

Regional Chaplain Service 5

How to Avail the Service:						
Step	Applicant	Service Provider	Office/Person Responsible	Forms	Fees	Processing Time
1	<p>Present the requirements to the personnel in-charge</p> <p>FOR BAPTISM: a. Marriage Certificate of Parents b. Birth Certificate c. Pre-Jordan Seminar</p> <p>FOR CONFIRMATION: a. Baptismal Certificate</p> <p>FOR MARRIAGE: (Both Single) a. Baptismal Certificate for Marriage Purpose (Both) b. Confirmation Certificate (Both) c. Marriage License d. CENOMAR (PSA) e. Interview by the Chaplain f. Publication of Bans (3 Sundays) g. Authorized/Permission from Proper Pastor</p> <p>FOR CIVILLY MARRIED: (Marriage Validation) a. Original Copy of the Certificate of Marriage by Judge/Mayor & other Requirements</p>	Check registration forms/requirements	Admin PNCO/Duty PNCO	None	<p>500.00</p> <p>300.00</p> <p>3,500.00</p> <p>50.00</p>	5 min

	<p>FOR 5 YRS. LIVE-IN & UP: a. Affidavit of Cohabitation & Other Requirements</p> <p>FOR FOREIGNER: a. Legal Capacity to Marry & Other Requirements</p> <p>FOR BAPTISM: a. Marriage Certificate of Parents b. Birth Certificate c. Pre-Jordan Seminar</p> <p>CERTIFICATE: (Baptismal, Confirmation & Marriage)</p>					
2	Fill-out the required data form	Encodes/Processes the Certificates	Admin PNCO/Duty PNCO	None		5 min
3	Pay to the cashier the required amount	Processes the payment and issues an official receipt	Admin PNCO/Duty PNCO	None		5 min
4	Receive the certificates(Baptismal, Confirmation and Marriage)	Releases clearance	Admin PNCO/Duty PNCO	None		5 min