

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 Division: LCRO	Local Civil Registrar Office, City Treasurer's Office			
Classification:	Highly Complex (20days)			
Type of Transaction:	G2C – Government to Citizens G2B – Government to Businesses			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of Requirements - Certified copy of birth (Local Copy) - PSA copy of birth certificate - Baptismal Certificate - School Records - NBI and Police Clearance - Certificate of Employment - If jobless (affidavit of unemployment) - Voter's Certification - Marriage Contract (if married) - Photocopy of IDs - Community Tax Cert.		Local Civil Registrar's Office PSA Church School NBI Office and Police Station Employer Law Office COMELEC PSA/Local Civil Registrar's Office Treasurer's Office		
Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings)		Special Power of Attorney must secure in Law Offices		
Personal Appearance				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO

2.1 Give information	2. Interview	None	15 minutes	Laborer II (re assigned employee) or Clerk II LCRO
2.2 Sign petition		None	5 minutes	
3. Payment of prescribed fee	3.1 Receive payment 3.2 Issuance of Official Receipt	Change of First Name – P3,000.00 Posting Fee – P200.00	10 minutes	LRCO Treasurer's Office
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 2 weeks publication in a newspaper	None	2 weeks	Newspaper Company (General Circulation)
	4.3 Submission to PSA Quezon City Legal Department for affirmation.	None	3-4 months	Legal Department PSA Quezon City
5. Received affirmed petition	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 affirmed petition to PSA thru		3-4 weeks	PSA Regional Office

	courier for data encoding.			
6. Request PSA Copy	6. Secure SECPA Copy	None		Any PSA Outlet
TOTAL:		Php 3,200.00	6 months and 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 Complex (20days)		
Type of Transaction:	G2C – Government to Citizens G2G - Government to Government		
Who may avail:	Citizen		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
<p>Requirements: (depending on the document and item to be corrected)</p> <ul style="list-style-type: none"> - 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. <p>Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings)</p> <p>Personal Appearance</p>	<p>Local Civil Registrar's Office</p> <p>PSA Church School</p> <p>PSA or Local Civil Registrar's Office</p> <p>PSA or Local Civil Registrar's Office PSA or Local Civil Registrar's Office/ Treasurer's Office</p> <p>Special Power of Attorney must secure in Law Offices</p>		

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
2.1 Give information 2.2 Sign petition	2. Interview	None	15 minutes	Laborer II (re assigned employee) or Clerk II LCRO
3. Payment of prescribed fee	3.1 Receive payment 3.2 Issuance of Official Receipt	Correction of Clerical Error – P1,000.00 Posting Fee – P200.00	10 minutes	LRCO1 Treasurer's Office
4. Present Official Receipt to the LCRO	4.1 Posting of filed petition for 10 consecutive days 4.2 Submission to PSA Quezon City Legal Department for affirmation	None None	10 days 3-4 months	City Civil Registrar LCRO 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 affirmed petition to PSA thru courier for data encoding.		3-4 weeks	
6. Request PSA Copy	6. Secure SECPA Copy	None		Any PSA Outlet
TOTAL:		Php 1,200.00	5 months and 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 Transaction:	G2C – Government to Citizens G2G - Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Requirements: - Certified copies birth certificate - PSA copy of birth - Baptismal Certificate - Earliest School Record - NBI and Police Clearance - Certificate of Employment - If jobless (affidavit of unemployment) - Voter's Certification - Marriage Contract (if married) - Medical Records - Photocopy of IDs - Community Tax Cert. - In entry of sex (Medical Certification issued by the City Health Officer of Cavite City)	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 Power of Attorney	Special Power of Attorney must secure in Law Offices	

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

Personal appearance specially in Correction of SEX

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
2.1 Give information	2. Interview	None	15 minutes	Laborer II (re assigned employee) or Clerk II LCRO
2.2 Sign petition		None	5 minutes	or Clerk II LCRO
3. Payment of prescribed fee	3.1 Receive payment	Date of Birth/Sex – P3,000.00	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 2 weeks publication in a newspaper	None	2 weeks	Manila Star National Newspaper Birador Press INC.
	4.3 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	None	5 minutes	Laborer II (re assigned employee)

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

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: 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 REQUIREMENTS	WHERE TO SECURE	
Requirements: (LEGITIMATE) - Duly accomplished Certificate of Live Birth - Baptismal Certificate - Marriage Contract - Marriage Contract of applicant (if married) - Voter's Certification (18 years old and above) - Negative Certification from PSA	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	

<ul style="list-style-type: none"> - 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 <p>Personal appearance of both parents</p> <p>Personal appearance of applicant if the parents are deceased</p>	<p>Treasurer's Office</p> <p>Local Civil Registrar's Office/Hospital/Clinic/Hilot</p> <p>Church COMELEC</p> <p>Law Office Law Office</p> <p>Law Office</p> <p>PSA or Local Civil Registrar's Office</p> <p>PSA Treasurer's Office</p>
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Registration Officer I LCRO
2.1 Give information 2.2 Signed document before payment	2. Interview	None	20 minutes	Registration Officer I LCRO
3. Payment of prescribed fee	3.1 Receive payment 3.2 Issuance of Official Receipt	Legitimate: Php 332.00 Illegitimate: Php 564.00	10 minutes	LRCO1 Treasurer's Office
4. Present Official	4. Sign notice of posting and posted	None	10 days	City Civil Registrar

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

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 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 REQUIREMENTS		WHERE TO SECURE		
Requirements: - Duly accomplished Certificate of Marriage - Affidavit of Delayed Registration - Negative Certification Personal appearance (husband/wife)		Solemnizing Officer Law Office PSA		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Casual Clerk or Clerk II LCRO

2. Payment of prescribed fee	2.1 Receive payment 2.2 Issuance of Official Receipt	Php 332.00	10 minutes	LRCO1 Treasurer's Office
3. Present Official Receipt to the LCRO	3. Sign notice of posting and posted for 10 consecutive days	None	10 days	City Civil Registrar LCRO
4. Return after ten day posting period	4. Release of the delayed registered marriage	None	5 minutes	Casual Clerk or Clerk II LCRO
TOTAL:		Php 332.00	10 days and 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 REQUIREMENTS		WHERE TO SECURE
Requirements: - Duly accomplished Certificate of Death - Affidavit of Delayed Registration - Negative Certification from PSA - Immediate family - Funeral Parlor Representative		City Health Office or Funeral Parlor Law Office PSA

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Labor Foreman (re assigned employee) LCRO
2. Payment of prescribed fee	2.1 Receive payment 2.2 Issuance of Official Receipt	Php 332.00	10 minutes	LRCO1 Treasurer's Office
3. Present Official Receipt to the LCRO	3. Sign of notice of posting and posted for 10 consecutive days	None	10 days	City Civil Registrar LCRO
4. Return after ten day posting period	4. Release of the delayed registered death	None	5 minutes	Labor Foreman (re assigned employee) LCRO
TOTAL:		Php 332.00	10 days and 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 Transaction:	G2C – Government to Citizens G2G – Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS	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 Negative Certification from PSA	1.1 Receive Negative Certification	None	5 minutes	Casual Clerk LCRO
	1.2 Issuance of order of payment	None	5 minutes	
2. Payment	2.1 Receive payment	Depends on pages Php 130.00 each	15 minutes	LRCO1 Treasurer's Office
	2.2 Issuance of Official Receipt			
3. Submit Official Receipt to LCRO	3.1 Processing the documents	None	10 minutes	Casual Clerk LCRO City Civil Registrar LCRO
	3.2 Signing of documents		5 minutes	
4. Received file copy and PSA copy (to mail)	4. Release of Endorsed documents	None	5 minutes	Casual Clerk LCRO
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 Representative One (1) valid ID, photocopy for representative and person involved Authorization Letter Personal appearance One (1) photocopy of valid ID		Local Civil Registrar's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1.1 Receive request form	None	5 minutes	Casual Clerk LCRO
	1.2 Searching documents if registered	None	5 minutes	
2. Payment	2.1 Receive payment	Php 130.00	15 minutes	LRCO1 Treasurer's Office
	2.2 Issuance of Official Receipt			
3. Submit Official Receipt to LCRO	3.1 Processing the documents	None	15 minutes	Casual Clerk LCRO City Civil Registrar LCRO
	3.2 Signing of documents		5 minutes	
4. Received file copy	4. Releasing of documents	None	5 minutes	Casual Clerk 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 Division:	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		
Depend upon the affected document Birth - Affidavit of admission of paternity/acknowledgement, legitimation, Affidavit to Use the Surname of Father (AUSF) Representative/Personal Appearance of document owner		Law Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents	1.1 Receive and review documents	None	5 minutes	Registration Officer I LCRO
	1.2 Issuance of payment	None	5 minutes	
2. Payment	2.1 Receive payment	Acknowledgement Php 532.00 Legitimation Php 332.00	15 minutes	LRCO1 Treasurer's Office
	2.2 Issuance of Official Receipt	AUSF Php 332.00 Election of Citizenship Php 300.00	5 minutes	

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

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 Complex (20days)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none"> - Certified copy/PSA copy of Birth Certificate - Family planning - Pre-Marital Counselling (25 years old below) - Cenomar (25 years old above) - Certificate of death if widowed - Court decree for annulment 	PSA or Local Civil Registrar's Office City Health Office DSWD PSA PSA or Local Civil Registrar's Office Regional Trial Court	

<ul style="list-style-type: none"> - 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 <p>Personal appearance of both applicants</p>		<p>Local Civil Registrar's Office</p> <p>Local Civil Registrar's Office</p> <p>Foreign embassy or consular office in the Philippines/Law Office</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed (both parties)	1. Check all requirements if complete	None	1. minutes	Casual Clerk or Clerk II LCRO
2. Fill up application form for Marriage License	2. Interview	None	30 minutes	Casual Clerk or Clerk II LCRO
3. Payment	3.1 Receive payment 3.2 Issuance of Official Receipt	Php 302.00	10 minutes	LRCO1 Treasurer's Office
4. Present Official Receipt to the LCRO	4. Posting of filed petition for 10 consecutive days	None	10 days	City Civil Registrar LCRO
5. Received copy	5. Release of the Marriage License on the 11 th day.	None	5 minutes	Casual Clerk or Clerk II LCRO
TOTAL:		Php 302.00	10 days and 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 Division: LCRO	Local Civil Registrar's Office, City Treasurer's Office			
Classification:	Simple (3days)			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Four (4) copies of accomplished Certificate of Live Birth</p> <p>- 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</p> <p>Representative Mother/Father/Attendant/Hospital Authority</p>		<p>Local Civil Registrar's Office/Hospital/Clinic/Hilot</p> <p>Law Offices</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies birth certificate	1. Check all requirements submitted	None	5 minutes	Registration Officer I LCRO
2. Payment	2.1 Receive payment 2.2 Issuance of Official Receipt	Illegitimate: Php 332.00	15 minutes	LRCO1 Treasurer's Office
3. Submit Official Receipt to LCRO	3.1 Processing the documents	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	Local Civil Registrar's Office			
Classification:	Simple (3days)			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Four (4) copies of accomplished Certificate of Marriage - Both parties (husband/wife) - Representative of solemnizing officer		Solemnizing Officer		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies marriage certificate	1. Check all requirements submitted	None	5 minutes	Casual Clerk LCRO

2. Wait for the release	2.1 Processing the documents	None	20 minutes	Casual Clerk LCRO
	2.2 Signing of documents	None	5 minutes	City Civil Registrar LCRO
3. Receive copy of Certificate of Marriage	3. Releasing of documents	None	5 minutes	Casual Clerk LCRO
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 Division: LCRO		Local Civil Registrar's Office, City Health Office		
Classification:		Simple (3days)		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Four (4) copies of accomplished Certificate of Death - Immediate Family - Representative from Funeral Parlor		Funeral Parlor		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies of death certificate	1. Check and Receive the Death Certificate if properly filled out	None	5 minutes	Labor Foreman (re assigned employee) LCRO

2. Waiting for processing	2.1 Processing the documents	None	20 minutes	Labor Foreman (re assigned employee) LCRO
	2.2 Signing of documents		5 minutes	City Civil Registrar LCRO
3. Receive file copy of Certificate of Death	3. Releasing of documents	None	5 minutes	Labor Foreman (re assigned employee) 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: LCRO	Local Civil Registrar's Office, City Treasurer's Office	
Classification :	Simple (3days)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizens	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
- Entry of judgement - Certification - Court Decision - Certification of Registration - Authenticity Representative with authorization letter	Regional Trial Court Regional Trial Court Regional Trial Court Local Civil Registrar's Office Local Civil Registrar's Office	

One (1) photocopy of valid id of representative and person involved				
Petitioner with Valid ID				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request entry of judgement/ finality from the court who rendered case	1. Release entry of judgement/ finality	None	5 minutes	Petitioner or Court Representative
2. Bring documents to LCRO	2.1 Check all requirements submitted	None	5 minutes	Laborer II (re assigned employee) Immediate officer
	2.2 Search the decision in the file copies	None	10 minutes	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: LCRO	Local Civil Registrar's Office, DSWD, City Treasurer's Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> - 4 copies of Certificate of Live Birth - Social Case Study Report - Certification Declaring a Child Legally Available for Adoption 		Local Civil Registrar's Office DSWD 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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>- Affidavit of supplemental report</p> <p>Personal appearance of document owner</p> <p>Representative One (1) Valid ID photocopy, for representative and person involved Authorization letter</p>		Law Office		
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	Casual Utility LCRO
2. Payment	2.1 Receive payment 2.2 Issuance of Official Receipt	Php 130 each page	15 minutes	LRCO1 Treasurer's Office
3. Wait for release	3.1 Processing the documents	None	30 minutes	Casual Utility LCRO
	3.2 Signing of documents	None	5 minutes	City Civil Registrar LCRO
4. Receive file copy and copy for PSA (to mail)	4. Releasing of documents	None	5 minutes	Casual Utility LCRO
TOTAL:		Php 130 each page	1 hour	