



# COMMISSION ON POPULATION

## ISSUANCE OF PRE-MARRIAGE COUNSELLING CERTIFICATE

### ABOUT THE SERVICE

Pre-marriage counselling certificate must be secured by all couples seeking for marriage, as a requirement in applying for a marriage license.

### WHO CAN AVAIL OF THE SERVICE

All couples can apply for a pre-marriage counselling certificate even if they already have a child.

### REQUIREMENTS

1. Accomplished PMC Registration Form
2. Attendance in PMC Orientation

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	Fill-up registration form	Inform the schedule of the seminar	5 minutes	Population Program Worker		
2	Attend Pre-marriage Counseling Orientation	Conduct Family Planning and Responsible Parenthood Seminar	2 hours	Population Program Worker		
3	Pay Counseling Fee	Issue Official Receipt	5 minutes	Revenue Clerk	P 100.00	
4	Accept certificate	Release Pre-Marriage Counseling Certificate	1 minute	Population Program Worker		
Total time: 2 hours and 11 minutes (excluding waiting time)						

### AVAILABILITY OF SERVICE

#### FEES

Certificate Fee      Php 100.00

#### ACCEPTANCE OF APPLICANTS

MONDAY to FRIDAY  
08:00 am to 05:00 pm  
NO NOON BREAK

#### ORIENTATION SCHEDULE

EVERY TUESDAY  
08:00 am to 12:00 pm  
By Team: CSWDO and POPCOM

