



## Application for a Marriage License

### ABOUT THE SERVICE

BEFORE GETTING MARRIED, the contracting parties must file sworn application for Marriage License with the proper local civil registrar where either or both of the contracting parties reside.

A Marriage license will be valid in any part of the Philippines for a period of 120 days from date of issue. It will be deemed automatically cancelled if the contracting parties have not yet been married, within the given period.

### FEES:

Application Fee	P500.00
License Fee	200.00
Legal Capacity	400.00

<b>Department / Office:</b>	<b>CITY CIVIL REGISTRY OFFICE</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizens
<b>Who may avail</b>	Engaged Couples, 18 years old and above and are free of any impediment.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Personal Appearance of the contracting parties (should be 18 yrs. old &amp; above)</li> <li>• Proof that at least one of the contracting parties is a resident of Naga City (for at least 1 year)</li> <li>• Certificate of attendance of the Pre-Marriage Orientation &amp; Pre-Marriage Counselling</li> <li>• Certified True/Photocopy of birth certificate of applicants</li> <li>• Baptismal Certificate (in the absence of a Birth Certificate)</li> <li>• Certificate of No Marriage (CENOMAR) of both applicants</li> <li>• Valid ID of applicants</li> <li>• Barangay Certificate</li> <li>• Parental consent for applicants who are 18 yrs. old but under 21 yrs. old (Father should be present. Valid ID or Barangay Cert. should be presented)</li> <li>• Parental Advice for applicants who are 21 yrs. old and below 25 yrs. old, both parents should be present and valid ID or Barangay Cert. should be presented.</li> <li>• 2 pcs. 1x1 colored pictures and Identification Card</li> <li>• Certified copy of the Court Decision, Certificate of Finality &amp; Decree of Nullity if former marriage was annulled or declared as null and void.</li> <li>• Death Certificate of the deceased spouse if applicant/s status is / are widower or widow.</li> </ul>	<ul style="list-style-type: none"> <li>• Personally appear before the EIC at the City Civil Registry Office.</li> <li>• Barangay (Barangay Certificate) where the applicant is presently residing for a minimum of 1 year</li> <li>• Naga City Population and Nutrition Office Schedule: Every Wednesday (8:00 – 12 noon)</li> <li>• City Civil Registry Office/Philippine Statistics Authority (PSA)</li> <li>• Church</li> <li>• Philippine Statistics Authority (PSA)</li> <li>• Barangay where they are presently residing (minimum period of least one (1) year)</li> <li>• City Civil Registry Office</li> <li>• City Civil Registry Office</li> <li>• City/Municipal Civil Registrar where the Court Decree was registered.</li> <li>• City/Municipal Civil Registrar where the Death Certificate was registered.</li> </ul>



<p>❖ <b>For Foreign Applicants</b></p> <ul style="list-style-type: none"> <li>• Legal Capacity to Contract Marriage or Certificate of No Impediment to Contract Marriage (CNI)</li> <li>• CENOMAR</li> <li>• Valid Passport &amp; Photocopy of page where the picture with information &amp; date of arrival in the Philippines appears.</li> <li>• Certified copy of the Court Decision, Certificate of Finality &amp; Decree of Nullity if former marriage was annulled or declared as null and void</li> <li>• Certified copy of the Court Decision or Court Decree if former marriage was declared Divorced.</li> <li>• Certified copy of Death Certificate of the deceased spouse if applicant/s Status is/are widower or widow.</li> </ul> <p>❖ All documents to be submitted must be Certified copy/Original copy with One (1) Xerox copy except:</p> <ul style="list-style-type: none"> <li>• Valid ID - 2 photocopies</li> <li>• Legal Capacity/CNI for Foreigners - Original and 2 photocopies</li> </ul>		<ul style="list-style-type: none"> <li>• Embassy of the foreign applicant in the Philippines</li> <li>• Philippine Statistics Authority (PSA)</li> <li>• City/Municipal Civil Registrar where the Court Decree was registered.</li> <li>• Court where the Decree was registered.</li> <li>• Civil Registry Office where the Death Certificate was registered</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Documents.  Submit the requirements.	2. Interview the applicants and examines the authenticity of the documents, if complete, issue the order of payment and the Application Form.	P	3 minutes	NICOLE KAYE A. TORMES Data Encoder (Job Order)
3. Payment of Fees  Pay the required fees.	4. Receives the payment and issues O.R.	P500.00	10 – 20 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
4. Processing of the Application  Present the O.R. and accomplished Marriage Application Form.  Applicants and Parents signs the forms.	5. Receives the O.R. and application form, review the entries.  Prepares the Consent / Advice Form (If Applicants are 18 - 24 yrs. old)		10 – 30 minutes	NICOLE KAYE A. TORMES Data Encoder (Job Order)
6. Interview  Present the accomplished application form to the	7. Interviews the applicants and parents (if consent/advice is required).		5 – 20 minutes	MARIA DOLORES P. DE LOS REYES CGDH I (City Civil



City Civil Registrar (CCR).	CCR administers the oath of the applicants.			Registrar)
8.. Release of Transaction Slip  Applicants return the Application Form to the EIC.	9. Issue transaction slip and advise the applicants to come back after the 10 days publication period for the Marriage License		2 – 3 minutes	NICOLE KAYE A. TORMES Data Encoder (Job Order)
	10. Publication  Prepares the Notice of Publication of the application.  Mail the Notice to the concern City / Municipal Civil Registrar Post the Notice for 10 days.		10 – 15 minutes	MARGIE D. LLANETA Administrative Aide II
11. Payment of Fees (After the 10 days publication period).  Pay the required fee for the Marriage License	12. Receives the payment.	P200.00	2 minutes	NICOLE KAYE A. TORMES Data Encoder (Job Order)
	13. Preparation of the Marriage License  Prepares the Marriage License.		5 – 10 minutes	NICOLE KAYE A. TORMES Data Encoder (Job Order)  MA. MIA B. ORDOÑEZ Registration Officer IV
	13. Approval of the Marriage License  CCR review, approves and signs the Marriage License.		2 – 5 minutes	MA. MIA B. ORDOÑEZ Registration Officer IV  MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
14. Release of the Marriage License.  Signs the logbook	15. Record and release the marriage license.		2 minutes	MARGIE D. LLANETA Administrative Aide II  NICOLE KAYE A. TORMES



				Data Encoder (Job Order)
	<b>TOTAL</b>	P700.00	1 hour and 40 minutes	

**CITY CIVIL REGISTRY OFFICE**

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City,  
Camarines Sur

For more information, please contact:

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