



MARRIAGE LICENSE

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Request Marriage application form at the Local Civil Registry Office	• Marissa Gomboc	1 min.	Persons getting married who are 18 years old and above	1. Birth Certificate from NSO 2. Family Planning Seminar for 18-24 y.o. 3. Parents' Cedula for 18-24 y.o. 4. Parents' ID	P150.00 Breakdown : a. P50.00 – Application b. P50.00 – Filing c. P50.00 – Counselling Marriage License - P100.00	
2. Conduct interview on applicant to verify correctness of data	• Maybelle Hizon • Marissa Gomboc	20 mins.				
3. Issuance of Order of Payment	• Maybelle Hizon • Marissa Gomboc	3 mins.				
4. Payment of necessary fees	CITY TREASURER'S OFFICE • Rosalina Labarda (Window 7)	3 mins.				
5. Receive application and assign marriage license number	• Maybelle Hizon • Marissa Gomboc	10 working days for posting of Notice of Marriage				
6. Releasing of Marriage License	• Marissa Gomboc	3 mins.				
7. Assign registry number and record to registry book	• Marissa Gomboc	30 mins.				