent (if applicable) d. Parental Advice (if applicable)	20 minutes	Encoder/Processor	No Fees Required	Marriage License Application Parental Advice Parental Consent Notice of Marriage
	Sign Marriage License Application Sign Parental Consent or Advice (Parents)	Assist the applicants and parents in signing the Marriage License Application, Parental Consent or Advice	10 minutes	Front Desk Officer	No Fees Required	Marriage License Application Parental Advice Parental Consent Notice of Marriage
		Certify documents and review application.	10 minutes	Division Head/ Section Head	No Fees Required	None
5	Proceed to the City Civil Registrar	Approve Marriage License Application Give the Notice of Posting and advise the clients to claim Marriage License after 10-day posting period.	10 minutes	City Civil Registrar	No Fees Required	Notice of Posting As Claim Stub
END OF TRANSACTION						

NOTE: Please check you documents before leaving the office.
(Palihug usisaa ang giparehistro nga dokumento kung husto ang mga spelling ug information.)