



MUNICIPAL CIVIL REGISTRY OFFICE

CITIZEN'S CHARTER

2019 (1st Edition)

I. Mandate:

1. The Civil Registrar shall be responsible for the civil registration program in the local government unit concerned, pursuant to the Civil Registry Law, the Civil Code, and other pertinent laws, rules and regulations issued to implement them;
2. Develop plans and strategies and upon approval thereof by the Mayor, as the case may be, implement the same, particularly those which have to do with Civil Registry programs and projects which the Mayor is empowered to implement and which the sanggunian is empowered to provide for under this code;
3. In addition to the foregoing duties and functions, the civil registrar shall:
 - (i) Conduct educational campaigns for vital registration and assist in the preparation of demographic and other statistics for the Local Government Unit
 - (ii) Prepare Training Designs on seminars and other related activities in upgrading better services to clientele
 - (iii) Accept all registrable documents and judicial decrees affecting the civil status of persons;
 - (iv) Transcribe and enter immediately upon receipt all registrable documents and judicial decrees affecting the civil status of a person
 - (v) File, keep and preserve in a secured place the books required by law;
 - (vi) Encode, keep and preserve a data base of all Civil Registry Documents for easier access when needed
 - (vii) Transmit to the office of the Civil Registrar-General, within the prescribed period, duplicate copies of registered documents required by law;
 - (viii) Issue certified transcripts or copies of any certificate or registered documents upon payment of the prescribed fees to the treasurer;
 - (ix) Receive applications for the issuance of a marriage license and, after determining that the requirement and supporting certificates and publication thereof for the prescribed period have been complied with, issue the license upon payment of the authorized fee to treasurer;
 - (x) Receive, prepare and decide all petitions for correction of clerical error of civil registry documents and after posting and publication date, transmit to the Office of the Civil Registrar General for review under the rules of RA 9048 and RA 10172
 - (xi) Prepare endorsement to Office of the Civil Registrar General for decided petition under RA 9048 (correction of clerical error), RA 9255 (Affidavit to use the Surname of the Father) , Legitimation and amendments decided by regular courts
4. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance

II. Vision:

MCRO – KAYAPA as prime advocate of Civil Registration, well – organized office with competent personnel delivering responsive services to clientele

III. Mission:

- To build, promote and sustain strong and committed local civil registry system by implementing with sincerity, courtesy, honesty, efficiency, and responsibility the civil registration laws of the country;
- To uphold the ideals of a just and rationalized civil registration system with professionalism, discipline, and commitment towards the development of an excellent and efficient civil registration system;
- To serve and help our constituents avail of civil registration services irrespective of belief, class, and culture;
- To serve Kayapa with the highest degree of integrity, competence, hard work, and utmost responsiveness.

IV. Service Pledge:

We, the Civil Registry Personnel are committed to provide the highest possible service performance and pledge to

- Perform our duties and functions with integrity, honesty, competence, and hard work
- Help build, promote, and sustain a strong committed Civil Registration Laws, Rules, and Regulations
- Serve with responsiveness to our Local Government Unit, maintain a good working relationship with other local Civil Registry Offices and treat one another with utmost courtesy and teamwork

Municipal Civil Registry Office

General Public Services

1. REGISTRATION AND ISSUANCE OF CERTIFICATE OF LIVE BIRTH AND OUT OF TOWN REPORTING OF BIRTH

The birth of the child shall be registered within the reglementary period of (30) days from the time of birth in the Office of the Municipal Civil Registry where the birth occurred. Births registered beyond the reglementary period are treated as Late or Delayed Registration.

Out of Town Reporting of Birth occurs when the Certificate of Live Birth is presented to the Civil Registrar of a city or municipality where it is not the place of birth, not for registration but to be forwarded to the Civil Registrar of the city/municipality where the birth occurred and where it should be registered.

Informants for birth registration can be the child’s parents, himself if of legal age (18 years old), relatives, and attendant at birth such as midwives or health workers and Barangay Officials

Office or Division:	Municipal Civil Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Parents, Guardians, Attendant at Birth/Hospital & Clinic Authorities, persons who have reached legal age but whose facts of birth have not been reported
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<i>For Child born at home, parents are married:</i>	
<ul style="list-style-type: none"> ➤ On – time Registration • Marriage Certificate of parents (1 copy) 	<ul style="list-style-type: none"> • Personal Copy/PSA/Local Civil Registry Office where marriage was registered
<ul style="list-style-type: none"> ➤ Delayed Registration • Negative Certification of Birth (1 copy) • Baptismal Certificate of the Child (1 copy) • Marriage Certificate of parents (1 copy) • Duly subscribed Affidavit of (2) disinterested persons (3 original copies) • Any documentary evidences showing correct name of the child, Date and Place of Birth and other data (1 copy) 	<ul style="list-style-type: none"> • Phil. Statistics Authority (PSA) • Church where baptized • Personal Copy/PSA/Local Civil Registry Office where marriage was registered • Municipal Trial Court/Law Office/Mayor’s Office • MCRO, COMELEC, LTO, SSS, NBI, BIR, Senior Citizen’s Office, etc.
<i>For child born at home, parents are not married:</i>	
<ul style="list-style-type: none"> ➤ On – time Registration • Current Community Tax Certificate of the father (1 copy) 	<ul style="list-style-type: none"> • Barangay hall/Municipal Treasury Office

<ul style="list-style-type: none"> • Duly subscribed Affidavit of Acknowledgment/Admission of Paternity (3 original copies) • Subscribed Affidavit to Use the Surname of the Father (AUSF) to be executed by the mother (3 original copies) 	<ul style="list-style-type: none"> • Municipal Civil Registry Office, Municipal Trial Court, Mayor's Office, Law Office • Municipal Civil Registry Office, Municipal Trial Court, Mayor's Office, Law Office
<p>➤ Delayed Registration</p> <ul style="list-style-type: none"> • Negative Certification of Birth (1 original copy) • Baptismal Certificate of the Child (1 copy) • Current Community Tax Certificate of the father (3 original copies) 	<ul style="list-style-type: none"> • Phil. Statistics Authority (PSA) • Church where baptized • Barangay Hall/Municipal Treasury Office
<ul style="list-style-type: none"> • Duly subscribed Affidavit of Acknowledgment/Admission of Paternity (3 original copies) • Subscribed Affidavit to Use the Surname of the Father (AUSF) to be executed by the mother (if applicable) (3 original copies) • Duly subscribed Affidavit of (2) disinterested persons (3 original copies) 	<ul style="list-style-type: none"> • Municipal Civil Registry Office, Municipal Trial Court, Mayor's Office, Law Office
<ul style="list-style-type: none"> • Any documentary evidences showing correct name of the child, Date and Place of Birth and other data (1 copy) 	<ul style="list-style-type: none"> • MCRO, COMELEC, LTO, SSS, NBI, BIR, Senior Citizen's Office, etc.
<p>For child born in the hospital:</p> <p>➤ On – time Registration</p> <ul style="list-style-type: none"> • Duly accomplished quadruplicate copies of Certificate of Live Birth • Current community Tax Certificate of the father (if the child is to be acknowledged or with Admission of Paternity) (1 copy) • Subscribed Affidavit to Use the Surname of the Father (AUSF) executed by the mother (if applicable) (3 original copies) • Current Community Tax Certificate of the mother (if with AUSF) (1 copy) 	<ul style="list-style-type: none"> • Hospital where Birth occurred • Barangay hall/Municipal Treasury Office • Municipal Registry Office, Municipal Trial Court, Mayor's Office, Law Office • Barangay hall/Municipal Treasury Office
<p>For Out-of-Town Reporting of Birth:</p> <p>➤ Delayed Registration</p> <ul style="list-style-type: none"> • Negative Certification of Birth (1 Original copy) • Baptismal Certificate of the Child (1 photocopy) • Marriage Certificate if married (1 photocopy) • Voter's Registration Record (1 photocopy) • School Records (1 photocopy) • Duly subscribed Affidavit of (2) disinterested persons (3 original copies) • Current Community Tax Certificate of Informant (1 copy) 	<ul style="list-style-type: none"> • Phil. Statistics Authority (PSA) • Church where baptized • PSA/Local Civil Registry Office where marriage was registered • Comelec • School where graduated or attended • Municipal Trial Court, Mayor's Office, Law Office • Barangay Hall/Municipal Treasury Office

- Other supporting documents showing correct Full Name, Place and Date of Birth and other data of the child (1 photocopy)
- MCRO, COMELEC, LTO, SSS, NBI, BIR, Senior Citizen's Office, etc.

For Registration of Child Born at Home				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II</i> Or <i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> Civil Registry Office
2. Submit the requirements and provide correct information during interview.	2. Receive and validate the requirements 2.1 Conduct interview based on the Birth Information Sheet 2.2 Review the completeness and accuracy of given information 2.3 Prepare the Certificate of Live Birth in quadruplicate copies	None	10 minutes	
3. Proofread the quadruplicate copies of document and affix signature on the space provided	3. Give the document and assist the client 3.1 Give Order of Payment	None	2 minutes	
4. Pay the corresponding fee at the Municipal Treasury Office by showing the Order of Payment	4. Receive payment based on the Order of Payment 4.1 Issue the Official Receipt	<i>For On Time:</i> Birth Copy - PHP 30.00 <i>For Late:</i> Birth Copy and Affidavit fee for delayed registration – PHP 130.00 Affidavit fee (with AUSF/Affidavit of Acknowledgment/Admission of Paternity) – PHP 100.00	5 minutes	Municipal Treasury Office
5. Return to the Municipal Civil Registry Office and submit the Official Receipt	5. Check and record the Official Receipt 5.1 Approve and register the document (<i>for on-time registration</i>)	None	2 minutes For delayed registration (10 days)	<i>Administrative Aide II</i> or <i>Administrative Aide IV</i> or <i>Administrative Asst. II</i> Civil Registry Office

	5.2 For delayed registration, inform client to wait for 10 days in compliance to the posting period before the approval and registration of document			Municipal Civil Registrar Civil Registry Office
6. Receive the registered document	6. Issue the registered Certificate of Live Birth	None	1 minute	Administrative Aide II or Administrative Aide IV Or Administrative Asst. II Civil Registry Office
7. Sign in the receiving log book	8. Record the issuance and assist the client	None	1 minute	
Total			22 minutes (for on-time registration) 10 days, 20 minutes (for delayed registration)	
For Registration of Child Born in Hospital				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office
2. Submit duly accomplished quadruplicate copies of the Certificate of Live Birth prepared by hospital	2. Receive and review the accomplished quadruplicate copies of the Certificate of Live Birth prepared by the hospital 2.1 Issue Order of Payment 2.2 Start processing the registration of the document	None	4 minutes	
3. Pay the required fee at the Municipal Treasury Office by showing the Order of Payment	3. Receive payment based on the Order of payment 3.1 Issue the Official Receipt	Birth Copy - PHP 30.00 Affidavit fee (w/ AUSF/Acknowledgment/Admission of Paternity) – PHP 100.00	5 minutes	Municipal Treasury Office
4. Return to the Municipal Civil Registry Office and wait for the release of the document	4. Check and record the Official Receipt 4.1 Approve and register the document	None	2 minutes	Administrative Aide II or Administrative Aide IV Or

				<i>Administrative Asst. II Civil Registry Office</i>
				<i>Municipal Civil Registrar Civil Registry Office</i>
5. Receive the registered document	5. Issue the registered Certificate of Live Birth	None	1 minute	<i>Administrative Aide II Or</i>
6. Sign in the Receiving Log Book	6. Record the issuance and assist the client	None	1 minute	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
Total			14 minutes	
For Out-of-Town Reporting of Birth:				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
2. Inquire about the service, secure checklist of requirements	2. Explains and give briefings about the service 2.1. Provide checklist of requirements and instructions	None	5 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
3. Submit all requirements and provide necessary information during interview	3. Receive and check completeness of requirements 3.1 Conduct interview 3.2 Review the completeness of the given information 3.3 Prepare the Certificate of Live Birth in quadruplicate copies	None	8 minutes	<i>Municipal Civil Registrar Civil Registry Office</i>

4. Proofread the document and affix signature on the space provided	4. Give the document and assist the client 4.1 Give Order of Payment 4.2 Instruct client to pay Postal Money Order at the Nearest Post Office addressed to the City/Municipal Treasury Office of the Local Government Unit where the document will be sent for registration	None	3 minutes	
5. Go to nearest Post Office and pay for Postal Money Order	5. Receive Payment and issue Postal Money Order	Birth Copy – PHP 130.00	1 day	<i>Post Office</i>
6. Pay the required fee at the Municipal Treasury Office by showing the Order of Payment	5. Receive payment based on the Order of Payment 5.1 Issue Official Receipt	Service fee – PHP 200.00	5 minutes	Municipal Treasury Office
6. Go back to Municipal Civil Registry Office and submit the Official Receipt and Postal Money Order	7. Check and record the Official Receipt 7.1 Prepare the documents for transmittal 7.2 Attach Postal Money Order 7.3 Instruct the client when to follow-up	None	5 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
7. Wait for the processing period of the out-of-town registration of birth	8. Mail/forward the documents to the Civil Registry Office concern for its registration 8.1 Wait for the registration or feedback of the Civil Registry Office concern	None	1 day	<i>Municipal Civil Registrar Civil Registry Office</i>
8. Follow-up result at the Municipal Civil Registry Office after the lapse of 30 days for the issuance of the registered Certificate of Live Birth	8. Inform the client about the result of the transmitted documents	None	1 minute	
9. Receive the registered documents	9. Issue the registered Out-of-Town Certificate of Live Birth	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II</i>

	9.1 For negative result, set schedule for the client to follow-up again			Civil Registry Office
Total			2 days, 29 minutes	

2. REGISTRATION AND ISSUANCE OF CERTIFICATE OF MARRIAGE

A Marriage Certificate is a document that shows social union or a legal contract entered into between a man and a woman.

For Marriages with license requirement, the time for submission for its registration is (15) days following the solemnization day while marriage exempt from license requirement, the prescribed period is (30) days at the municipality where the marriage was solemnized

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Contracting Parties, Solemnizing Officer, Secretaries of Parish church, Courts Liason Officers, Local Chief Executive staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Marriage Certificate in quadruplicate copies			Solemnizing Officer	
New or Renewal of Certificate of Registration of Authority to Solemnized Marriage (CRASM) (1 photocopy)			Solemnizing Officer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II</i> Or <i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> Civil Registry Office
2. Submit the Certificate of Marriage in quadruplicate copies.	2. Accept, review, and check the completeness of the document 2.1 Give the Order of Payment	None	5 minutes	<i>Administrative Aide II</i> Or <i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> Civil Registry Office

3. Pay the required fee at the Municipal Treasury Office.	3. Receive payment based on the Order of Payment 3.1 Issue the Official Receipt	Certification fee – PHP 50.00 <i>(marriage solemnized other than the Mayor)</i> Solemnization Fee <i>(For marriage solemnized by Mayor in the house of Contracting Party) – PHP 300.00</i> <i>(For marriage solemnized by Mayor in the Mayor's Office) – PHP 200.00</i> Sponsorship fee – PHP 100.00 per sponsor	5 minutes	Municipal Treasury Office
4. Return to the Civil Registry Office to get copy of the registered document	4. Check and record the Official Receipt 4.1 Approve and register the document 4.2 Issue the registered Certificate of Marriage	None	3 minutes	<i>Administrative Aide II</i> <i>Or</i> <i>Administrative Aide IV</i> <i>Or</i> <i>Administrative Asst. II</i> Civil Registry Office <i>Municipal Civil Registrar</i> Civil Registry Office
5. Sign in the receiving log book	6. Record the issuance and assist client	None	1 minute	<i>Administrative Aide II</i> <i>Or</i> <i>Administrative Aide IV</i> <i>Or</i> <i>Administrative Asst. II</i> Civil Registry Office
Total			15 minutes	

3. REGISTRATION AND ISSUANCE OF DEATH CERTIFICATE

Death shall be registered within 30 days from the time of death in the Office of the Local Civil Registrar of the place of occurrence.

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Spouse, Children/Relatives of the deceased or nearest kin, or Barangay Officials as the case maybe			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Death (1 original copy)		Barangay Hall – Punong Barangay		
Accomplished in quadruplicate Death Certificate Form (if Death occurred in Hospital)		Hospital		
Burial Permit Official Receipt (1 copy)		Municipal Treasury Office		
Additional Requirement (for delayed registration):				
<ul style="list-style-type: none"> • Certificate of No Registration of Death (1 original copy) • Duly subscribed Affidavit of (2) disinterested persons (3 original copies) 		<ul style="list-style-type: none"> • Philippine Statistics Authority • Municipal Trial Court, Mayor’s Office, Law Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client’s log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II</i> Or <i>Administrative Aide IV</i>
2. Submit required documents.	2. Review and check completeness of the documents 2.1 Interview the informant based on the Death Interview sheet 2.2 Give Order of Payment 2.3 Start the processing of Document	None	10 minutes	Or <i>Administrative Asst. II</i> Civil Registry Office
3. Pay the required fee at the Municipal Treasury Office.	3. Accept payment based on the Order of Payment 3.1 Issue the Burial Permit	Burial Permit – PHP 50.00 Affidavit fee – PHP 100.00 (for delayed registration)	5 minutes	Municipal Treasury Office
4. Go to the Municipal Health Office and present the	4. Accept the Death Certificate and check the completeness	None	5 minutes	<i>Municipal Health Officer</i>

accomplished document with all supporting papers attached	4.1 Interview the informant for the Cause of Death 4.2 Enter Cause of Death in the Death Certificate and sign the Certification of Death			Municipal Health Office
5. Return to the Civil Registry Office for the registration of the Death Certificate	5. Accept the Death Certificate and process the registration 5.1 Approve and register the document	None	5 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i> <i>Municipal Civil Registrar Civil Registry Office</i>
6. Receive the copy of registered document.	6. Issue the copy of registered Death Certificate	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
7. Sign in the receiving log book	7. Record the issuance and assist the client	None	1 minute	
Total			28 minutes	

4. ISSUANCE OF REPRODUCTION/TRUE COPIES OF BIRTH, MARRIAGE, AND DEATH CERTIFICATE, AND CERTIFICATIONS

Civil Registry Documents such as Birth, Marriage and Death Certificates maybe availed of by securing a certified transcription or photocopy and Certification of Registration from the office.

Office or Division:	Municipal Civil Registry Office		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen		
Who may avail:	<ul style="list-style-type: none"> ➤ All clientele whose Civil Registry Documents are registered in the Municipal Civil Registry Office ➤ Government Agencies 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Principal			

1 Valid Identification Card (ID)/Identity Document (1 clear copy)		SSS, GSIS, DFA, PhilHealth, Pag-IBIG, Postal Office, LTO, etc.		
Photocopy of the Document to be certified (Number depending on the need of the requester)		Local Civil Registry Office		
Representative				
Authorization Letter/Special Power of Attorney/Request Letter (1 copy)		Document Owner/Requesting Agency		
1 Valid Identification Card (ID) /Identity Document of the Representative(1 clear copy)		SSS, GSIS, DFA, PhilHealth, Pag-IBIG, Postal Office, LTO, etc.		
Photocopy of the Document to be certified (Number depending on the need of the requester)		Local Civil Registry Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or</i>
2. Submit request and present requirements	2. Accept the request and validate presented requirements 2.1 Verify record in the database/ reference file 2.2 Give order of payment 2.3 Start processing the request	None	5 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
3. Pay the required fee at the Municipal Treasury Office.	3. Receive Order of Payment 3.1 Issue the Official Receipt	Certification fee – PHP 50.00 per copy	5 minutes	Municipal Treasury Office
4. Return to the Civil Registry Office to receive your requested document/s.	4. Check and record the Official Receipt 4.1 Issue the Certified Copy or Certification	None	5 minutes	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
5. Sign in the receiving log book	5. Record the issuance and assist client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>

Total	17 minutes
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5. REGISTRATION AND ISSUANCE OF MARRIAGE LICENSE

Where a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper Local Civil Registrar of the place where either or both of the contracting parties reside.

A marriage license is valid in any part of the Philippines for a period of 120 days from the date of issuance and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

Office or Division:	Municipal Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	A man and woman of legal age and with no legal impediment to marry			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (1 Original Copy)		PSA/Local Civil Registry Office/Personal Copy		
Certificate of No Marriage (Cenomar) (1 Original copy)		Philippine Statistics Authority (PSA)		
Latest Residence Certificate (Cedula) (1 copy)		Barangay Hall, Municipal Treasury Office		
Parental Consent for applicants 18 – 20 years old (1 copy)		Municipal Civil Registry Office		
Parental Advice for applicants 21-25 years old (1 copy)		Municipal Civil Registry Office		
Certificate of legal capacity to contract marriage issued by the embassy, if applicant is a citizen of foreign country (1 original copy)		Consulate of the applicant's country in the Philippines		
Decree of Divorce or Annulment for applicants (foreigner) who has been previously married (1 original copy)				
Death Certificate of deceased spouse if widow (1 copy)		Personal Copy/PSA/Local Civil Registry Office where Death Certificate was registered		
Pre-Marriage Orientation Certificate (1 original copy)		Pre-Marriage Orientation Team		
Personal Appearance of the Couple		Applicants for Marriage License		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>

<p>2. Submit required documents and provide necessary information during interview</p>	<p>2. Accept and review the documents presented 2.2 Interview the informant based on the Application for Marriage License form 2.3 Give the Order of Payment 2.4 Give the Marriage Expectation Inventory 2.5 Start processing the application for Marriage License</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Administrative Aide IV</i> Or Administrative Asst. II Or <i>Municipal Civil Registrar</i> Civil Registry Office</p>
<p>3. Pay the required fee at the Municipal Treasury Office</p>	<p>3. Accept the payment based on the Order of Payment presented 3.1 Issue the Official Receipt</p>	<p>Application fee – PHP 400.00</p>	<p>5 minutes</p>	<p>Municipal Treasury Office</p>
<p>4. Return to the Civil Registry Office and present the Official Receipt.</p>	<p>4. Accept and record the Official Receipt, and attached it to the Application Forms of the couple</p>	<p>None</p>	<p>1 minute</p>	<p><i>Administrative Aide II</i> or <i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> Civil Registry Office</p>
<p>5. Attend the Pre-Marriage Orientation and Counseling (PMOC) Session which is conducted every Thursday</p>	<p>5. Conduct PMO Session to the couples applying for Marriage License 5.1 Issue Pre-Marriage Orientation Certificate to the couples</p>	<p>None</p>	<p>4 hours</p>	<p><i>Mun. Population Officer</i> Municipal Population Office and <i>Pre-Marriage Counselors</i> Municipal Health Office Municipal Social Welfare & Dev't. Office Municipal Agriculture Office</p>

6. Return to Civil Registry Office and submit the Pre-Marriage Orientation Certificate	6. Accept and attach the Pre-Marriage Orientation Certificate to the Application Forms 6.1 Approve and register the application for marriage license	None	5 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
7. Wait for the 10 days Posting Period of the Application for Marriage License	7. Prepare Notice of Application for Marriage License 7.1 Post the Notice of Application for Marriage License in the Bulletin 7.2 Mail Notice of Application for Marriage License	None	1 day	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
8. Return to the Civil Registry Office to get the Marriage License	8. Sign and issue the Marriage License	None	1 minute	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
9. Sign in the receiving log book	9. Record the issuance of the Marriage License and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
Total			1 Day, 4 hours, 34 minutes	

6. FILING OF PETITION FOR CHANGE OF FIRST NAME OR NICKNAME AND CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR UNDER RA 9048 AND RA 10172

Republic Act 9048 authorizes the Municipal Civil Registrar to correct a clerical, or typographical error in an entry and or change of first name or nickname in the civil register without need of a judicial order.

Republic Act 10172 is another act which further authorizes the Municipal Civil Registrar to correct clerical or typographical errors in the DAY and MONTH in the DATE OF BIRTH or SEX of a person appearing in the Civil Register without a need of a judicial order.

Migrant petition occurs when the erroneous civil registry document sought for correction is registered in other municipality and that the petitioner cannot personally file the petition in said place. Hence the petition can be filed at the Municipal Civil Registry Office nearest to his/her residence

Office or Division:	Municipal Civil Registry Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • Owner of the record that contains the error to be corrected or First name to be changed • Owner’s spouse, children, parents, brothers, sisters, grandparents, guardian • Other person duly authorized by law or by the owner of the document sought to be corrected • If owner of the record is a minor or physically or mentally incapacitated, petition may be filed by his spouse, or any of his children, parents, brothers; sisters; grandparents, guardians, or persons duly authorized by law
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For RA 9048:	
A. Change of First Name/Nickname	
All in 1 original and 2 photocopy	
- PSA copy of Birth Certificate	Philippine Statistics Authority (PSA)
- Baptismal Certificate	Church where baptized
- Marriage Certificate	Local Civil Registry Office where marriage was registered/PSA
- School Records (Transcript, Diploma)	School Registrar’s Office
- Latest Residence Certificate (Cedula)	Barangay Hall (Barangay Treasurer), Municipal Treasury Office
- Certificate of Employment if employed	Employer
- Affidavit of Non-employment if not employed	Municipal Trial Court or Law Office
- Additional Requirements: Tax Declaration, Valid ID’s, Insurances, etc.	Mun. Assessor’s Office, SSS, GSIS, PhilHealth, Pag-IBIG, BIR, etc.
- NBI Clearance	NBI
- Court Clearance	Municipal Trial Court; Court Offices
- Police Clearance	Local Police Station

- Barangay Clearance	Barangay Hall
- Newspaper Clippings and Affidavit of Publication	Newspaper of General Circulation
B. For Correction of Clerical Errors	
1. If affected document is Birth Certificate:	
All in 1 original and 2 photocopy	
- PSA copy of Birth Certificate	Philippine Statistics Authority
- Baptismal Certificate	Church where baptized
- Voter's Registration Record	Comelec
- School Records (Transcript & Diploma)	School Registrar's Office
- Marriage Certificate if married	Personal copy/Local Civil Registry Office/PSA
- Birth Certificates of siblings & children	Personal copy/Local Civil Registry Office/PSA
- Latest Residence Certificate (Cedula)	Barangay Hall – Barangay Treasurer, Municipal Treasury Office
Additional Requirements for correction of parent's name :	
- Birth Certificate of parent	Personal copy/Local Civil Registry Office where birth was registered/PSA
- Marriage Certificate of parents	Personal copy/Local Civil Registry Office where marriage was registered/PSA
- Birth Certificates of at least 2 siblings	Personal copy/Local Civil Registry Office where birth was registered/PSA
- Voter's Registration Record of parent	Comelec
- Death Certificate of parent if deceased	Personal copy/Local Civil Registry Office where death was registered/PSA
2. If affected document is Marriage Certificate	
All in 1 original copy and 2 photocopy	
- PSA copy of Marriage Certificate	Philippine Statistics Authority (PSA)
- Birth Certificate	Personal Copy/Local Civil Registry Office/PSA
- Baptismal Certificate	Church where baptized
- Birth Certificate of at least 2 siblings	Personal copy/Local Civil Registry Office where birth was registered/PSA
- School Records (Transcript, Diploma)	School Registrar's Office
RA 10172:	
A. Correction of the Day and Month in the Date of Birth	
All in 1 Original and 2 Photocopy	
- PSA copy of Birth Certificate	Philippine Statistics Authority (PSA)
- Baptismal Certificate	Church where baptized
- Voter's Registration Record	Comelec
- Marriage Certificate if married	Personal Copy/Local Civil Registry Office/PSA

- School Record : Earliest to highest grade completed (Transcript)	School Registrar's Office			
- Medical Record	Hospital/Private clinics			
- Latest Residence Certificate (Cedula)	Barangay Hall – Barangay Treasurer, Municipal Treasury Office			
- Employment Certificate if employed/Affidavit of Non-employment if not employed	Employer/Municipal Trial Court or Law Office			
- NBI Clearance	NBI			
- Court Clearance	Municipal Trial Court; Court Offices			
- Police Clearance	Local Police Station			
- Barangay Clearance	Barangay Hall			
- Others such as Tax Declaration, Valid IDs, Insurances, etc.	Mun. Assessor's Office, SSS, GSIS, PhilHealth, Pag-IBIG, BIR, etc.			
- Newspaper Clippings and Affidavit of Publication	Newspaper of General Circulation			
B. Correction of Sex/Gender				
All in 1 Original and 2 Photocopy				
- PSA copy of Birth Certificate	Philippine Statistics Authority (PSA)			
- Baptismal Certificate	Church where baptized			
- Voter's Registration Record	Comelec			
- Marriage Certificate if married	Personal Copy/Local Civil Registry Office/PSA			
- School Record : Earliest to highest grade completed (Transcript)	School Registrar's Office			
- Medical Record	Hospital/Private clinics			
- Medical Certification	Municipal Health Office – Mun. Health Officer			
- Certificate of Authenticity of Medical Certification	Municipal Civil Registrar			
- Latest Residence Certificate	Barangay Hall – Barangay Treasurer, Municipal Treasury Office			
- Certificate of Employment if employed/Affidavit of Non-employment if not employed	Employer/Municipal Trial Court or Law Office			
- NBI Clearance	NBI			
- Court Clearance	Municipal Trial Court			
- Police Clearance	Local Police Station			
- Barangay Clearance	Barangay Hall			
- Others such as Tax Declaration, Valid IDs, Insurances, etc.	Mun. Assessment Office, SSS, GSIS, PhilHealth, Pag-IBIG, BIR, etc.			
- Newspaper Clippings and Affidavit of Publication	Newspaper of General Circulation			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II</i>

				Civil Registry Office
2. Submit the erroneous document and photocopies of required documents	2. Accept, verify the record, and review the documents 2.1 Give the Order of Payment 2.2 Start preparing the petition	None	20 minutes	<i>Administrative Aide IV</i> Civil Registry Office <i>Municipal Civil Registrar</i> Civil Registry Office
3. Pay the required fee at the Municipal Treasury Office.	3. Accept the payment based on the Order of Payment presented 3.1 Issue the Official Receipt	Filing fee: (RA 9048) <i>Change of First Name</i> – PHP 3,000.00 <i>Correction of Clerical Error</i> – PHP 1,000.00 (RA 10172) <i>Correction of date and month in the Date of Birth</i> – PHP 3,000.00 <i>Correction of Sex/Gender</i> – PHP 3,000.00	5 minutes	Municipal Treasury Office
4. Return to the Civil Registry Office to submit the proof of payment and signing of the prepared petition.	4. Accept and check the Official Receipt 4.1 Facilitate the signing of the petition 4.2 Issue Notice of Publication for petition for Change of First Name, Correction of Date and Month in the Date of Birth and Correction of Sex/Gender	None	10 minutes	<i>Municipal Civil Registrar</i> Civil Registry Office
5. Wait for the 15 days posting and decision period of filed petition	5. Prepare Notice of Posting and post it in the bulletin	None	1 hour	

	5.1 Review petition and all supporting documents for final decision			
6. For Petition for Change of First Name, Correction of Date & Month in the Date of Birth, and Correction of Sex/Gender, have your petition be published in a Local Newspaper of general circulation for 2 consecutive weeks	6. Publish the petition 6.1 Issue copy of the newspaper clipping and Affidavit of Publication	None	1 day	<i>Newspaper of General Circulation</i>
7. Return to the Civil Registrar to submit proof of publication	7. Accept the proof of publication	None	1 minute	<i>Municipal Civil Registrar Civil Registry Office</i>
8. Wait for 3 months for the processing of the filed petition	8. Endorse the petition to the PSA Central Office for their review and approval 8.1 Prepare and endorse the Certificate of Finality after affirmation of PSA Central Office	None	1 day	
9. Return to Civil Registry Office to follow-up the filed petition	9. Give the copy of affirmed petition to the client	None	3 minutes	
10. Sign in the Receiving log book	10. Record the issuance and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
Total			<i>Correction of Clerical Error –1 day, 1 hour, 41 minutes</i> <i>Change of First Name, Correction of Day & Month in the Date of</i>	

				<i>Birth, & Change of Sex/Gender – 2 days, 1 hour, 41 minutes</i>
Application for Migrant Petition:				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
2. Submit the erroneous document	2. Accept, verify the record, and review the document 2.1 Give and explain the requirements for migrant correction	None	10 minutes	<i>Administrative Aide IV Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
3. Submit original and photocopies of required documents.	3. Accept and review the required documents presented 3.1 Give the Order of Payment 3.2 Instruct client to pay for Postal Money Order at the nearest Post Office addressed to the City/Municipal Treasurer of the Local Government Unit of where the petition will be forwarded 3.3 Start the preparation of transmittal and petition	None	1 day	
4. Pay for Postal Money Order at the nearest Post Office	4. Accept payment and issue Postal Money Order	Filing fee: (RA 9048) <i>Change of First Name – PHP 3,000.00</i> <i>Correction of Clerical Error – PHP 1,000.00</i>	15 minutes	Post Office

		(RA 10172) <i>Correction of date and month in the Date of Birth – PHP 3,000.00</i> <i>Correction of Sex/Gender – PHP 3,000.00</i>		
5. Return to the Civil Registry Office to submit the proof of payment & Postal Money Order and signing of the prepared petition.	5. Accept and check the Official Receipt & Postal Money Order 5.1 Explain the petition to the client 5.2. Give the petition and assist the client for the signing of petition	None	10 minutes	<i>Municipal Civil Registrar Civil Registry Office</i>
6. Wait for 4 months for the processing of your petition	6. Mail/forward the petition with all supporting documents to the civil registry office concern 6.1 Wait for the approval/feedback of the Civil Registry Office concern	None	1 day	
7. Return to Civil Registry Office to follow-up the filed petition	7. Give the copy of affirmed petition to the client	None	3 minutes	
8. Sign in the Receiving log book	8. Record the issuance and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
Total			2 days, 45 minutes	

Change of First Name or Nickname and Correction of Clerical or Typographical Error are covered under RA 9048 and Correction of Day and Month in the Date of Birth and Correction of Sex/Gender are covered under RA 10172

7. APPLICATION FOR THE LEGITIMATION OF NATURAL CHILD

The Civil Registry Office shall process the legitimation of a Natural Child after subsequent marriage of parents.

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Parents/Guardians			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly subscribed Joint Affidavit of Legitimation (2 original copies)		Municipal Trial Court, Mayor's Office, Law Office		
2. Marriage Certificate of Parents (2 photocopies)		Local Civil Registry Office or Philippine Statistics Authority (PSA)		
3. Marriage Advisory of both parents (if mother give birth underage or below 18 yrs. Old) (1 original copy)		Philippine Statistics Authority (PSA)		
4. Duly subscribed Affidavit of Acknowledgement/Admission of Paternity if child/children was or were not acknowledged (2 original copies)		Municipal Trial Court/Mayor's Office/Law Office		
5. For previously registered birth, birth certificate of child to be legitimated (2 photocopies)		Local Civil Registry Office or Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
2. Submit the required documents.	2. Accept and review the documents 2.1 Give Order of Payment 2.2 Start processing the legitimation	None	15 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>

3. Pay the required fee at the Municipal Treasury Office	3. Accept payment based on the Order of Payment 3.1 Issue the Official Receipt	Legitimation Fee – PHP 500.00 Affidavit Fee – PHP 100.00	5 minutes	Municipal Treasury Office
4. Return to the Civil Registry Office to get the annotated document	4. Check and record the Official Receipt 4.1 Register the Legal Instruments 4.2 Issue the annotated documents to client	None	3 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
5. Sign the Receiving Log Book	5. Record the issuance of the annotated document and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
Total			25 minutes	

Petition for the Legitimation of a Natural Child is covered under RA 9858 and RA 9255

8. APPLICATION FOR A SUPPLEMENTAL REPORT

The Civil registrar shall accept only one supplemental report for not more than two omitted information in any registered event. In cases where there are more than two (2) omitted information, all papers related thereto shall be forwarded to the Office of the Civil Registrar – General.

Office or Division:	Municipal Civil Registry Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Owner of the record or parents/guardian if underage	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. PSA copy of the affected document (1 Original, 3 photocopy)	Philippine Statistics Authority	
2. Supplemental Affidavit executed by the document owner if of legal age or by the parents if underage (4 Original copy)	Municipal Trial Court, Mayor's Office, Law Office	

3. Baptismal (1 original, 3 photocopy)		Church where baptized		
4. Voter's Registration Record (1 original, 3 photocopy)		Comelec		
5. Birth Certificate (1 original, 3 photocopy)		Local Civil Registry Office or Philippine Statistics Authority (PSA)		
6. Marriage Certificate and Death Certificate if applicable(1 original, 3 photocopy)		Local Civil Registry Office or Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
2. Submit documents	2. Accept and review the documents 2.1 Give Order of Payment 2.2 Start processing the Supplemental Report	None	30 minutes	<i>Administrative Aide IV Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
3. Pay the required fee at the Municipal Treasury Office	3. Accept payment based on the Order of Payment 3.1 Issue the Official Receipt	Endorsement Fee – PHP 200.00 Supplemental Affidavit Fee – PHP 100.00	5 minutes	Municipal Treasury Office
4. Return to the Civil Registry Office to get copy of the supplemental report	4. Check and record the Official Receipt 4.1 Give instruction when to follow-up the supplemental report	None	5 minutes	<i>Administrative Aide IV Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
5. Wait while the supplemental report is being processed	5. Endorse the supplemental report to PSA Central Office 5.1 Wait for the approval of the supplemental report	None	1 day	<i>Municipal Civil Registrar Civil Registry Office</i>

6. Return to the Civil Registry Office to follow-up and get receiving copy of the approved supplemental report	6. Issue the approved supplemental report 6.1 Instruct the client to get copy of the annotated document to PSA Serbilis Outlet		2 minutes	
7. Sign the Receiving Log Book	7. Record the issuance of the Supplemental Report and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
Total			1 day, 44 minutes	

9. PREPARATION OF THE ANNOTATED BIRTH CERTIFICATE OF AN ILLEGITIMATE CHILD TO USE THE SURNAME OF THE FATHER (AUSF)

A child acknowledged by both parents shall use the surname of the father.

The last name of the mother shall be the middle name of the child.

The affidavit of acknowledgment executed by the father and Affidavit to Use the Surname of the Father (AUSF) should be executed with the Civil Registry Office where the birth is registered.

Office or Division:	Municipal Civil Registry Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none"> • The child, if of age • Mother • Father 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. PSA copy of Birth Certificate (1 original copy)		Philippine Statistics Authority (PSA)
2. Duly subscribed Affidavit to Use the Surname of the Father (2 original copies)		Municipal Trial Court, Mayor's Office, Law Office
3. Any two of the following showing the paternity between Father and Child:		
<ul style="list-style-type: none"> • Employment Record (1 copy) 		Employer
<ul style="list-style-type: none"> • Certification of Punong Barangay (1 copy) 		Barangay Hall – Punong Barangay or personnel assigned

	<ul style="list-style-type: none"> • SSS/GSIS Record (1 copy) 	SSS/GSIS Office		
	<ul style="list-style-type: none"> • Income Tax Return (1 copy) 	BIR		
	<ul style="list-style-type: none"> • Statement of Assets and Liabilities (1 copy) 	Human Resource and Management Office (HRMO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
2. Submit documents	2. Accept and review the documents 2.1 Give Order of Payment 2.2 Start processing the documents	None	20 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>
3. Pay the required fee at the Municipal Treasury Office	3. Accept payment based on the Order of Payment 3.1 Issue the Official Receipt	Affidavit Fee – PHP 100.00 Endorsement Fee – PHP 200.00	5 minutes	Municipal Treasury Office
4. Return to the Civil Registry Office to get copy of the annotated document	4. Check and record the Official Receipt 4.1 Register the Legal Instrument 4.2 Issue the copy of annotated document to client 4.3 Endorse Annotated document with all requirements to PSA Central Office	None	5 minutes	<i>Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>

5. Sign the Receiving Log Book	5. Record the issuance of document and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
Total			32 minutes	

Processing of petition of an illegitimate child to use the father's surname is covered under RA 9255 and its revised IRR

10. REQUEST FOR ENDORSEMENT OF CIVIL REGISTRY RECORDS TO THE CIVIL REGISTRAR GENERAL (PSA-OCRG)

There are instances when the Philippine Statistics Authority does not have available records requested by clients or available but blurred. As a remedy, clients are advised to check the availability of records at the Municipal Civil Registry Office where they were registered.

If the document is available, the Municipal Civil Registrar shall endorse a copy of the document to PSA

Office or Division:	Municipal Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Owner of the document, parents/guardian if underage			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
PSA Negative Certification Result issued within the past six months/PSA Blurred Copy of the Document (1 original copy)			Philippine Statistics Authority (PSA)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
2. Submit PSA Negative Result/Certification or Blurred copy of Document	2. Accept document and check record in the database/reference file	None	10 minutes	<i>Administrative Aide IV Or Administrative Asst. II</i>

	2.1 Give Order of Payment 2.2 Start preparing the endorsement documents			Civil Registry Office <i>Municipal Civil Registrar</i> Civil Registry Office
3. Pay the required fee at the Municipal Treasury Office	3. Accept payment based on the Order of Payment 3.1 Issue the Official Receipt	Endorsement Fee – PHP 200.00	5 minutes	Municipal Treasury Office
4. Return to the Civil Registry Office and present the Official Receipt	4. Check and record the Official Receipt 4.1 Explain the endorsement process	None	5 minutes	<i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> Civil Registry Office
5. Wait for 7 working days processing of the endorsement	5. Endorse the document to PSA 5.1 Get the receiving copy of endorsement	None	1 day	<i>Municipal Civil Registrar</i> Civil Registry Office
6. Return to Civil Registry Office to get the receiving copy of the endorsement	6. Check filed endorsements 6.1 Issue the receiving copy of endorsement	None	2 minutes	<i>Administrative Aide II</i> Or <i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> Civil Registry Office
7. Sign the Receiving Log Book	7. Record the issuance of the endorsement and assist the client	None	1 minute	<i>Administrative Asst. II</i> Civil Registry Office
Total			1 day, 24 minutes	

11. APPLICATION FOR CIVIL REGISTRY DOCUMENTS (BIRTH, MARRIAGE, DEATH) IN SECURITY PAPER (SECPA), & CERTIFICATE OF NO MARRIAGE (CENOMAR) ISSUED BY PSA THROUGH BATCH REQUEST ENTRY SYSTEM (BREQS)

The National Statistics Office, now, Philippine Statistics Authority established the Batch Request Entry System (BREQS) in order to provide an off-line method of encoding requests for civil registry documents such as birth, death, marriage and certificate of no marriage (CENOMAR) not only those registered in this municipality but also those registered in other localities. Through the system, clients need not go to any Serbilis Outlets of PSA to request for their documents in Security Paper. The LGU thru the MCR Office will get it for them thereby giving convenience, saving time and money on the part of the client.

Office or Division:	Municipal Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	<ul style="list-style-type: none"> • Document owner if of age • Parents if owner is minor • Other person duly authorized by the owner of document 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal		SSS, GSIS, COMELEC, LTO, DFA, Postal Office, DSWD, Senior Citizens Office, Barangay Hall, Police Station, NBI, etc.		
Valid Identification Card/Identity Documents with CLEAR PHOTO, FULL NAME IN PRINT and SIGNATURE (1 copy)				
Representative		Document Owner		
Authorization Letter/Special Power of Attorney (1 original copy)				
Valid Identification Card of the Representative with CLEAR PHOTO, FULL NAME IN PRINT and SIGNATURE (1 copy)				
Valid Identification Card of the Document Owner with CLEAR PHOTO, FULL NAME IN PRINT and SIGNATURE (1 copy)		Document Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	1 minute	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
2. Submit required document/s and fill-up Application Form	2. Accept and validate document/s presented 2.1 Give Order of Payment 2.2 Start processing the request	None	5 minutes	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office Municipal Civil Registrar Civil Registry Office</i>

3. Pay the required fee at the Municipal Treasury Office	3. Accept payment based on the Order of Payment 3.1 Issue 3.2 Receive the Official Receipt	Service Fee – PHP 100.00	5 minutes	Municipal Treasury Office
4. Return to the Civil Registry Office to pay the required fee for the request to Philippine Statistics Authority (PSA)	4. Check and record the Official Receipt 4.1 Accept payment based on the corresponding required fee of request	Birth Certificate – PHP 155.00 Marriage Certificate – PHP 155.00 Death Certificate – PHP 155.00 Cenomar – PHP 210.00 Advisory on Marriage – PHP 210.00	2 minutes	<i>Administrative Aide II</i> Or <i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> Civil Registry Office
5. Wait for 7 days for the processing of request to PSA Serbilis Outlet	5. Transmit the Batch request to PSA Serbilis Outlet 5.1 Receive the SECPA copies of requested documents	None	1 day	<i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> or <i>Municipal Civil Registrar</i> Civil Registry Office
6. Return to Municipal Civil Registry Office to get the requested document	6. Check and verify Record of Request 6.1 Issue the requested document	None	3 minutes	<i>Administrative Aide II</i> Or <i>Administrative Aide IV</i> Or
7. Sign the Receiving Log Book	7. Record the issuance of the requested document and assist the client	None	1 minute	<i>Administrative Asst. II</i> Civil Registry Office
Total			1 day, 17 minutes	

12. REQUEST FOR ENDORSEMENT OF CIVIL REGISTRY RECORDS WITH JUDICIAL ORDER

Like other civil registry documents, Court Decrees and Orders concerning the status of a person shall be registered in the Civil Registry Office where the court is functioning within (10) days after the Decree/Order has become final and executory.

Successful petitioners of affected documents may report concern civil registry office where the document was registered to effect the court decision and request for the endorsement of the document to the Civil Registrar – General (PSA – OCRG)

Office or Division:	Municipal Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Person who filed the petition in the court			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Original/Certified copy of the Court Order & Decision (3 sets) • Original/Certified copy of the Certificate of Finality (3 sets) 			Court where the petition was filed	
<ul style="list-style-type: none"> • Original/Certified copy of Certificate of Registration of the Court Order/Decision (3 sets) • Original/Certified copy of Certificate of Authenticity 				
Additional Requirement for Representative:			Owner of the approved petition	
<ul style="list-style-type: none"> • Duly subscribed Special Power of Attorney 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's log Book	1. Give the log book and assist the client	None	20 minutes	<i>Administrative Aide II Or Administrative Aide IV Or Administrative Asst. II Civil Registry Office</i>
2. Submit required documents	2. Receive and evaluate the authenticity of the documents presented 2.1 Issue Order of Payment 2.2 Start the preparation of annotation and endorsement	None	5 minutes	<i>Municipal Civil Registrar Civil Registry Office</i>
3. Pay the required fee at the Municipal Treasury Office	3. Accept payment based on the Order of Payment 3.1 Issue the Official Receipt		5 minutes	Municipal Treasury Office

4. Return to the Civil Registry Office and wait for the processing of request	4. Review and approve the annotated documents 4.1 Process the endorsement to PSA – Office of Civil Registrar General	None	1 hour	<i>Municipal Civil Registrar</i> Civil Registry Office
5. Receive the annotated copy and the endorsement for mailing to PSA - OCRG	5. Release personal file w/ proper annotation 5.1 Instruct the petitioner to mail the endorsed documents to PSA-OCRG	None	5 minutes	
6. Sign the Receiving Log Book	6. Record the issuance of the requested document and assist the client	None	1 minute	<i>Administrative Aide II</i> Or <i>Administrative Aide IV</i> Or <i>Administrative Asst. II</i> Civil Registry Office
Total			1 hour, 36 minutes	