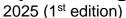
CITIZEN'S CHARTER

Embassy of the Republic of the Philippines Budapest, Hungary





Solemnization of Marriage Services

The forms and requirements for solemnization of marriage services are posted in the Embassy's official website. For Solemnization of Marriage concerns, clients are advised to communicate with Post's Consular Section (email: budapest.pe@dfa.gov.ph).

Filipinos can go to the Philippine Embassy in Budapest to process their application for the Solemnization of Marriage services. This consular service is available from Monday to Friday (9:00 AM to 4:00 PM).

1. SOLEMNIZATION OF MARRIAGE

Office or Division:	Consular Section	
Classification:	Complex to Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Both Filipinos nation	nals married abroad
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
The Philippine Embassy is authorized, through the Commissioned Consular Officer, to solemnize marriages between two (2) Filipino nationals (male and female). NOTE: Only marriages between Filipino nationals are performed by an authorized or duly commissioned consular officer. Personal appearance of both parties are required when submitting the application for marriage.		Philippine Embassy premises.
General Requirements: (For each party)		
- Important Reminder: For Applications All Forms for Marriage Please have it typewritten when brought		

to the Embassy (EXCEPT for the	
SIGNATURES).	
	Downloadable from Budapest PE's website
-Five (5) original copies of duly-	(www.budapestpe.dfa.gov.ph
accomplished forms of Marriage License	
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-Joint Affidavit - (5 copies) signed by two	Downloadable from Budapest PE's website
witnesses and their address in the	(www.budapestpe.dfa.gov.ph
Philippines	
-Birth Certificate of both parties	Philippine Statistics Authority
	District Automatic
- Issued Certificate of no Marriage	Philippine Statistics Authority
(CENOMAR).	
Joseph Cortificate of no Marriage	
- Issued Certificate of no Marriage	
(CENOMAR).	
CENOMAR must bear the complete and	
correct full name (first name, middle name,	
last name) and Date and Place of Birth of	
the contracting parties and their parents,	
should be valid for 6 months from the date	
of issuance and it must be "For Marriage	
Purposes".	
Passports of both parties valid at the time	Client
of marriage and current/ valid passport of	
both parties	
- Photocopies of data page	
- In case of unavailability, execute an	
Affidavit of Non-submission of Document	
and attached a copy of valid/ recent	
passport or valid ID (valid residence permit)	
Fire (0) resent recent delication of the	Olivert
Five (2) recent passport size photos of the	Client
parties	
-For contracting parties aged 18 – 21	
years old: Notarized Affidavit of parental	
consent and Apostilled by DFA, in addition	
to the usual requirements stated above	
to the usual requirements stated above	
-For contracting parties aged 21 – 25	
years old: Notarized Affidavit of Parental	
advice and Apostilled by DFA, in addition to	
the usual requirements stated above.	
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REMINDERS:

For Widow/ Widower Filipino spouse, submit original and photocopy Marriage Contract PSA-issued, Death Certificate PSA-issued, and Advisory on Marriage PSA-issued (with "For Marriage Purposes"), in addition to the usual requirements stated above.

For Annulled or Legally Separated Filipino Spouse, submit copy of Certificate of Finality of Decision, DFA Apostilled Marriage Contract PSA-issued with proper annotation. and Court Order, Advisory on Marriage PSA-issued (with "For Marriage Purposes"), in addition to the usual requirements stated above.

Client Steps	Actions	Fees to be paid	Processing time	Person responsible
Proceed to the reception area and present the required documents and duly accomplished form (in case client has already downloaded from the Embassy's website)	Consular Officer to receive documents brought by the client	NA	3 mins	Consular Officer
2 Client fills-out the application form in case he/she has not downloaded from the Embassy's website	CO to guide client	NA	3-5 mins	Consular Officer
3 Client submits the duly filled-out application form to the Consular Officer for evaluation	If documents are found to be in order, CO issue official receipt, and inform applicant for the date of release (after 10 working days) of the prescribed public posting of	NA	3 mins	Consular Officer

	marriage, applicant will arrange the schedule of the wedding with the concerned CO			
4 Proceed to the Cashier for payment	FO collects payment for: -Joint Affidavit and Application for Marriage License	US\$50/HUF23,500	3 mins	Finance Officer
	-Solemnization of Marriage	US\$60/HUF28,200		
6 Preparing and processing the documents by Consular Officer and For Consul's review, approval and signed documents				
7 Release: Proceed to the reception area to present the official receipt. -Proceed to the office of the Solemnizing officer for the wedding ceremony.	After collection of receipt, CO to locate the personal copy of the Marriage License and for release to the client after the legal notice to the public. Proceed to the Solemnization of the Marriage or Civil Wedding Ceremony proper together with their to witnesses.	NA	45mins	Consular Officer Duly Commissioned Consul Officer

FEEDBACK AND COMPLAINTS MECHANISM		
How to send feedback	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter.	
How feedbacks are processed	All feedbacks are read by the Embassy officers. These are lodged and reported to the headquarters. Areas for improvements are addressed.	
How to file a complaint	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter. Client can also send an email directly to the contacts below. Please provide client's name and contact information and nature of complaint.	
How complaints are processed	All written complaints are read by the Embassy officers and investigations are instigated depending on nature of the case. Complaints can be elevated depending on the gravity of the case.	
Contact Information of the Philippine Embassy in Budapest	Telephone number: 00-36-1-391- 4300; Duty Officer's Contact Number: 00-36-30-202-17-60 Email: budapest.pe@dfa.gov.ph	