



# CITY CIVIL REGISTRY

## APPLICATION FOR MARRIAGE LICENSE

### ABOUT THE SERVICE

Rule 47 of A.O. 1, S of 1993 states that: "Where a marriage license is required, each of the contracting parties shall file separately a sworn application for such license with the proper civil registrar..."

### WHO CAN AVAIL OF THE SERVICE

Resident/s of the City of Olongapo who is/are party/ies to a marriage can apply for marriage license in this Office which shall be issued upon the lapse of ten days following the submission of all the requirements for application.

### FEES

Refer to the Olongapo City Revenue Code

### AVAILABILITY OF SERVICE

MONDAY TO FRIDAY  
08:00 AM to 05:00 PM  
NO NOON BREAK

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	<b>GET</b> transaction number	<b>Call</b> number and <b>ISSUE</b> application form.	1 minute	Staff of the day	Refer to the Olongapo City Revenue Code	Pro-forma Sheet
2	<b>ACCOMPLISH</b> Application Form  <b>SUBMIT</b> accomplished forms with requirements.	<b>EVALUATE</b> the submitted requirements for completeness, accuracy, and consistency	4 minutes	Local Civil Registry Staff		
3	<b>PAY</b> the prescribed fee at the CTO	<b>Receive payment</b>	5 minutes	Cashier		
4	<b>SUBMIT</b> marriage license with official receipt	<b>Receive, Assess Administer Oath</b>	20 minutes	City Civil Registrar		FORM 90 (Form No.2) (Revised January 2007 Consent- Form 6 Advice- Form 7)
5	<b>RECEIVE</b> claim stub	<b>Issue</b> claim stub	5 minutes			
6	<b>WAIT</b>	<b>POST</b>	10 days	Local Civil Registry Staff		
7	<b>PRESENT</b> claim stub and <b>RECEIVE</b> <b>approved</b> <b>marriage</b> <b>license</b>	<b>Issue</b> approved marriage license	1 minute (day after 10-day posting)	Local Civil Registry Staff		

Total Time: 36 minutes (excluding waiting time)

