

5. CIVIL REGISTRYN OFFICE

EXTERNAL SERVICE



A. CERTIFICATION OF BIRTH, DEATH AND MARRIAGE CERTIFICATE

Office or Division:		CIVIL REGISTRY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Local Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>*2 valid ID'S</p> <p>*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</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out request slip	1. Verify info given in the database and print the requested certification.	NONE	5 minutes	Administrative Assistant II Administrative Aide VI Assist. M.C.R. (Civil Registry Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 100.00 (1A Form)	3 minutes	Rev. Coll. Clerk (Treasury Office)
3. Present proof of payment	3. Review, sign and release requested confirmation	NONE	5 minutes	Municipal Civil Registrar (Civil Registry Office)
	TOTAL:	P 100.00	13 minutes	

B. LATE REGISTRATION AND OUT OF TOWN REGISTRATION

Out-of-Town reporting of birth, death, and marriage occurs when the certificate is presented to the Civil Registrar or 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	
Who may avail:	Local Citizen	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1 Negative PSA Certificate (2 Photocopy)	Philippine Statistics Authority (Notary Public)
	2 Joint Affidavit with 2 witnesses (1 Photocopy)	Attorney's Office/Mayor's Office
	3 Marriage Contract (2 Photocopy)	Municipal Civil Reg. Office
	4 Baptismal Certificate (2 Photocopy)	Church
	5 School Records (2 Photocopy)	School
	6 Voters Certification(2 Photocopy)	Comelec
	7 Cedula (if not married) (1 Photocopy)	Municipal Treasurer's Office
	8 Barangay Certification (2 Photocopy)	Barangay Hall

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	Type of entries		15 minutes	Administrative Assistant II Administrative Aide VI Assist. Registration Officer (Civil Registry Office)
2. Pay to the cashier	2. Receive payment and issue O.R.	P 200.00 (Late Registration fee)	3 minutes	Rev. Coll. Clerk (Treasury Office)
3. Present proof of payment	3. Inform the client about the releasing document	None	3 minutes	Municipal Civil Registrar (Civil Registry Office)
	4. Sign and release requested certification	None	5 minutes	Municipal Civil Registrar (Civil Registry Office)
	TOTAL:	P 200.00 (Late Registration Fee)	26 minutes	

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 or a legal

Office or Division:	CIVIL REGISTRY OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Local Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BIRTH : Cedula - if not married (Original Copy)		Municipal Treasurer's Office		
Death - None				
MARRIAGE :		MCR / Church		
Birth or Baptismal Certificate (1 Photocopy)		Municipal Treasurer's Office		
Current Community Tax Cert. (1 Photocopy)		Photo Studio		
1 X 1 picture		Philippine Statistics Authority		
Cenomar (1 Photocopy)		Embassy		
If foreigner- Legal capacity to contract marriage (embassy)		Municipal Civil Reg. Office		
If Widower or Widow - Certificate of Death		Regional Trial Court		
Degree of Annulment / Divorced				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out request slip	1. Interview the client and type entries	*** see below for the list	15 minutes	Administrative Assistant II/ Administrative Aide VI/ Assist. Reg. Officer (Civil Registry Office)

2. Pay to the cashier	2. Receive payment and issue O.R.		3 minutes	Rev. Coll. Clerk (Treasury Office)
3. Present proof of payment	3. Review and sign requested		5 minutes	Municipal Civil Registrar (Civil Registry Office)
	TOTAL:		23 minutes	

FORMS:

Birth Certificate
 Death Certificate
 Marriage License

FEES:

P 50.00
 P 50.00
 P 200.00

FORMS:

Application for Marriage
 Solemnization
 Miscellaneous

FEES:

P 300.00
 P 500.00
 P 50.00