



5. 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 - Marriage Registration Division (Counter 11)		
Classification:	Complex		
Type of Transaction:	G2C - Government to Client		
Who may avail:	QC Constituents, Non-QC Residents (who intend 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 - <i>Counter 11</i>	
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 (if no valid Government – issued Identification Card)		City Treasurer's Office	
2x2 picture of both applicants (1 for each applicant)		Client	
<p>If applicable:</p> <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 (21-25 yrs. old)</i> • Municipal Form No. 8 - <i>Advice upon Intended Marriage (21-25 yrs. old)</i> • Certificate of Family Planning • Certificate of Marriage Counseling <p>If either of the contracting parties is previously married:</p> <ul style="list-style-type: none"> • Judicial Decree of Annulment or declaration of nullity of his or her previous marriage • Judicial decree of Absolute Divorce • Death Certificate of the deceased spouse 		<p>City Civil Registry Department - <i>Counter 11</i>;</p> <p>City Health Department;</p> <p>Social Services and Development Department (SSDD);</p> <p>Court of the place where the decision was rendered;</p> <p>Court of the place where the decision was rendered;</p> <p>PSA</p>	
<p>For Foreigners:</p> <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 • Certificate of Family Planning and Marriage Counseling & Responsible Parenthood • If Divorced: <ul style="list-style-type: none"> • Copy of final decree or absolute divorce <p>❖ Present to the Civil Registry Officer the original copies of the requirements for examination;</p> <p>❖ Personal appearance of both the contracting parties is required;</p> <p>Marriage License is valid for 120 days from the date of issuance.</p>		<p>Client;</p> <p>Embassy of country of origin based in the Philippines;</p> <p>City Health Department;</p> <p>Court where the divorce was decided</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Identification documents	1. Issuing clerk shall determine the 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. Pays at City Treasurer's office the corresponding fees	2. Issues order of payment	Marriage License Application Form - PHP 50.00	Marriage license shall be issued on the 11 th day from the submission of the application	<i>Collector</i> City Treasurer's Office
3. Submit the notarized marriage license application form and all the other required documents	3. Once the payment is received, issuing clerk shall give the marriage license application form	Filing Fee - PHP 100.00		<i>Receiving / Releasing Clerk</i> City Civil Registry Department
4. Before receiving the Marriage License: Submit the Certificate of Family Planning and if applicable, submit the Certificate of marriage Counseling	4. Release of Marriage License	Marriage License - PHP 100.00		<i>Receiving / Releasing Clerk</i> City Civil Registry Department
	TOTAL:	PHP 250.00		

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