

**Frontline Service:** Application for Marriage Counseling Service - Pre-Marriage Counseling

**Clients:** Couples applying for marriage license where one or both are below the age of Twenty-five (Family Code Article 5- Requisites of Marriage)

**Requirement:** Duly accomplished application form

**Schedule of Availability of Service:** Monday to Friday, 8:00 am – 5:00 pm; No noon break

**During Ramadan, services are available** Monday to Friday, 7:00 am – 3:00 pm, except the Friday prayer from 11:30 am – 1:30 pm

**Fees:** No fees required

**Total Processing Time:** 4 hours and 50 minutes

**How to avail of the service:**

Step No	Client Step	Agency Action	Responsible Office/ Position	Location of Office	Maximum Duration of Step
1	Proceed to DSWD- Municipal Social Welfare Office and secure application form	Issue application form and list of requirements/criteria	Municipal/City Social Welfare Office/Municipal/City Social Welfare Officer (M/CSWOs) or Municipal/City In-charge/SWO III or SWO I	DSWD – Municipal/ City Office	5 minutes
2	Accomplish and submit application form	Check completeness of the document submitted  Interview and assess the clients and agree on pre-marriage counseling session schedule	Municipal/City Social Welfare Office/Municipal/City Social Welfare Officer (M/CSWOs) or Municipal/City In-charge/SWO III or SWO I	DSWD – Municipal/ City Office	15 minutes
3	Proceed to Municipal Social Welfare Office and attend the Pre-Marriage Counseling Session	Conduct pre-marriage counseling session	Municipal/City Social Welfare Office/Municipal/City Social Welfare Officer (M/CSWOs) or Municipal/City In-charge/SWO III or SWO I	DSWD – Municipal/ City Office	4 hours
4	Clients receive Pre-Marriage Certificate	Issue Pre-Marriage Certificate	Municipal/City Social Welfare Office/Municipal/City Social Welfare Officer (M/CSWOs) or Municipal/City In-charge/SWO III or SWO I	DSWD – Municipal/ City Office	30 minutes