

# CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

Tel.: (063) 224-5038 or 221-4308 email : [ccr\\_iligancity@yahoo.com](mailto:ccr_iligancity@yahoo.com)

**Frontline service** : **ISSUANCE OF MARRIAGE LICENSE**

**Schedule of Availability of Service** : Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM  
No noon break

**Who May Avail of the Service** : Individuals/Contracting Parties who want to get married

**Requirements** :

1. Personal appearance of applying parties
2. Both applicant must be of legal age (18 years old and above)
3. Either one of the applicants must be a resident of Iligan City
4. If applicant is:
  - 18-20 years old – consent of the Father
  - 21-24 years old - parental advice (both parents)
  - 25 years old and above – bring 2 witnesses Both or only 1 parent
5. Applicants must bring the following:
  - 5.1 Photocopy of recent year Community Tax Certificate
  - 5.2 Photocopy of either Birth / Baptismal Certificate or Voter's Affidavit (for 18-20 years old)
  - 5.3 SECURE NSO COPY OF CERTIFICATE OF NO MARRIAGE RECORD (CENOMAR)
  - 5.4 If one of the applying parties is a foreigner/alien:
    - 5.4.1 Secure Legal Capacity to Marry (from their Embassy or Consular Office based in the Philippines)
    - 5.4.2 Xerox copy of Foreigner's Passport (front page and arrival page stamped)
    - 5.4.3 If Divorced/Annulled, bring Divorce Papers / Annulment Paper
6. Judicial order of absolute divorce, annulment, presumptive death or declaration of nullity of previous marriage
  - 6.1 Annotated Certificate of Marriage of previous marriage
7. Death certificate of deceased spouse, if widow/widower  
Reminder: Widows are legally allowed to remarry after 300 days from death of spouse
8. All applying parties are required to attend Pre-marriage Counseling and Family Planning Seminar at City Population Office

**Duration:** 42 minutes  
**Claim after:** 11 calendar days  
**Fees:** Application Fee – P300.00  
License Fee – P2.00

## How To Avail of the Service:

### ISSUANCE OF MARRIAGE LICENSE

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Both parties proceed to CCR – Marriage Division to submit the requirements and fill up Application form for Marriage License (Municipal Form # 90)	Greets the client Checks the Requirements				
		If the requirements are complete gives application form				
2	Applicants sign application form for marriage license Parents/guardians/witnesses sign needed documents	Receives the signed application form and attaches the requirements	10 minutes	CCR clerk		18-20: MF#92 21-24: MF#67 &MF#68 25-above : MF# 65 or MF#91
		Advises the client to go to treasury office to pay Application for Marriage License Fee				
3	Proceeds to treasury and pays for marriage license	Receives the payment and issues Official Receipt	2 minutes	Cashier	Application Fee P300	Official Receipt
4	Submits the Official receipt to CCR personnel	Encodes application for marriage license and other needed documents	15minutes	CCR Clerk	License Fee P2.00	
		Receives official receipts and records application in the Register of Application for Marriage License				
		Collects two (2) pesos for license and receipt fee				
		Posts/publishes Notice of intended marriage at CCR bulletin board for 10 calendar days				
<b>END OF TRANSACTION</b>						