# **CITY REGISTRAR'S OFFICE**

**External Services** 

#### 1. Change of First Name

Republic Act No. 9048 has given authority to the City/Municipality Civil Registrars and consul registrars to decide petitions for change of first name in the Certificate of Live Birth subject to affirmation by the Civil Registrar General.

Office or Divisio LCRO	n: Local Civil	Local Civil Registrar Office, City Treasurer's Office				
Classification:	Highly Cor	Highly Complex (20days)				
Type of	G2C – Go	vernment to Cit	izens			
Transaction:	G2B – Go	ernment to Bu	sinesses			
Who may avail:	Citizen					
CHECKI	IST OF	,	WHERE TO SEC	URE		
REQUIRI	EMENTS					
Submission of Re	-					
- Certified copy of	birth (Local	Loc	cal Civil Registrar	's Office		
Copy) - PSA copy of birt	h cortificato		DCA			
- Baptismal Certif			PSA Church			
- School Records			School			
- NBI and Police (		NBI	Office and Police	e Station		
- Certificate of Em			Employer			
- If jobless (affidation unemployment)	VIT OT		Law Office			
- Voter's Certifica	tion	COMELEC				
- Marriage Contra		PSA/Local Civil Registrar's Office				
- Photocopy of ID						
- Community Tax	Cert.	Treasurer's Office				
Representative						
Must submit a Sp	ecial Power of	Special Power of Attorney must secure in Law				
Attorney		Offices				
(excluded: mothe	r/father,					
husband/wife, chi	ldren, siblings)					
Personal Appear	rance					
, creenary (ppear						
CLIENTS	AGENCY	FEES TO PROCESSING PERSON				
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE		
1. Submit all	1. Check all	None	5 minutes	Laborer II (re		
requirements	requirements if			assigned		
needed	complete			employee)		
				or Clerk II		
				LCRO		

2.1 Give	2. Interview	None	15 minutes	Laborer II (re
information				assigned
2.2 Sign petition		None	5 minutes	employee) or Clerk II
e.g pea.ae		110110	·	LCRO
3. Payment of	3.1 Receive	Change of	10 minutes	LRCO
prescribed fee	payment	First Name		Treasurer's
		– P3,000.00		Office
	3.2 Issuance of	. 5,555.55		
	Official Receipt	Posting		
		Fee –		
4. Present	4.1 Posting of	P200.00 None	10 days	City Civil
Official Receipt	filed petition for	None	10 days	City Civil Registrar
to the LCRO	10 consecutive			LCRO
	days			
	4.2 2 weeks	None	2 weeks	Nowepaper
	publication in a	None	2 weeks	Newspaper Company
	newspaper			(General
				Circulation)
	4.3 Submission	None	3-4 months	Legal
	to PSA Quezon			Department
	City Legal			PSA Quezon
	Department for affirmation.			Clty
5. Received	5.1 Give a call	None	5 minutes	Laborer II (re
affirmed petition	to the petitioner			assigned
	if the petition			employee)
	was affirmed by the Civil			or Clerk II
	Registrar			LCRO
	General. If			
	impugned,			
	petitioner may			
	file motion for reconsideration.			
	Teconsideration.			
	5.2 Send the		3-4 weeks	PSA Regional
	affirmed petition			Office
	to PSA thru			

	courier for data			
	encoding.			
6. Request PSA	6. Secure	None		Any PSA Outlet
Сору	SECPA Copy			
TOTAL:		Php	6 months and	
IOIAL.		3,200.00	40 minutes	

#### 2. Correction of Clerical Error

Republic Act No. 9048 has given authority to the City/Municipal Civil Registrars and consul registrars to decide petitions for correction of clerical error in the certificates of live birth, marriage and death subject to affirmation by the Civil Registrar General.

Office or Division:	Local Civil Registrar's Office, City Treasurer's Office			
Classification:	Highly Com	plex (20days)		
Type of	G2C – Gove	ernment to Citizens		
Transaction:	G2G - Gove	rnment to Government		
Who may avail:	Citizen			
CHECKLIST		WHERE TO SECURE		
REQUIREMEN				
REQUIREMENTS  Requirements: (depending on the document and item to be corrected)  - Certified copies of affected document  - PSA copy of affected document  - Baptismal Certificate  - School Record  - Marriage Contract of parents  - Photocopy of IDs  - Civil Registry record of ascendants  - Marriage Contract of parents  - Community Tax Cert.		Local Civil Registrar's Office  PSA Church School PSA or Local Civil Registrar's Office  PSA or Local Civil Registrar's Office PSA or Local Civil Registrar's Office PSA or Local Civil Registrar's Office/ Treasurer's Office		
Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings)  Personal Appearance		Special Power of Attorney must secure in Law Offices		

CLIENTS	AGENCY	FEES TO	PROCESSING	PERSON
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
Submit all requirements needed	Check all requirements if complete	None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
<ul><li>2.1 Give information</li><li>2.2 Sign petition</li></ul>	2. Interview	None None	15 minutes 5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
3. Payment of prescribed fee	3.1 Receive payment	Correction of Clerical Error – P1,000.00	10 minutes	LRCO1 Treasurer's Office
	3.2 Issuance of Official Receipt	Posting Fee – P200.00		
4. Present Official Receipt to the LCRO	4.1 Posting of filed petition for 10 consecutive days	None	10 days	City Civil Registrar LCRO
	4.2 Submission to PSA Quezon City Legal Department for affirmation	None	3-4 months	Legal Department PSA Quezon City
5. Received file copy and PSA copy	5.1 Give a call to the petitioner if the petition was affirmed by the Civil Registrar General. If impugned, petitioner may file motion for reconsideration.	None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO

	5.2 Send the		3-4 weeks	
	affirmed petition			
	to PSA thru			
	courier for data			
	encoding.			
6. Request PSA	6. Secure	None		Any PSA Outlet
Сору	SECPA Copy			
TOTAL:		Php	5 months and	
IOIAL.		1,200.00	40 minutes	

## 3. Correction of Clerical Error (Date of Birth/Sex)

Republic Act No. 10172 has given authority to city/municipal registrar or the consul general 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 need of a judicial order.

Office or Division: LCRO	Local Civil Registrar's Office, City Treasurer's Office			
Classification:	Highly Complex	(20days)		
Type of	G2C – Governn	nent to Citizens		
Transaction:	G2G - Governm	nent to Government		
Who may avail:	Citizen			
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
Requirements: - Certified copies birth - PSA copy of birth - Baptismal Certificate - Earliest School Reco - NBI and Police Clear - Certificate of Employ - If jobless (affidavit of unemployment) - Voter's Certification - Marriage Contract (if - Medical Records - Photocopy of IDs - Community Tax Cert - In entry of sex (Medicissued by the City Head	rd rance ment married) . cal Certification	Local Civil Registrar's Office PSA Church School NBI office and Police station Employer Law Office  COMELEC PSA or Local Civil Registrar's Office Hospital/Clinic  Treasurer's Office City Health Office		
Representative Must submit a Special Attorney	Power of	Special Power of Attorney must secure in Law Offices		

(excluded: mother/father, husband/wife, children, siblings)

# Personal appearance specially in Correction of SEX

CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS	4 01 - 1	BE PAID	TIME	RESPONSIBLE
1. Submit all	1. Check all	None	5 minutes	Laborer II (re
requirements	requirements if			assigned
needed	complete			employee) or Clerk II
				LCRO
2.1 Give	2. Interview	None	15 minutes	Laborer II (re
information	Z. Interview	None	15 minutes	assigned
IIIIOIIIIalioii				employee)
2.2 Sign		None	5 minutes	or Clerk II
petition		None	o minutes	LCRO
3. Payment	3.1 Receive	Date of	10 minutes	LRCO1
of prescribed	payment	Birth/Sex		Treasurer's
fee	1 - 7	_		Office
		P3,000.00		
	3.2 Issuance of	Posting		
	Official Receipt	Fee		
		- P200.00		
4. Present	4.1 Posting of filed	None	10 days	City Civil
Official	petition for 10			Registrar
Receipt to	consecutive days			LCRO
the LCRO				
	4.2 2 weeks	None	2 weeks	Manila Star
	publication in a			National
	newspaper			Newspaper Birador Press
				INC.
				INC.
	4.3 Submission to	None	3-4 months	Legal
	PSA Quezon City	1,10110		Department
	Legal Department			PSA Quezon
	for affirmation			City
5. Received	5.1 Give a call to	None	5 minutes	Laborer II (re
file copy and	the petitioner if the			assigned
PSA copy	petition was			employee)

TOTAL:	Copy	Php 3,200.00	5 months and 40 minutes	
PSA Copy	Copy	INOHE		Any FOA Outlet
6. Request	6. Secure SECPA	None		Any PSA Outlet
	for data encoding.			
	affirmed petition to PSA thru courier			
	5.2 Send the		3-4 weeks	
	E O Cond the		2.4 weeks	
	reconsideration.			
	motion for			
	petitioner may file			
	impugned,			Office
	General. If			PSA Regional
	Civil Registrar			LCRO
	affirmed by the			or Clerk II

## 4. Delayed Registration of Civil Registry Documents

#### A. BIRTH

A report of vital event beyond the reglementary period is considered delayed. Delayed registry of birth must be filed at the Office of the Civil Registrar of the place where the event occurred, following the lapse of the reglementary period to register.

Office or Division:	Local Civil Registrar's Office, City Treasurer's Office			
LCRO				
Classification:	Highly Comple	ex (20days)		
Type of	G2C – Govern	ment to Citizens		
Transaction:	020 0010111			
Who may avail:	Citizen			
CHECKLIS	T OF	WHERE TO SECURE		
REQUIREM	IENTS			
Requirements: (LEGITIMATE) - Duly accomplished Live Birth - Baptismal Certifica - Marriage Contract - Marriage Contract married) - Voter's Certification old and above) - Negative Certificat	of applicant (if n (18 years	Local Civil Registrar's Office/Hospital/Clinic/Hilot  Church PSA or Local Civil Registrar's Office PSA or Local Civil Registrar's Office  COMELEC  PSA		

- Cedula

#### (ILLEGITIMATE)

- Duly accomplished Certificate of Live Birth
- Baptismal Certificate
- Voter's Certification (18 years old and above)
- Affidavit of mother
- Affidavit of two (2) disinterested persons
- Affidavit of hospital (if born in hospital/clinic)
- Marriage Contract of applicant (if married)
- Negative Certification from PSA
- Cedula

Personal appearance of both parents

Personal appearance of applicant if the parents are deceased

Treasurer's Office

Local Civil Registrar's Office/Hospital/Clinic/Hilot

Church COMELEC

Law Office Law Office

Law Office

PSA or Local Civil Registrar's Office

PSA Treasurer's Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
1. Submit all	1. Check all	None	5 minutes	Registration
requirement	requirements if			Officer I
s needed	complete			LCRO
2.1 Give information  2.2 Signed document before payment	2. Interview	None	20 minutes	Registration Officer I LCRO
3. Payment	3.1 Receive	Legitimate:	10 minutes	LRCO1
of prescribed	payment	Php 332.00		Treasurer's Office
fee	3.2 Issuance of Official Receipt	Illegitimate: Php 564.00		
4. Present	4. Sign notice of	None	10 days	City Civil
Official	posting and posted			Registrar

Receipt to	for 10 consecutive			LCRO
the LCRO	days			
5. Return	5. Release of the	None	5 minutes	Registration
after ten day	delayed registered			Officer I
posting	birth			LCRO
period				
		(Legitimate) Php 332.00	10 days and	
TOTAL:		(Illegitimate)	40 minutes	
		Php 564.00		

# 4. Delayed Registration of Civil Registry Documents

#### **B. MARRIAGE**

Late registration applies to marriages that have not been registered after 30 days reglementary period.

Office or Divis	ion:	Local Civil Registrar's Office, City Treasurer's Office				
Classification:		Highly C	omplex	(20days)		
Type of Transaction:		G2C – G	Governr	ment to Ci	tizens	
Who may avail	l <b>:</b>	Citizen				
CHECKLIST (	OF REC	UIREME	NTS		WHERE TO SE	CURE
Requirements: - Duly accomplished Certificate of Marriage - Affidavit of Delayed Registration - Negative Certification  Personal appearance (husband/wife)			Solemnizing C Law Offic PSA	e		
CLIENTS	CLIENTS AGENCY FEES		FEES	S TO BE	PROCESSING	PERSON
STEPS	AC	TION	P	PAID	TIME	RESPONSIBLE
1. Submit all		eck all Non		lone	5 minutes	Casual Clerk
requirements	requir	ements				or Clerk II
needed	if com	plete			LCRO	

2. Payment of	2.1 Receive	Php 332.00	10 minutes	LRCO1
prescribed fee	payment			Treasurer's
				Office
	2.2 Issuance			
	of Official			
	Receipt			
3. Present	3. Sign notice	None	10 days	City Civil
Official	of posting and			Registrar
Receipt to the	posted for 10			LCRO
LCRO	consecutive			
	days			
4. Return after	4. Release of	None	5 minutes	Casual Clerk
ten day	the delayed			or Clerk II
posting period	registered			LCRO
	marriage			
TOTAL:		Php 332.00	10 days and	
IOIAL.		1 11p 332.00	20 minutes	

# 4. Delayed Registration of Civil Registry Documents

#### C. DEATH

Delayed registration of death must be filed at the Office of the Civil Registrar of the place where the event occurred, following the lapse of the reglementary period to register.

Office or Division: LCRO	Local Civil Registrar's Office, City Treasurer's Office		
Classification:	Highly Complex	(20days)	
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Citizen		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE	
Requirements: - Duly accomplished Certificate of Death - Affidavit of Delayed Registration - Negative Certification from PSA		City Health Office or Funeral Parlor  Law Office  PSA	
- Immediate family - Funeral Parlor Representative			

CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS	AGENCI ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit all	1. Check all	None	5 minutes	Labor Foreman
requirements	requirements if			(re assigned
needed	complete			employee)
				LCRO
2. Payment	2.1 Receive	Php	10 minutes	LRCO1
of prescribed	payment	332.00		Treasurer's
fee				Office
	2.2 Issuance of			
	Official Receipt			
3. Present	3. Sign of notice of	None	10 days	City Civil
Official	posting and posted			Registrar
Receipt to	for 10 consecutive			LCRO
the LCRO	days			
4. Return	4. Release of the	None	5 minutes	Labor Foreman
after ten day	delayed registered			(re assigned
posting	death			employee)
period				LCRO
TOTAL:		Php	10 days and	
IOIAL.		332.00	20 minutes	

# 5. Endorsement of Legal Documents to PSA

Endorsement of Documents is required if an applicant receives a negative copy of documents from PSA.

Office or Division: LCRO	Local Civil Registrar's Office, City Treasurer's Office		
Classification:	Simple (3days)		
Type of	G2C – Govern	ment to Citizens	
Transaction:	G2G – Govern	ment to Government	
Who may avail:	Citizen		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE	
Requirements: - Negative Certification from PSA  Representative One (1) valid ID, photocopy for representative and person involved Authorization Letter		PSA	

Personal appearance	
One (1) photocopy of valid ID	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1.1 Receive	None	5 minutes	Casual Clerk
Negative	Negative			LCRO
Certification	Certification			
from PSA		None	5 minutes	
	1.2 Issuance of			
	order of payment			
2. Payment	2.1 Receive	Depends	15 minutes	LRCO1
	payment	on		Treasurer's
		pages		Office
		Php		
	2.2 Issuance of	130.00		
	Official Receipt	each		
3. Submit	3.1 Processing the	None	10 minutes	Casual Clerk
Official	documents			LCRO
Receipt to				
LCRO	3.2 Signing of		5 minutes	City Civil
	documents			Registrar
				LCRO
4. Received	4. Release of	None	5 minutes	Casual Clerk
file copy and	Endorsed			LCRO
PSA copy (to	documents			
mail)				
TOTAL:		Php 130.00	45 minutes	

# 6. Issuance of certified copies of civil registry documents

The City Civil Registrar's Office issues certified copies of documents such as birth, death and marriage certificates.

Office or Division: LCRO	Local Civil Registrar's Office, City Treasurer's Office
Classification:	Simple (3days)
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizen

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request form	Local Civil Registrar's Office
Representative	
One (1) valid ID, photocopy for	
representative and person involved	
Authorization Letter	
Personal appearance	
One (1) photocopy of valid ID	

CLIENTS	AGENCY	FEES TO BE	PROCESSING	PERSON
STEPS	ACTION	PAID	TIME	RESPONSIBLE
1. Fill up	1.1 Receive	None	5 minutes	Casual Clerk
request form	request form			LCRO
	1.2 Searching documents if registered	None	5 minutes	
2. Payment	2.1 Receive	Php 130.00	15 minutes	LRCO1
	payment			Treasurer's
				Office
	2.2 Issuance			
	of Official			
	Receipt			
3. Submit	3.1 Processing	None	15 minutes	Casual Clerk
Official	the documents			LCRO
Receipt to				
LCRO	3.2 Signing of		5 minutes	City Civil
	documents			Registrar
				LCRO
4. Received	4. Releasing of	None	5 minutes	Casual Clerk
file copy	documents			LCRO
TOTAL:		Php 130.00	50 minutes	

## 7. Legal Instruments

This is a sworn statement in the form of an affidavit which affects the civil status of a person, these acts are executed without an order from the court.

Office or	Local Civil Registrar's Office, City Treasurer's Office		
Division:	Local Civil	Registral's Office, City Treasurer's Office	
Classification:	Simple (3d	ays)	
Type of	000 0		
Transaction:	G2C – Government to Citizens		
Who may	Citi-on		
avail:	Citizen		
CHECKLIST OF		WHERE TO SECURE	
REQUIREMENTS			
Depend upon the affected			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Depend upon the affected document Birth - Affidavit of admission of paternity/acknowledgement, legitimation, Affidavit to Use the Surname of Father (AUSF)	Law Office
Representative/Personal Appearance of document owner	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present	1.1 Receive	None	5 minutes	Registration
documents	and review			Officer I
	documents			LCRO
		None	5 minutes	
	1.2 Issuance			
	of payment			
2. Payment	2.1 Receive	Acknowledgement	15 minutes	LRCO1
	payment	Php 532.00		Treasurer's
		Legitimation		Office
		Php 332.00	5 minutes	
	2.2 Issuance	AUSF		
	of Official	Php 332.00		
	Receipt	Election of		
		Citizenship		
		Php 300.00		

3. Submit	3. Processing	None	10 minutes	Registration
Official	the			Officer I
Receipt to	documents			LCRO
LCRO				
4. Received	4. Releasing	None	5 minutes	Registration
file copy	of the			Officer I
	annotated			LCRO
	document			
	and			
	Certification			
	of			
	Registration			
		Acknowledgement		
		Php 532.00		
		Legitimation		
		Php 332.00	45 minutes	
TOTAL:		AUSF	45 illillates	
		Php 332.00		
		Election of		
		Citizenship		
		Php 300.00		

# 8. Marriage License

In applying for issuance of marriage license, each of the contracting parties must fill out separately such application under oath before the City Civil Registrar.

Office or Division:	Local Civil Registrar's Office, City Treasurer's Office			
Classification:	Highly Com	plex (20days)		
Type of Transaction:	G2C – Gove	ernment to Citizens		
Who may avail:	Citizen			
CHECKLIST	OF	WHERE TO SECURE		
REQUIREMEN	REQUIREMENTS			
- Certified copy/PSA copy of Birth		PSA or Local Civil Registrar's Office		
Certificate				
- Family planning		City Health Office		
- Pre-Marital Counsellin	ng (25 years	DSWD		
old below)				
- Cenomar (25 years old above)		PSA		
- Certificate of death if widowed		PSA or Local Civil Registrar's Office		
- Court decree for annulment		Regional Trial Court		
Court decree for armid	iiiioiit	regional mai oddit		

- Parental Consent (18 to 20 years old)
- Parental Advice (21 to 24 years old)
- Legal Capacity for foreigner (Embassy in the Philippines)
- Photocopy of Passport of foreigner

# Personal appearance of both applicants

Local Civil Registrar's Office

Local Civil Registrar's Office

Foreign embassy or consular office in the Philippines/Law Office

CLIENTS	AGENCY	FEES TO	PROCESSING	PERSON
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit all	1. Check all	None	1. minutes	Casual Clerk or
requirements	requirements if			Clerk II
needed (both	complete			LCRO
parties)				
2. Fill up	2. Interview	None	30 minutes	Casual Clerk or
application form				Clerk II
for Marriage				LCRO
License				
3. Payment	3.1 Receive	Php	10 minutes	LRCO1
	payment	302.00		Treasurer's
				Office
	3.2 Issuance of			
	Official Receipt			
4. Present	4. Posting of	None	10 days	City Civil
Official Receipt	filed petition for			Registrar
to the LCRO	10 consecutive			LCRO
	days			
5. Received	5. Release of	None	5 minutes	Casual Clerk or
сору	the Marriage			Clerk II
	License on the			LCRO
	11 <sup>th</sup> day.			
TOTAL:		Php	10 days and	
IOIAL.		302.00	50 minutes	

#### 9. Registration of Civil Registry Documents

#### A. Birth

The office of the City Civil Registrar ensures that the birth of a child shall be registered within thirty (30) days from the time of birth in the city where it occurred. It is the responsibility of the attendant, clinic or hospital authority to cause the registration of birth.

Office or Divisio	Loca	Local Civil Registrar's Office, City Treasurer's Office				
Classification:	Simp	le (3da	ays)			
Type of Transaction:	G2C	– Gov	ernment to Citi	izens		
Who may avail:	Citize	ens				
CHECKI				WHERE TO SEC	URE	
REQUIRI	EMENTS					
Four (4) copies o Certificate of Live	•	hed		Local Civil Regist ffice/Hospital/Clin		
- If child is illegitimate the father must accomplish the acknowledgement portion at the back of the Certificate of Live Birth and the mother must submit to our office the Affidavit to Use the Surname of the Father  Representative  Mother/Father/Attendant/Hospital Authority			Law Offices			
CLIENTS STEPS	AGENO ACTIO		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit 4 copies birth certificate	1. Check a requireme submitted	all	None	5 minutes	Registration Officer I LCRO	
2. Payment	2.1 Receive payment 2.2 Issuan Official Re	nce of	Illegitimate: Php 332.00	15 minutes	LRCO1 Treasurer's Office	
3. Submit Official Receipt to LCRO	3.1 Proces the docum	_	None	20 minutes	Registration Officer I LCRO	

	3.2 Signing of documents		5 minutes	City Civil Registrar LCRO
4. Received copy of Certificate of Live Birth	4. Releasing of documents	None	1 day	Registration Officer I LCRO
		None	5 minutes	
TOTAL:		Illegitimate: Php 332.00	1 day and 50 minutes	

## 9. Registration of Civil Registry Documents

#### **B.** Marriage

For marriage with license, submission of Certificate of Marriage shall be within fifteen (15) days following the solemnization of marriage. For marriage that is exempted from the license requirement, the prescribed period is thirty (30) days at the City/Municipality where the marriage was solemnized.

Office or Division LCRO	n:	Local Civil Registrar's Office			
Classification:		Simple (3da	ys)		
Type of Transact	tion:	G2C – Gove	ernment to C	itizens	
Who may avail:		Citizens			
CHECKI REQUIR	_			WHERE TO SE	CURE
REQUIREMENTS  Four (4) copies of accomplished Certificate of Marriage  - Both parties (husband/wife)  - Representative of solemnizing officer			Solemnizing O		
CLIENTS STEPS	_	ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies marriage certificate	1. Cł requi	neck all irements nitted	None	5 minutes	Casual Clerk LCRO

2. Wait for the	2.1 Processing	None	20 minutes	Casual Clerk
release	the documents			LCRO
	2.2 Signing of	None	5 minutes	City Civil
	documents			Registrar
				LCRO
3. Receive copy	3. Releasing of	None	5 minutes	Casual Clerk
of Certificate of	documents			LCRO
Marriage				
TOTAL:		None	35 minutes	

# 9. Registration of Civil Registry Documents

#### C. Death

It is the responsibility of the representative from Funeral Parlor or Immediate Family to cause the registration of death.

Office or Divisio LCRO	n: Local Civil F	Local Civil Registrar's Office, City Health Office			
Classification:	Simple (3da	ıys)			
Type of Transac	tion: G2C – Gove	ernment to C	itizens		
Who may avail:	Citizens				
	LIST OF EMENTS		WHERE TO SE	CURE	
Four (4) copies of Certificate of Dea	ily		Funeral Parl	or	
Parlor	- Representative from Funeral Parlor				
CLIENTS	AGENCY	FEES TO	PROCESSING	PERSON	
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE	
1. Submit 4	1. Check and	None	5 minutes	Labor Foreman	
copies of death	Receive the			(re assigned	
certificate	Death			employee)	
	Certificate if			LCRO	
	properly filled				
	out				

2. Waiting for	2.1 Processing	None	20 minutes	Labor Foreman
processing	the documents			(re assigned
				employee)
				LCRO
	2.2 Signing of		5 minutes	City Civil
	documents			Registrar
				LCRO
3. Receive file	3. Releasing of	None	5 minutes	Labor Foreman
copy of	documents			(re assigned
Certificate of				employee)
Death				LCRO
TOTAL:		None	35 minutes	

10. Registration of Court Documents
It is the responsibility of the court representative or document owner to cause the registration of court documents.

Office or	
Division:	Local Civil Registrar's Office, City Treasurer's Office
LCRO	
Classification :	Simple (3days)
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul><li>Entry of judgement</li><li>Certification</li><li>Court Decision</li><li>Certification of Registration</li><li>Authenticity</li></ul>	Regional Trial Court Regional Trial Court Regional Trial Court Local Civil Registrar's Office Local Civil Registrar's Office
Representative with authorization letter	

One (1) photocopy of valid
id of representative and
person involved

#### Petitioner with Valid ID

Petitioner with Valid ID				
CLIENTS	AGENCY	FEES TO BE	PROCESSING	PERSON
STEPS	ACTION	PAID	TIME	RESPONSIBLE
1. Request entry of judgement/ finality from the court who rendered	1. Release entry of judgement/ finality	None	5 minutes	Petitioner or Court Representative
case	0.4.01			
2. Bring documents to LCRO	2.1 Check all requirements submitted	None	5 minutes	Laborer II (re assigned employee) Immediate
	2.2 Search the decision in the file copies	None	10 minutes	officer Registration Officer I LCRO
3. Payment	3.1 Receive payment	Depends on pages Php 130.00 each	15 minutes	LRCO1 Treasurer's Office
	3.2 Issuance of Official Receipt	Adoption/ Nullity/ Cancellation/ Correction /Recognition of foreign judgement Php 532.00		
4. Wait for release	4.1 Processing the documents	None	30 minutes	Laborer II (re assigned employee) Immediate officer Registration Officer I LCRO

	4.2. Signing of documents	None	20 minutes	City Civil Registrar LCRO
5. Receive file copy	5. Releasing of documents	None	5 minutes	Laborer II (re assigned employee) Immediate officer Registration Officer I LCRO
TOTAL:		Depends on pages Php 130.00 each  Adoption/ Nullity/ Cancellation/ Correction /Recognition of foreign judgement Php 532.00	1 hour and 30 minutes	

**11. Registration of Foundling**The DSWD Staff, within thirty (30) days register the certificate of foundling.

Office or Division:	Local Civil Registrar's Office, DSWD, City Treasurer's			
LCRO	Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens			
CHECKLIST OF		WHERE TO SECURE		
REQUIREMENTS				
- 4 copies of Certificate of Live Birth		Local Civil Registrar's Office DSWD		
- Social Case Study Report - Certification Declaring a Child Legally Available for Adoption		DSWD		

DSWD Staff				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring documents to LCRO	1. Check all requirements submitted	None	5 minutes	Registration Officer I LCRO
2. Payment	2.1 Receive payment  2.2 Issuance of Official Receipt	Php 202.00	15 minutes	LRCO1 Treasurer's Office
3. Wait for release	3.1 Processing the documents	None	30 minutes	Registration Officer I LCRO
	3.2 Signing of documents	None	20 minutes	City Civil Registrar LCRO
4. Received file copy	4. Releasing of documents	None	5 minutes	Registration Officer I LCRO
TOTAL:		Php 202.00	1 hour and 15 minutes	

# 12. Supplemental Omitted Entry in the Civil Registry Documents

An additional report of birth, death, marriage file for the purpose of supplying information that was omitted at the time the birth/death/marriage was originally registered

Office or Division: LCRO	Local Civil Registrar's Office, City Treasurer's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizens

CHECKL REQUIRE		WHERE TO SEC	CURE
- Affidavit of suppl	emental report	Law Office	
Personal appeara	ance of		
document owner			
Representative	h		
One (1) Valid ID p	• • •		
representative and	•		
Authorization lette	ſ		

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Bring	1. Check all	None	5 minutes	Casual Utility	
documents to	requirements			LCRO	
LCRO	submitted				
2. Payment	2.1 Receive	Php	15 minutes	LRCO1	
	payment	130 each		Treasurer's	
		page		Office	
	2.2 Issuance of				
	Official Receipt				
3. Wait for	3.1 Processing	None	30 minutes	Casual Utility	
release	the documents	140110	00 1111110100	LCRO	
	3.2 Signing of	None	5 minutes	City Civil	
	documents			Registrar	
				LCRO	
4. Receive file	4. Releasing of	None	5 minutes	Casual Utility	
copy and copy	documents			LCRO	
for PSA (to mail)					
		Php			
TOTAL:		130 each	1 hour		
		page			