MUNICIPAL CIVIL REGISTRAR OFFICE

SERVICE CATEGORY

MUNICIPAL CIVIL REGISTRAR SERVICES

1. REQUEST FOR COPY OF CIVIL REGISTRY DOCUMENTS

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business ; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Authorization Letter, IDs of the document owner and Authorized representative	1. RA 10173 (Data Privacy Act)/ Revenue code

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up the request form and pay the correspondin g fee.	1. Verify from the database, Present OR for release/issuance of the certified copy	P50.00	15 minutes	**AMELITA LABIO** Admin Aide III
TOTAL:		**P50.00**	**15 minutes**	

BIRTH

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business ; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

1. Marriage Contract, the mother and father must be present for the unwed couple and must present a valid identification card or residence certificate, presence of the Birth Attendant	1. Revised Implementing Rules RA 9255/ Revenue Code

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the request form, and allow the client to check/verify all information	1. Encode information in PHILCRIS, for unwed parents, pay the corresponding fee for the Affidavit to Use Surname of the Father at the Treasurer's Office, Release the registered document	P200.00 (AUSF)	25 minutes	**MALOU D. DOMINGUEZ** Assistant Department Head
TOTAL:		**P200.00 (AUSF)**	**25 minutes**	

MARRIAGE

OFFICE / DIVISION:	Municipal Civil Registrar Offic
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business ; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. The prescribed period for registration of ordinary marriage is within fifteen days while marriage under Art. 34 (exempted from license requirement) is within 30 days	1. IRR of Act No. 3753

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the request form, and allow the client to check/verify all information	1. Verify all information, Assign the registry number, Release/issue registered Marriage Contract	None	10 minutes	**JOAN SADABA** Admin Aide III
TOTAL:		**None**	**10 minutes**	

DEATH

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business ; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Certification certifying that the person died within their locality	1. IRR of Act No. 3753 / Revenue code

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the request form, allow the client to check/verify all information, and pay the corresponding fee	1. Encode information in PHILCRIS, For the signature of the following: Embalmer, Attending Physician, Municipal Health Officer, Release of Registered Document	Burial Permit Php 50.00; Cemetery Lot	25 minutes	**MALOU D. DOMINGUEZ** Assistant Department Head
TOTAL:		**Php 50.00**	**25 minutes**	

2. REGISTRATION OF COURT ORDERS/DECREES AND LEGAL INSTRUMENTS

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Original and certified photocopy of the court order, certificate of finality, certificate of court registration issued by the concerned Municipality/City Civil Registrar where the court order was issued	1. IRR of Act No. 3753 / Revenue code

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up the information form and pay the corresponding fee.	1. Verification and acceptance of documents. Annotation of record. Issuance of an annotated copy of the document and endorsement to PSA.	1. Annulment of Marriage: Php 200, Acknowledgement, Legitimation, AUSF: Php 200, Supplemental Report: Php100 Adoption: Php 500, Judicial Declaration of Presumption of death/Affidavit of reappearance: Php300, Legal Separation: Php 200, Naturalization: Php200, Voluntary Emancipation of	30 minutes	**MALOU D. DOMINGUEZ** Assistant Department Head

		Minor: Php 100, Recognizing or Acknowledging Natural Children or Impugning or denying such recognition: Php 200, Judicial Determination of Paternity Affiliation: Php 200, Custody of Minors and Guardianship: Php 200, Repatriation or Voluntary Renunciation of Citizenship: Php 300		
TOTAL:			**30 minutes**	

3. DELAYED REGISTRATION OF CIVIL REGISTRY

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For Birth: PSA Negative Result, Baptismal Certificate, Permanent School Record/Transcript of Records, Immunization/ Medical Record, Voter's Registration Record, Marriage Certificate (of parents and of the document owner), Brgy. Certification, Valid IDs/cedula of parents. Other Supporting documents may be required by the Office which is relevant and necessary for the	1. IRR of Act No. 3753 / Revenue code

processing of the registration. For Out-of-Town Late Registration of Birth: Self Affidavit of the Registrant and Affidavit of two disinterested persons	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the information form, allow the client to check/verify all information, and pay the corresponding fee.	1. Encode information if PHILCRIS. Posting Period of 10 days before release/issuance of Registered Document	1. For Birth: AUSF Fee Php 200 For Out-of-Town Late Registration: Endorsement fee: Php100	30 minutes 10 working days	**EDGARDO C. GARCIA** MCR-ICO
TOTAL:			**10 working days**	

4. APPLYING FOR A MARRIAGE LICENSE

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Birth Certificate of both applicants, Pre-Marriage Counseling Certificate, for 25 years old & up CENOMAR, 18-24 years old must have their parents with them for parents' consent/advice, for foreigners, Legal Capacity, for widow/widower Death certificate of the deceased spouse, for annulled/divorced, divorce/annulment papers	1. IRR of Act No. 3753

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the information form and pay the correspondi ng fee.	1. Verify all information given, For Civil Wedding (Mayor) - Check the schedule of the wedding, Release/Issu ance of Marriage License	1. For Church/ Christian Wedding, Civil Wedding (Judge) - Php252.00 2. For Civil Wedding (Mayor) - Php452.00 3. For applications under Art. 34 - Php200.00	25 minutes	**JOAN SADABA** Admin Aide III
TOTAL:			**25 minutes**	

5. CORRECTION OF CLERICAL ERROR (RA 9048)

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA & LCRO copy of the document to be corrected, baptismal certificate, marriage certificate, School Record/Transcript of Records, Voter's Registration Record (COMELEC), Certificate of Employment or Affidavit of Non-employment (Unemployed), cedula, IDs. Other Supporting documents	1. RA 9048

may be required by the Office which is relevant and necessary for the approval of the Petition depending on the error to be corrected: e.g., Philhealth MDR, Passport, Birth certificate of child/children, siblings or parents, medical records, etc.	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the information form and pay the corresponding fee.	1. Verification and acceptance of petition. Posting period for 10 days before forwarding to PSA. Processing and approval of petitions for RA 9048 at PSA	1. Php 1,000.00 For Migrant Petition: Php 500	15 minutes, 10 working days, 3-4 months	**EDGARDO C. GARCIA** MCR-ICO
TOTAL:			**4 months**	

6. CHANGE OF FIRST NAME (RA 9048), CORRECTION OF SEX/GENDER & CORRECTION OF DATE OF BIRTH (RA 10172)

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrument Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA & LCRO copy of the document to be corrected, Baptismal certificate, marriage certificate, earliest school record	1. IRR of Act No. 3753

(elementary), Voter's registration Record (COMELEC), Certificate of Employment or Affidavit of unemployment (Unemployed), Affidavit of Publication, Newspaper Clippings, Police Clearance, NBI Clearance. Other Supporting documents may be required by the Office which is relevant and necessary for the approval of the Petition depending on the error to be corrected: e.g. Philhealth MDR, Passport, Birth certificate of child/children, siblings or parents, etc...) *** For Correction of Sex/Gender: Medical Records, Medical certification from accredited government physician, Certificate of Authenticity issued by the MCR, the person concerned must be the one to file the petition	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up information form, Pay correspond ing fee.	1. Verification and acceptance of documents. Publication to newspaper for two consecutive weeks then posting period for 10 days before forwarding to PSA, Processing and approval of petitions at PSA	1. Php 3,000.00 For Migrant Petition; Php 1,000.00	15 minutes, 3-4 months	**EDGARDO C. GARCIA** MCR-ICO
TOTAL:			**4 months**	

7. REQUEST FOR ENDORSEMENT OF RECORD TO PSA (ADVANCE COPY, NEGATIVE RESULT, UNANNOTATED)

OFFICE / DIVISION:	Municipal Civil Registrar Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2C – Government to Citizens; G2B-Government to Business; G2G-Government to Government
WHO MAY AVAIL:	All Government Offices and agencies in the Executive Department, including Local Government Units, Government-Owned and Controlled Corporations (GOCCs), Other Government Instrumentalities, Organizations/Private sector Partners and individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. (For Negative and unannotated) PSA Copy of the document	1. IRR of Act No. 3753 / Revenue code

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up the information form, allow the client to check/verify all information, and pay the corresponding fee.	1. Verification from the database and acceptance of documents. Issuance of endorsement letter to PSA	Php 100.00	15 minutes	**MALOU D. DOMINGUEZ** Assistant Department Head
TOTAL:			**15 minutes**	