

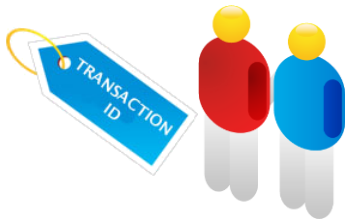
APPLICATION FOR MARRIAGE LICENSE

Contact Person: Ms. Julie Q. Gasatan

Contact Number: 224-0670

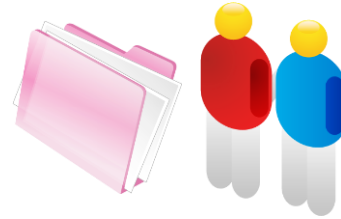
Step 1

Get a transaction ID for *Marriage Division* at the Front desk



Step 2

Present the supporting documents for evaluation at the Marriage Division staff



Step 3

Fill up the necessary forms



Step 4

Pay the Marriage License Application Fee of 400.00 Php at CTO (600.00 Php if Foreigner)



Step 5

Submit filled-up application forms at the Marriage Division for review and receive Copy of the Notice of Posting



Step 6

Return to the CCRO on the day specified in the Notice to receive the Marriage License



TIME FRAME

Releasing – After 10 days



Requirements for Marriage Application

1. CENOMAR (NSO) – 26 years old & above
2. Pre-Marriage Counseling/Seminar – 25 years old & below
3. Two (2) copies each (either 1 of the four)
 - a) Birth Certificate
 - b) Baptismal Certificate
 - c) Voter's Affidavit
 - d) School Records
4. If party/applicant is 18-20 years old, bring father to sign the Parental Consent
5. If 21-25 years old, bring father to sign the Parental Advice
6. Pay Two Hundred Fifty (250.00) pesos for Marriage Application Fee at the City Treasurer's Office collector
7. Pay One Hundred Fifty (150.00) pesos for Marriage License
8. Valid I.D. of applicants and parents (photocopies)



Requirements for Foreigner Applicants

Bring *Legal Capacity to Marry* from their respective Embassy/ Consulate in the Philippines

- Pay Two Hundred (200.00) pesos for Marriage Registration Fee at City Treasurer's Office
- Photocopies of Passport