



5. Application via QC Marriage Registration Online (MRO) 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

Office or Division:	City Civil Registry Department - <b>Marriage Registration Division (Counter 11)</b>
Classification:	Complex
Type of Transaction:	G2C - Government to Client
Who may avail:	QC Residents <i>*Marriageable Age: at least 18 years old; No "Legal Impediments to Marry"</i>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Marriage License Application Form ( <i>via QC MRO</i> )	City Civil Registry Department - Counter 11 Client
Government-issued/Valid Identification Card <ul style="list-style-type: none"><li>• QCitizen ID or any ID with QC address indicated (<i>for QC residents</i>)</li></ul>	BIR, SSS, GSIS, PAG-IBIG, LTO, PRC, DFA, Post Office, Quezon City Hall
Birth or Baptismal Certificates of both applicants (if no BC)	PSA; Local Registry Office / Place of Birth (for Certified True Copy of BC) Place of Baptism
Certificate of No Marriage (CENOMAR) ( <i>At least 6 months from the date of issuance</i> )	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
Barangay Residency Certificate (if no valid ID with QC address)	Place of residency's Barangay Hall
If applicable: <ul style="list-style-type: none"><li>• Municipal Form No. 92 - <i>Consent of Marriage of A Person Under Age (18- 20 yrs. old)</i></li><li>• Municipal Form No. 7 - <i>Sworn Statement that Advice of Parents or Guardian has been asked (21-25 yrs. old)</i></li><li>• Municipal Form No. 8 - <i>Advice upon Intended Marriage (21-25 yrs. old)</i></li><li>• Certificate of Family Planning (18 yrs old and above)</li><li>• Certificate of Marriage Counseling (18-25 yrs old)</li></ul> If either of the contracting parties is previously married: <ul style="list-style-type: none"><li>• Judicial Decree of Annulment or declaration of nullity of his or her previous marriage (Decision and Finality)</li><li>• Judicial decree of Absolute Divorce</li><li>• Death Certificate of the deceased spouse</li><li>• Annotated Marriage Certificate</li></ul>	City Civil Registry Department - Counter 11; City Health Department;  Social Services and Development Department (SSDD);  Court of the place where the decision was rendered;  Court of the place where the decision was rendered; PSA

<p>For Foreigners:</p> <ul style="list-style-type: none"> <li>• Photocopy of valid passport (<i>Bio page and latest date of arrival</i>)</li> <li>• Alien Certificate of Registration (ACR) or Extension (<i>if any</i>)</li> <li>• Certificate of Legal Capacity to Marry issued by their respective diplomatic or consular officials</li> <li>• Apostilled Certificate of No Legal Impediment (CNI) to Marry</li> <li>• Certificate of Family Planning and Marriage Counseling &amp; Responsible Parenthood</li> <li>• If Divorced: <ul style="list-style-type: none"> <li>• Copy of final decree or absolute divorce</li> </ul> </li> <li>• If widowed: <ul style="list-style-type: none"> <li>• Death Certificate of the deceased spouse</li> </ul> </li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Submit to the Civil Registry Officer the original copies of the requirements for filing;</b></li> <li>• <b>Personal appearance of both the contracting parties is required</b></li> <li>• <b>Filing &amp; Release of Marriage License: only until 3 pm</b></li> <li>• <b>Marriage License is valid for 120 days from the date of issuance.</b></li> </ul>	<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> <p>Respective Country or State issuing the CNI</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to QC E-services Account at <a href="https://qceservices.zoncity.gov.ph">https://qceservices.zoncity.gov.ph</a>	1. Clerk monitors the QC Marriage Registration Online (QC MRO) Dashboard. 1.1. Once a submission is received, Clerk shall evaluate the virtually accomplished Application form and its attachments.	None	1 - 3 Days upon receipt of submission	Receiving / Releasing Clerk City Civil Registry Department
1.1. Click “Civil Registry Online Services”				
1.2. At the Birth Services part of the page, click “Marriage Registration” then click “Marriage License Application”				
1.3. Upload the digital copy of the required documents to the assigned folder.				
1.4. Fill in all the required fields with the correct information about the groom and bride.				

1.5. Await an email notification stating that the required original documents should be submitted.	1.2 Once documentary requirements are deemed complete and correct, clerk updates the status of submission to “For Submission of Original Documents”.			
2. Proceed to the City Civil Registry Department Office to submit original documents.	2. Evaluate the submitted documents	None	10 Days Posting *If Release date falls on a holiday, the next working day; if it falls on Saturday or Sunday, release shall be on a Monday.  Marriage license shall be issued on the 11 <sup>th</sup> day from the submission of the application	<i>Receiving / Releasing Clerk</i> City Civil Registry Department
3. Pay at City Treasurer’s office the corresponding fees	3. Issue an order of payment	Marriage License Application Form - PHP 50.00  Filing Fee - PHP 100.00		<i>Collector</i> City Treasurer's Office
4. Submit the notarized marriage license application form and all the other required documents	4. Receive payment and issue the client’s receiving copy of the filed marriage license application form			<i>Receiving / Releasing Clerk</i> City Civil Registry Department
5. Before receiving the Marriage License: Submit the Certificate of Family Planning and if applicable, submit the Certificate of marriage Counseling	5. Release of Marriage License	Marriage License - PHP 100.00		<i>Receiving / Releasing Clerk</i> City Civil Registry Department
	<b>TOTAL:</b>	PHP 250.00		
<p>Application and Issuance of Marriage License is qualified for multi-stage processing.</p> <p>Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.</p>				