



2. Application and Issuance of Marriage License

The process of applying for and issuing a Marriage License to a couple, wherein one should be a resident of Quezon City, and intends to marry in Quezon City.

Office or Division:	City Civil Registry Department - Counter 11			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	QC Constituents, Non-QC Residents (who intends to marry in Quezon City) <i>*Marriageable Age: 18 years old; No "Legal Impediments to Marry"</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Marriage License Application Form		City Civil Registry Department - Counter 11		
Government-issued/Valid Identification Card		BIR, SSS, GSIS, PAG-IBIG, LTO, PRC, DFA, Company ID, Post Office		
Birth or Baptismal Certificates of both applicants		PSA; Place of Baptism		
Certificate of No Marriage (CENOMAR)		PSA		
Community Tax Certificate or any valid Government Issued ID's		City Treasurer's Office		
2x2 picture of both applicants (1 for each applicant)		Client		
If applicable: <ul style="list-style-type: none"> • Municipal Form No. 92 <i>Consent of Marriage of A Person Under Age (18-20 yrs. old)</i> • Municipal Form No. 7 <i>Sworn Statement that Advice of Parents or Guardian has been asked (21-24 yrs. old)</i> • Municipal Form No. 8 <i>Advice upon Intended Marriage (21-24 yrs. old)</i> • Certificate of Family Planning (City Health Department) • Certificate of Marriage Counseling (SSDD) 		City Civil Registry Department - Counter 11; City Health Department; Social Services and Development Department		
For Foreigners: <ul style="list-style-type: none"> • Photocopy of valid passport (<i>indicating the date of arrival</i>) • Certificate of Legal Capacity to Marry issued by their respective diplomatic or consular officials • If Divorced: <ul style="list-style-type: none"> • Copy of final decree or absolute divorce • Certificate of Family Planning and Marriage Counseling & Responsible Parenthood 		Client; Embassy of country of origin; Court where the divorce was decided		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Identification	1. Issuing clerk determines residence of contracting applicants	None	11 Days *If Release date falls on a holiday, the next working day; if it falls on Saturday or Sunday, release shall be on a Monday	<i>Receiving / Releasing Clerk</i> City Civil Registry Department
2. Pay at City Treasurer's office the corresponding fees	2. Issues order of payment	Marriage License Application Form - PHP 50.00		<i>Collector</i> City Treasurer's Office



3. Submit all required documents	3. Once paid, gives marriage license application form	Filing Fee - PHP 100.00		<i>Receiving / Releasing Clerk City Civil Registry Department</i>
3.1. If applicable, applicants attend Family Planning Seminar (Health Dept.) and Guidance Counseling & Responsible Parenthood (SSDD) and submit Certificate/s before the release of marriage license		Marriage License - PHP 100.00		
4. Receive Marriage License	4. Release of Marriage License	None		
TOTAL:		PHP 250.00	11 Days	

Application and Issuance of Marriage License is qualified for multi-stage processing. All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.