

Office or Division:	CITY CIVIL REGISTRY OFFICE – MARRIAGE DIVISION
Classification:	Application for Marriage License
Type of Transaction:	Complex
Who may avail:	Couple who must be male & female , at least 18 years old

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>General Requirements :</u></p> <p>1.CENOMAR with O.R. – all nationalities</p> <p>2.Birth Cert., Valid ID/Passport & Residence Cert.</p> <p>3.Seminar Certificates</p> <p style="padding-left: 20px;">Civil Wedding: Pre-marriage Orientation/ Counseling</p> <p style="padding-left: 20px;">Church Wedding: Pre-marriage Orientation/ Counseling & Precana</p> <p><u>Specific Requirements will depend on age, citizenship and civil status :</u></p> <p>4.Parental Consent – for applicants 18-20 yrs.old Parental Advice – for applicants 21 to 24 yrs.old Identification card of both parents, if living</p> <p>5.Certificate of Legal Capacity to Contract Marriage for Foreign Nationals & non-Filipino Citizens</p> <p style="padding-left: 20px;"><u>For Previously married applicants</u></p> <p>6.Death Certificate – for widow/widower</p> <p style="padding-left: 20px;">a. Foreigner / non-Filipino Citizens Note: If divorced 3 times, 3 divorce papers are required</p> <p style="padding-left: 20px;">b. Islam Filipinos granted divorce by Sharia Court under PD 1083 also required – annotated SECPA & Marriage Cert. with O.R. & Court Decision (Certified)</p> <p style="padding-left: 20px;">c.Divorce granted by Foreign Courts to a Foreign National previously married in Phils.</p> <p style="padding-left: 40px;">1) Judicial Recognition of Divorce issued by Foreign Court</p> <p style="padding-left: 40px;">2)Annotated Marriage Cert. with O.R.</p> <p style="padding-left: 20px;">d. Annulled</p> <p style="padding-left: 40px;">1)Decree of Declaration of Nullity or Annulment</p> <p style="padding-left: 40px;">2)Annotated Marriage Cert. with O.R.</p> <p>7.Affidavit of Request for Venue -if wedding ceremony will be held in a place other than those mentioned in Article 8 of the Family Code.</p> <p>8.Couples are advised to fill-up form application</p>	<p>Philippine Statistics Authority</p> <p>Community Improvement Division</p> <p>Community Improvement Division & Church</p> <p>-City or Municipal Civil Registry Office where parents reside</p> <p>-Respective Embassies or Consular Office in the Philippines</p> <p>-Civil Registry or PSA</p> <p>-Sharia Court</p> <p>-Philippine Court</p> <p>-PSA</p> <p>-Court</p> <p>-PSA</p>

Online at: services.cagayandeoro.gov.ph/marriage				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally bring all the relevant requirements	Examine all documents /interview couple		5 mins.	<u>Marriage Division</u>
2. Pay at the City Treasurer's Office	Prints the application (if couple applied online) or assist couple fill up form using computer	P 300.00	3 mins.	Othelo Abejuela Effee Gaviola
3. Signs application Form	Publish Notice of Marriage Application	P 30.00 / page of certified supporting doc.	10 mins.	Maricel L. Simbajon Leda Mae Sales
Claim Marriage License & its integral parts	Issue/Release Marriage License Instruct couple to bring the documents to their Solemnizing Officer	P 2.00	10 days	