APPLICATION FOR MARRIAGE LICENSE

Before getting married, each of the contracting parties must file separate sworn application for marriage license with the proper local civil registrar of the place where either or both of the contracting parties reside

A Marriage License is valid in any part of the Philippines for a period of 120 days from the date of issue. They are deemed automatically cancelled if the contracting parties have not yet gotten married within this period.

The Municipal Civil Registrar shall enter all applications for marriage licenses filed with him in a registry book strictly in the order in which the same are received. He shall record in said book the names of applicants, the date on which the marriage license was issued, and such other data as may be necessary.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Any citizen who wish to avail of assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CENOMAR	PSA
Birth Certificate	PSA
Certificate of Pre-Marriage Counseling	MSWDO
Certificate of Family Planning	POPCOM
Proof of Tamarind Tree Planting (Photo printed on a sheet of bond paper)	PSAU Tamarind Nursery
Cedula	Municipal Treasury Office
Legal Capacity to marry (for Foreign National)	Embassy concerned
Parental consent for ages 18-20	Parent of the party aged 18-20
Parental advice for ages 21-24	Both parents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1. Review documents submitted	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Provide information	2. Interview the applicants	None	13 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Pay fee at the Municipal treasurer's office	3. Process payment and issue official receipt (OR)	*Php200.00	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Present OR and return after 10 days	4. Check OR, prepare and post notice of application of marriage	None	10 days	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar

	TOTAL	Php 200.00	10 days 26 minutes	

**Fees mandated by the Local Revenue Code of 2001 Section 4B of Magalang, Pampanga*