



## 22. ISSUANCE OF MARRIAGE CERTIFICATE

<b>Office or Division:</b>	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Citizen			
<b>Who May Avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Live Birth		Philippine Statistics Agency (PSA)		
Residence Certificate		Barangay Local Government Unit concerned		
Affidavit of Singleness / CENOMAR		Philippine Statistics Agency (PSA)		
Consent / Advice		To be secured by the Client		
Responsible Parenthood and Family Planning Certificate		Office of the Municipal Health Officer		
Marriage Counselling Certificate		Office of the Municipal Social Welfare and Development Officer		
Tree – Planting Certificate		Office of the Municipal Agriculturist		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplishes application form	Evaluates the entries in the application form submitted	none	5 minutes	Zenaida M. Drilon / Rosemarie Chaver
2. Submits the requirements	Checks the completeness of the submitted documents	none	5 minutes	Zenaida M. Drilon / Rosemarie Chaver
3. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Based on the Latest Local Tax Code	10 minutes	Revenue Collector



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Releases the Marriage License	none	5 minutes (after 10 days of posting, if complete)	Mardo Randy M. Madamo Municipal Civil Registrar
4. Receives the Marriage License (Municipal Form 54)	-end of transaction-			
<b>TOTAL</b>		<b>Based on the Latest Local Tax Code</b>	<b>25 minutes after 10 days of posting, if complete)</b>	