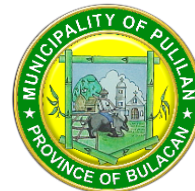


CIVIL REGISTRAR'S OFFICE

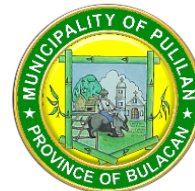
EXTERNAL SERVICES



A. CERTIFIED TRUE COPIES AND FORM 1A (BIRTH), FORM 2A (DEATH), FORM 3A (MARRIAGE)

A Certified True Copy of a Birth Certificate, Marriage Certificate and Death Certificate attests to the fact that the records (of birth, marriage, or death) exist and that the documents presented to prove its existence are authentic.

Office or Division:		CIVIL REGISTRY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished request slip (birth/death/marriage) 2. 1 photocopy of 2 valid ID's *** If the requesting party is a duly authorized representative, the original copy of authorization letter or SPA must be presented together with a valid ID of the owner and the representative.		Municipal Civil Registrar Office Client Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request slip	1. Verify information given in the database and print the requested certification	None	10 minutes	<i>Administrative Aide III</i> <i>Administrative Aide VI</i> <i>Assistant Registration Officer</i> <i>Registration Officer II</i> <i>Clerk</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P100.00 (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)
3. Present proof of payment	3. Review, sign and release requested certification.	None	3 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
TOTAL:		P100.00	16 minutes	



B. LATE REGISTRATION AND OUT OF TOWN REGISTRATION OF BIRTH, DEATH AND MARRIAGE CERTIFICATE

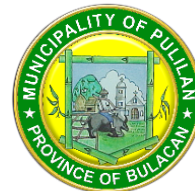
Out-of-Town reporting of birth, death, and marriage occurs when the certificate is presented to the Civil Registrar of a city/municipality which is **not** the place of birth/ death/marriage. It is **not** for registration but to be forwarded to the Civil Registrar of the city/municipality where the birth/death/marriage occurred and where it should be registered.

Delayed registration is a process wherein a person's birth/death/marriage was not recorded with the LCR or have no existing record in the PSA.

Office or Division:	CIVIL REGISTRY OFFICE
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Client G2G - Government to Government
Who may avail:	Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BIRTH CERTIFICATE: (Photocopy - 2 copies each document) <ol style="list-style-type: none"> 1. PSA Negative certification (<i>pinanganak makalipas ang 2 buwan pataas</i>) 2. Affidavit of two disinterested person 3. Certification of attendant at birth 4. Marriage Contract (Parent/Applicant) 5. Baptismal Certificate 6. School Record 7. Voter's Registration (VRR) 8. Residence Certificate (CEDULA) 9. Barangay Certification 10. Picture 2 X 2 (unedited, taken within 3 months with white background) 11. 2 Valid IDs 12. National ID 13. Affidavit of out-of-town delayed registration 14. Birth/Death Certificate/ Baptismal (Both parents) 	Philippine Statistics Authority Attorney Hospital / Midwife / Lying-in Municipal Civil Registry Office / PSA Church School COMELEC Treasurer's Office / Barangay Hall Barangay Hall Client Client Philippine Statistics Authority Attorney Philippine Statistics Authority
DEATH CERTIFICATE: (Photocopy - 2 copies each document) <ol style="list-style-type: none"> 1. PSA Negative Certification 	Philippine Statistics Authority

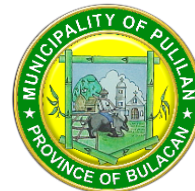


<p>(<i>namatay makalipas ang 2 buwan pataas</i>)</p> <ol style="list-style-type: none"> Affidavit for Delayed Registration of Death Funeral Service Receipt Funeral Service Certification Picture of tombstone Certification (Church) Residence Certificate (CEDULA) 2 Valid IDs of informant 		<p>Attorney</p> <p>Funeral Owner</p> <p>Funeral Owner</p> <p>Cemetery</p> <p>Church</p> <p>Treasurer's Office / Barangay Hall</p> <p>Client</p>		
<p>MARRIAGE CERTIFICATE: (Photocopy - 2 copies each document)</p> <ol style="list-style-type: none"> PSA Negative Certificate (<i>kinasal makalipas ang 2 buwan pataas</i>) CENOMAR (Bride and Groom) Affidavit for Delayed Registration of Marriage Wedding Picture Residence Certificate (CEDULA) 2 Valid ID's Request for solemnization of marriage outside the church (notarized) Certification (CRASM) and ID of solemnizing officer Affidavit of Solemnizing Officer 		<p>Philippine Statistics Authority</p> <p>Philippine Statistics Authority</p> <p>Attorney</p> <p>Client</p> <p>Treasurer's Office / Barangay Hall</p> <p>Client</p> <p>Attorney</p> <p>Solemnizing Officer</p> <p>Attorney</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents.	1. Receive and review the submitted documents.	None	10 minutes	<i>Administrative Aide VI</i> <i>Assistant Registration Officer</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P200.00 (Late Registration fee) (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)
3. Present proof of payment	3.1. Prepare all the documents	None	5 minutes	<i>Administrative Aide VI</i>



	and inform the client about the date of release. *** Documents for late registration are now subject for releasing after 10 days of posting	None	10 days	<i>Assistant Registration Officer</i> (Civil Registrar's Office) <i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.2. Sign and release late registration of Birth / Death/ Marriage Certificate	None	3 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	TOTAL:	P 200.00 (Late Registrati on Fee)	10 days and 21 minutes	

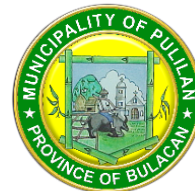
NOTE: For out-of-town DELAYED REGISTRATION – fees, charges and processing time depend on the city or municipality where the informant or the child was born.



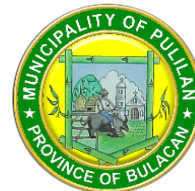
C. REGISTRATION OF BIRTH, DEATH AND MARRIAGE CERTIFICATE

The Birth, Death and Marriage Certificates are vital records that documents the birth of a child, death of a person and the document that shows social union.

Office or Division:	CIVIL REGISTRY OFFICE
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BIRTH CERTIFICATE: <ol style="list-style-type: none"> 1. Duly accomplished Certificate of Live Birth (4 Original copies) 2. Residence Certificate of Parents (CEDULA) – if not married (photocopy) 3. Certification from Municipal Population Office 4. Valid ID 5. Marriage Certificate of Parents 6. Valid ID of FATHER if NOT MARRIED (photocopy) 	Hospital / Lying-In Municipal Treasurer's Office Population Office Informant Client Client
DEATH CERTIFICATE: <ol style="list-style-type: none"> 1. Duly accomplished Death Certificate (4 original copies) 2. Certification from Municipal Population Office 3. Burial / Transfer Permit 4. Valid ID of informant (photocopy) 	Funeral Service Population Office Sanitary Office Client
MARRIAGE CERTIFICATE: <ol style="list-style-type: none"> 1. Duly accomplished Marriage Certificate 2. If not officiated by Priest, Judge, Mayor: <ol style="list-style-type: none"> 2.1. CRASM – Certificate of Registration of Authority to Solemnize Marriage (1 photocopy) 2.2. Joint Affidavit for wedding ceremony outside the place of worship with the approval of the solemnizing officer (original copy) 2.3. Valid IDs of Solemnizing Officer (photocopy) 	Church, Trial Court, Mayor's Office Pastor Attorney Pastor



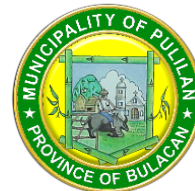
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents.	1. Receive and review the details in the civil document.	None	10 minutes	<i>Administrative Aide VI Assistant Registration Officer (Civil Registrar's Office)</i>
2. Pay to the cashier	2. Receive payment and issue O.R.	P 50.00 (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer Administrative Aide II (Treasury Office)</i>
3. Present proof of payment	3.1. Review and sign civil document.	None	3 minutes	<i>Municipal Civil Registrar (Civil Registrar's Office)</i>
	3.2. Release and issue the civil document.	None	2 minutes	<i>Administrative Aide VI Assistant Registration Officer (Civil Registrar's Office)</i>
TOTAL:		P 50.00	18 minutes	



D. APPLICATION FOR MARRIAGE LICENSE

A marriage license is a document that essentially “allows” you to marry anywhere in the country. It is obtained after you have satisfied all the requirements such as a copy of your and your fiancé/e's PSA birth certificates, your PSA CENOMARs, attendance at a pre-marital seminar, and payment of minimal fees.

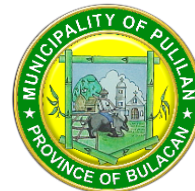
Office or Division:	CIVIL REGISTRY OFFICE
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Client
Who may avail:	Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. PSA CENOMAR Original 2. Birth Certificate 3. 1 x 1 picture male and female 4. Residence Certificate (CEDULA) 5. Parental Consent if 18-20 years old to be signed by the FATHER at the office of the Municipal Civil Registrar, Father's valid ID and Residence Certificate (CEDULA) of the father 6. Parental Advice if 21-24 years old to be signed by the PARENTS at the office of the Municipal Civil Registrar, Valid ID of the parents and Residence Certificate (CEDULA) of the parents 7. If FOREIGN CITIZEN, <ul style="list-style-type: none"> - Legal Capacity (original) - Birth Certificate should be translated into ENGLISH language - Passport 8. Death Certificate (widow / widower) 9. Decree of Annulment / Divorce Papers – Court Order 10. Marriage Counseling Seminar Certification 	<p>Philippine Statistics Authority Municipal Civil Registry Office / PSA Client Treasurer's Office / Barangay Hall Municipal Civil Registry Office</p> <p>Municipal Civil Registry Office</p> <p>Embassy Client</p> <p>Client Municipal Civil Registry Office/PSA Court</p> <p>Population Office</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application of marriage license form and all required documents.	1. Receive and review the details in the marriage license form and process the application.	None	15 minutes	<i>Administrative Aide III Clerk</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	Based on Local Revenue Code	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)
3. Present proof of payment	3.1. Review and sign marriage license application	None	3 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	<i>Note: Marriage License is issued after 10 days of posting</i>	None	10 days	
	3.2. Release and issue marriage license after 10 days of posting.		3 minutes	<i>Administrative Aide III</i> <i>Registration Officer II</i> <i>Administrative Aide VI</i> <i>Assistant Registration Officer</i> (Civil Registrar's Office)
	TOTAL:		10 days and 24 minutes	

FEES: (Local Revenue Code)

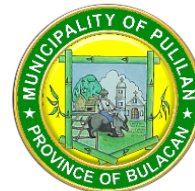
Marriage License Application	P. 300.00
Marriage License	P. 200.00
Solemnization	P. 500.00
Marriage License Receipt Fee	P. 2.00



E. SUPPLEMENTAL REPORT

A Supplemental Report is used to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death, and Certificate of Fetal Death which are inadvertently omitted when the document was registered.

Office or Division:		CIVIL REGISTRY OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Client G2G - Government to Government		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(Present original documents and provide 3 photocopies of each document) <ol style="list-style-type: none"> 1. PSA Birth Certificate 2. Local Copy of Birth Certificate 3. Affidavit of Supplemental Report (1 month validity) 4. Baptismal Certificate of the Child 5. School Record 6. 2 Valid IDs 7. Birth Certificate of Parents 8. Marriage Certificate of Parents 9. Marriage Certificate of Document's Owner 		Philippine Statistics Authority Municipal Civil Registry Office Municipal Civil Registry Office Church School Client Philippine Statistics Authority Philippine Statistics Authority Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements.	1. Receive and review the requirements.	None	10 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 500.00 (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)
3. Present proof of payment	3.1. Process and prepare documents for supplemental report.	None	15 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.2. Transmit to PSA Regional	(Fees depend	1 day	<i>Administrative Aide III</i> (Civil Registrar's Office)



	Office for annotation <i>Note: Annotated Birth Certificate with Supplemental Report will be released by PSA after one (1) month to the requesting clients.</i>	on LBC rate)	1 month	
	TOTAL:	P 500.00	1 Month, 1 day and 28 minutes	

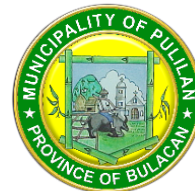
NOTE: Payment of transmission of petition will be paid by the Client depending on LBC rate.



F. R.A. 9255 – AFFIDAVIT TO USE THE SURNAME OF THE FATHER

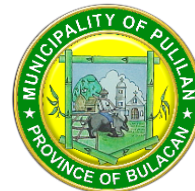
A public document executed by the father acknowledging/recognizing his illegitimate child and allowing the latter to use the former's surname.

Office or Division:		CIVIL REGISTRY OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Client G2G - Government to Government		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(Present original documents and provide 3 photocopies of each document) <ol style="list-style-type: none"> 1. Affidavit of acknowledgement to use the surname of the Father 2. Affidavit of Admission of Paternity 3. Birth Certificate of the Child 4. 7 years to 20 years old – AUSF of the child with sworn attestation of the mother 5. 21 years above – AUSF of the child 6. Valid ID of Parents and Child 		Attorney Attorney Municipal Civil Registry Office Municipal Civil Registry Office Municipal Civil Registry Office Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements / documents.	1. Receive and review the documents.	None	10 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 500.00 (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)
3. Present proof of payment	3.1 Process and prepare documents for AUSF	None	15 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.2. Transmit to PSA Regional Office for annotation	(Fees depend on LBC rate)	1 day	<i>Administrative Aide III</i> (Civil Registrar's Office)



	<i>Note: Annotated Birth Certificate will be released by PSA after one (1) month to the requesting clients.</i>		1 month	PSA
	TOTAL:	P 500.00	1 month, 1 day and 28 minutes	

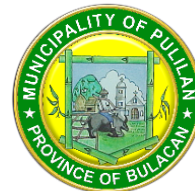
NOTE: Payment of transmission of petition will be paid by the Client depending on LBC rate.



G. LEGITIMATION

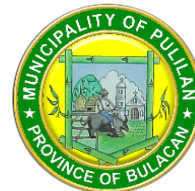
Legitimation is a process where a child born out of wedlock is considered legitimate by fiction of law due to the subsequent valid marriage of the child's biological parents, who at the time of the conception of the child do not have any legal impediment to marry each other.

Office or Division:		CIVIL REGISTRY OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Client G2G - Government to Government		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(Present original documents and provide 3 photocopies of each document) <ol style="list-style-type: none"> 1. Affidavit of legitimation 2. PSA Birth Certificate of the Child 3. Local Copy of Birth Certificate 4. Marriage Certificate 5. Baptismal Certificate 6. PSA Advisory on Marriage (mother and father) 7. ID of parents 8. ID of the child 		Attorney PSA Municipal Civil Registry Office Municipal Civil Registry Office Church Philippine Statistics Authority Client Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements/ documents.	1. Receive and review the documents.	None	10 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 500.00 (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)
3. Present proof of payment	3.1. Process and prepare documents for legitimation	None	15 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.2. Transmit to PSA Central Office for annotation	(Fees depend on LBC rate)	1 day	<i>Administrative Aide III</i> (Civil Registrar's Office)



	<i>Note: Annotated Birth Certificate will be released by PSA after one (1) month to the requesting clients.</i>		1 month	
	TOTAL:	P 500.00	1 month, 1 day and 28 minutes	

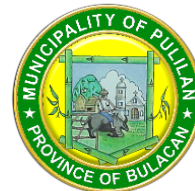
NOTE: Payment of transmission of petition will be paid by the Client depending on LBC rate.



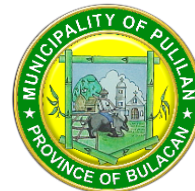
H. PETITION FOR CORRECTION – R.A 10172 (GENDER/ DATE/ MONTH)

Republic Act (RA) 10172 authorized the city or 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:		CIVIL REGISTRY OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Client G2G - Government to Government		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(Present original documents and provide 3 photocopies of each document) 1. PSA Birth / Death / Marriage Certificate 2. Local copy of Birth / Death/ Marriage Certificate 3. Baptismal Certificate 4. Medical Records 5. Medical Certificate 6. NBI Clearance 7. Police Clearance 8. Affidavit of Employment/ Non-Employment 9. Form 137/Transcript of Records 10. Residence Certificate (CEDULA) 11. Newspaper/Publication 12. Voter's Certification (VRR) 13. 2 valid ID's		Philippine Statistics Authority Municipal Civil Registry Office Church Hospital / Doctor Municipal Health Center NBI Police Station Attorney School Treasurer's Office / Barangay Hall Newspaper Publisher/MCR COMELEC Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements/ documents for correction	1. Receive and review the documents.	None	15 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 3,000.00 (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)



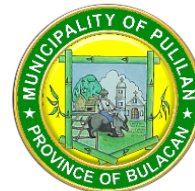
3. Present proof of payment	3.1. Process and prepare Notice of Posting, Certification of posting and other documents needed for the correction of gender, date and month.	None	30 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.2. Posting of petition to LGU bulletin board and newspaper of general circulation.	None	10 days	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.3. On the fifteenth days transmit petition.	None	1 day	<i>Registration Officer II</i> <i>Administrative Aide III</i> (Civil Registrar's Office)
	3.4. Get the affirmed petition from PSA Central Office after 60 days.	None	60 days	<i>Registration Officer II</i> <i>Administrative Aide III</i> (Civil Registrar's Office)
	3.5. Process finality of affirmed petition for submission to PSA Region for annotation.	None	20 minutes	<i>Assistant Registration Officer</i> <i>Registration Officer II</i> (Civil Registrar's Office)
	3.6. Review and sign finality documents	None	10 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.7. Transmit petition to PSA Region for annotation.	(Fees depend on LBC rate)	1 day	<i>Administrative Aide III</i> (Civil Registrar's Office)



	<i>Note: Annotated Birth Certificate will be released by PSA after thirty (30) days to the requesting clients.</i>		30 days	
	TOTAL:	P. 3,000.00	3 months, 12 days, 1 hour, 18 minutes	

NOTE:

- Necessary publication fee of P1,500.00 will be paid by the Client to the concerned publisher.
- Release of AFFIRMED document by Philippine Statistics Authority Central Office will take 2-3 months depending on the decision made by the Legal Officer of PSA. After the release of the AFFIRMED document, the Requesting Clients can now get their copy of FINALITY to Municipal Civil Registry Office. The annotated document will be released by PSA after thirty days to the Requesting Clients.
- Payment of transmission of petition will be paid by the Client depending on LBC rate.



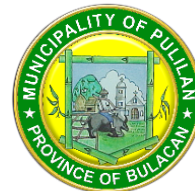
I. R.A 9048 CORRECTION OF CLERICAL ERROR

Under R.A. 9048, a *clerical* or *typographical* mistake refers to an obvious error committed in clerical recording either in writing, copying, transcribing or typing of an entry in the civil registry document that is harmless and innocuous, such as a misspelled name or misspelled place of birth and other similar innocent oversight, which can be remedied by referring to other existing record or records.

Office or Division:		CIVIL REGISTRY OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Client G2G - Government to Government		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(Present original documents and provide 3 photocopies of each document) <ol style="list-style-type: none"> 1. PSA Birth / Death / Marriage Certificate 2. Local copy of Birth / Death/ Marriage Certificate 3. Baptismal Certificate 4. Marriage Contract 5. Birth Certificate (2) anak 6. Birth Certificate (2) kapatid 7. Birth Certificate of Father or Mother 8. Residence Certificate (CEDULA) 9. Voter's Registration (VRR) 10. 2 Valid ID's 		Philippine Statistics Authority Municipal Civil Registry Office Church Municipal Civil Registry Office / PSA Municipal Civil Registry Office / PSA Municipal Civil Registry Office / PSA Municipal Civil Registry Office / PSA Treasurer's Office / Barangay Hall COMELEC Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements / documents for correction.	1. Receive and review the documents.	None	15 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 1,000.00 (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)



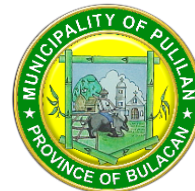
3. Present proof of payment	3.1. Process and prepare documents needed for the correction of clerical error.	None	30 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.2. Posting of petition to LGU bulletin board.	None	10 days	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.3. On the fifteenth days transmit petition.	None	1 day	<i>Registration Officer II</i> <i>Administrative Aide III</i> (Civil Registrar's Office)
	3.4. Get the affirmed petition from PSA Central Office after 60 days.	None	60 days	<i>Registration Officer II</i> <i>Administrative Aide III</i> (Civil Registrar's Office)
	3.5. Process finality of affirmed petition for submission to PSA Region for annotation.	None	20 minutes	<i>Assistant Registration Officer</i> <i>Registration Officer II</i> (Civil Registrar's Office)
	3.6. Review and sign finality documents.	None	10 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.7. Transmit petition to PSA Region for annotation thru LBC.	None	1 day	<i>Administrative Aide III</i> (Civil Registrar's Office)
	<i>Note: Annotated Birth/ Death/Marriage Certificate will be released by PSA after thirty (30) days to the requesting clients.</i>		30 days	



	TOTAL:	P. 1,000.00	30 days, 12 days, 1 hour, 18 minutes	
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NOTE:

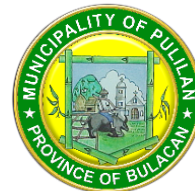
- Release of **AFFIRMED** document by Philippine Statistics Authority Central Office will take 2-3 months depending on the decision made by the Legal Officer of PSA. After the release of the **AFFIRMED** document, the Requesting Clients can now get their copy of **FINALITY** to Municipal Civil Registry Office. The annotated document will be released by PSA after thirty days to the Requesting Clients.
- Payment of transmission of petition will be paid by the Client depending on LBC rate.



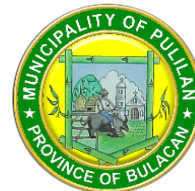
J. R.A 9048 PETITION FOR CHANGE OF FIRST NAME

First name used is different from the first name entered in the birth certificate. If the first name used is different from what is entered in the birth certificate, the first name in the birth certificate shall be changed by filing a petition for change of first name under the provisions of R.A. 9048.

Office or Division:		CIVIL REGISTRY OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Client G2G - Government to Government		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(Present original documents and provide 3 photocopies of each document) <ol style="list-style-type: none"> 1. PSA Birth Certificate 2. Local copy of Birth Certificate 3. Baptismal Certificate 4. Marriage Contract 5. NBI Clearance 6. Police Clearance 7. Affidavit of Employment/Non-Employment 8. Form 137/Transcript of Records/ Diploma 9. Residence Certificate (CEDULA) 10. Newspaper / Publication 11. Voter's Certification (VRR) 12. 2 valid ID's 		Philippine Statistics Authority Municipal Civil Registry Office Church Municipal Civil Registry Office / PSA NBI Police Station Attorney School Treasurer's Office / Barangay Hall Newspaper Publisher COMELEC Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements / documents for correction.	1. Receive and review the documents.	None	15 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 3,000.00 (Local Revenue Code)	3 minutes	<i>Revenue Collection Officer</i> <i>Administrative Aide II</i> (Treasury Office)
3. Present proof of payment	3.1. Process and prepare documents needed for the	None	30 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)



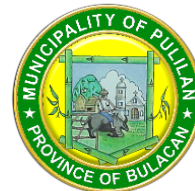
	correction of first name.			
	3.2. Posting of petition to LGU bulletin board and newspaper of general circulation.	None	10 days	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.3. On the fifteenth days transmit petition.	None	1 day	<i>Registration Officer II</i> <i>Administrative Aide III</i> (Civil Registrar's Office)
	3.4. Get the affirmed petition from PSA Central Office after 60 days.	None	60 days	<i>Registration Officer II</i> <i>Administrative Aide III</i> (Civil Registrar's Office)
	3.5. Process finality of affirmed petition for submission to PSA Region for annotation.	None	20 minutes	<i>Assistant Registration Officer</i> <i>Registration Officer II</i> (Civil Registrar's Office)
	3.6. Review and sign finality documents.	None	10 minutes	<i>Municipal Civil Registrar</i> (Civil Registrar's Office)
	3.7. Transmit petition to PSA Region for annotation thru LBC.	(Fees depend on LBC rate)	1 day	<i>Administrative Aide III</i> (Civil Registrar's Office)
	<i>Note: Annotated Birth/ Death/ Marriage Certificate will be released by PSA after thirty (30) days to the requesting clients.</i>		30 days	



	TOTAL:	P. 3,000.00	3 months, 12 days, 1 hour, 18 minutes	
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NOTE:

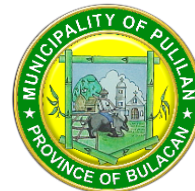
- Necessary publication fee of P1,500.00 will be paid by the Client to the concerned publisher.
- Release of AFFIRMED document by Philippine Statistics Authority Central Office will take 2-3 months depending on the decision made by the Legal Officer of PSA. After the release of the AFFIRMED document, the Requesting Clients can now get their copy of FINALITY to Municipal Civil Registry Office. The annotated document will be released by PSA after thirty days to the Requesting Clients.
- Payment of transmission of petition will be paid by the Client depending on LBC rate.



K. ENDORSEMENT OF NEGATIVE CERTIFICATION, CLEAR COPY, ADVANCE COPY OF BIRTH, DEATH AND MARRIAGE CERTIFICATES

Electronic endorsement allows PSA Serbilis Outlets to accept documents of previously registered copy as well as advance submission to the PSA Central Office. The civil registry documents are scanned at the PSA CRS Outlets and electronically forwarded to the central back-end processing for verification and approval.

Office or Division:		CIVIL REGISTRY OFFICE		
Classification:		Complex		
Type of Transaction:		G2C - Government to Client G2G – Government to Government		
Who may avail:		Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Negative Certification 2. Proof of Urgency 3. 1 Valid ID 4. Certificate of Live Birth (Municipal Form 1A, Municipal Form 102 and Certified true Photocopy of registry book)		Municipal Civil Registrar Office Client Client Municipal Civil Registrar Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request slip	1. Verify information given in the database and print the requested certification.	None	10 minutes	Administrative Aide III Administrative Aide VI Assistant Registration Officer Registration Officer II Clerk (Civil Registrar's Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 100.00 (Local Revenue Code)	3 minutes	Revenue Collection Officer Administrative Aide II (Treasury Office)
3. Present proof of payment	3.1 Review, sign and release requested certification.	None	3 minutes	Municipal Civil Registrar (Civil Registrar's Office)
	3.2 Transmit petition to PSA Region for annotation thru LBC.	(Fees depend on LBC rate)	1 day	Administrative Aide III (Civil Registrar's Office)



	<i>Note: Birth/ Death/Marriage Certificate will be released by PSA after thirty (30) days to the requesting clients.</i>		30 days	
	TOTAL:	P 100.00	31 days and 16 minutes	