

**OFFICE OF THE
CITY CIVIL REGISTRAR
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	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Highly Technical (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.		Office of the City Civil Registrar PSA Church School NBI Office and Police Station Employer Law Office COMELEC PSA/Office of the City Civil Registrar Office of the City Treasurer
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	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Ms. Ariane Jinelle Sanchez Laborer II or Desiree D. Mariano Labor Foreman
2.1 Give information	2. Interview	None	15 minutes	Ms. Ariane Jinelle Sanchez Laborer II
2.2 Sign petition		None	5 minutes	or Desiree D. Mariano Labor Foreman
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	Office of the City Treasurer
4. Present Official Receipt to the LCRO	4.1 Posting of filed petition for 10 consecutive days 4.2 2 weeks publication in a newspaper 4.3 Submission to PSA Quezon City Legal Department for affirmation.	None None None	10 days 2 weeks 3-4 months	City Civil Registrar Newspaper Company (General Circulation) Legal Department PSA Quezon City
5. Received affirmed petition	5.1 Give a call to the petitioner if the petition	None	5 mins	Ms. Ariane Jinelle Sanchez Laborer II

	was 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 Desiree D. Mariano Labor Foreman PSA Regional Office
6. Request PSA Copy	6. Secure SECPA Copy	None		Any PSA Outlet
TOTAL:		Php3,200.00	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:	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Highly Technical(20days)	
Type of Transaction:	G2C – Government to Citizens G2G - Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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 Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings) Personal Appearance		Office of the City Civil Registrar PSA Church School PSA or Local Civil Registrar's Office PSA or Local Civil Registrar's Office PSA or Local Civil Registrar's Office Treasurer's Office Special Power of Attorney must secure in Law Offices

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	Ms. Ariane Jinelle Sanchez Laborer II or Desiree D. Mariano Labor Foreman
2.1 Give information	2. Interview	None	15 minutes	Ms. Ariane Jinelle Sanchez Laborer II
2.2 Sign petition		None	5 minutes	or Desiree D. Mariano Labor Foreman
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	Office of the City Treasurer
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 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	None	5 mins	Ms. Ariane Jinelle Sanchez Laborer II or Desiree D. Mariano Labor Foreman

	file motion for reconsideration. 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	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Highly Technical(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)		Office of the City Civil Registrar PSA Church School NBI office and Police station Employer Law Office COMELEC PSA or Office of the City Civil Registrar Hospital/Clinic Office of the City Treasurer Office of the City Health
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 specially in Correction of SEX		

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	Ms. Ariane Jinelle Sanchez Laborer II or Desiree D. Mariano Labor Foreman
2.1 Give information	2. Interview	None	15 minutes	Ms. Ariane Jinelle Sanchez Laborer II or Desiree D. Mariano Labor Foreman
2.2 Sign petition		None	5 minutes	
3. Payment of prescribed fee	3.1 Receive payment	Date of Birth/Sex – P3,000.00 Posting Fee – P200.00	10 minutes	Office of the City Treasurer
	3.2 Issuance of Official Receipt			
4. Present Official Receipt to the LCRO	4.1 Posting of filed petition for 10 consecutive days	None	10 days	City Civil Registrar
	4.2 2 weeks publication in a newspaper	None	2 weeks	News Paper 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 file copy and PSA copy	5.1 Give a call to the petitioner if the petition was affirmed by the	None	5 mins	Ms. Ariane Jinelle Sanchez Laborer II or

	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	Desiree D. Mariano Labor Foreman 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	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Highly Technical(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 -National ID of Applicant -2x2 ID picture white background -Brgy. Certification signed by Brgy. Captain -2 government ID/birth cert./death cert. of parents - 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 - Marriage Contract of applicant (if married) - Negative Certification from PSA -National ID of Applicant -2x2 ID picture white background		Office of the City Civil Registrar/Hospital/Clinic/Hilot Church PSA or Office of the City Civil Registrar PSA or Office of the City Civil Registrar COMELEC PSA PSA Barangay Hall Office of the City Treasurer Office of the City Civil Registrar/Hospital/Clinic/Hilot Church COMELEC Law Office Law Office PSA or Office of the City Civil Registrar PSA PSA

-Brgy. Certification signed by
Brgy. Captain
-2 government ID/birth cert/death
cert of parents
- Cedula

**Personal appearance of both
parents**

**Personal appearance of
applicant if the parents are
deceased**

Barangay Hall

Office of the City Treasurer

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	Ms. Emelinda L. Purihin Registration Officer I
2.1 Give information 2.2 Signed document before payment	2. Interview	None	20 minutes	Ms. Emelinda L. Purihin Registration Officer I
3. Payment of prescribed fee	3.1 Receive payment 3.2 Issuance of Official Receipt	Legitimate: Php 232.00 Illegitimate: Php 564.00	10 minutes	Office of the City Treasurer
4. Present Official Receipt to the LCRO	4. Sign notice of posting and posted for 10 consecutive days	None	10 days	City Civil Registrar
5. Return after ten day posting period	5. Release of the delayed registered birth	None	5 minutes	Ms. Emelinda L. Purihin Registration Officer I
TOTAL:		(Legitimate) Php 232.00 (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	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Highly Technical(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	Ms. Ariane Jinelle F. Sanchez Laborer II
2. Payment of prescribed fee	2.1 Receive payment 2.2 Issuance of Official Receipt	Php 332.00	10 minutes	Office of the City Treasurer
3. Present Official Receipt to the LCRO	3. Sign notice of posting and posted for 10 consecutive days	None	10 days	City Civil Registrar
4. Return after ten day posting period	4. Release of the delayed registered marriage	None	5 minutes	Ms. Ariane Jinelle F. Sanchez Laborer II
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	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Highly Technical(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		Office of the City Health or Funeral Parlor Law Office PSA

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	Ms. Desiree D. Mariano Labor Foreman
2. Payment of prescribed fee	2.1 Receive payment 2.2 Issuance of Official Receipt	Php 332.00	10 minutes	Office of the City Treasurer
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
4. Return after ten day posting period	4. Release of the delayed registered death	None	5 minutes	Ms. Desiree D. Mariano Labor Foreman
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	Office of the City Civil Registrar, Office of the City Treasurer	
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 Personal appearance One (1) photocopy of valid ID		PSA

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

6. Issuance of certified copies of civil registry documents

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

Office or Division: LCRO	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Simple(3days)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request form		Office of the City Civil Registrar
Representative One (1) valid ID, photocopy for representative and person involved Authorization Letter		
Personal appearance One (1) photocopy of valid ID		

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	Ms. Genalyn D.B. Muralla Casual Clerk
	1.2 Searching documents if registered	None	5 minutes	or Ms. Mary Joy F. Olivo Job Order
2. Payment	2.1 Receive payment	Php 130.00	15 minutes	Office of the City Treasurer
	2.2 Issuance of Official Receipt			
3. Submit Official Receipt to LCRO	3.1 Processing the documents	None	15 minutes	Ms. Genalyn D.B. Muralla Casual Clerk or Ms. Mary Joy F. Olivo Job Order
	3.2 Signing of documents		5 minutes	City Civil Registrar
4. Received file copy	4. Releasing of documents	None	5 minutes	Ms. Genalyn D.B. Muralla Casual Clerk or Ms. Mary Joy F. Olivo Job Order
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:	Office of the City Civil Registrar, Office of the City Treasurer	
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	Ms. Emelinda L. Purihin Registration Officer I
	1.2 Issuance of payment	None	5 minutes	
2. Payment	2.1 Receive payment	Acknowledgement Php 532.00 Legitimation Php 332.00	15 minutes	Office of the City Treasurer
	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	Ms. Emelinda L. Purihin Registration Officer I
4. Received file copy	4. Releasing of the annotated document and Certification of Registration	None	5 minutes	Ms. Emelinda L. Purihin Registration Officer I
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:	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Highly Technical (20days)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
- Certified copy/PSA copy of Birth Certificate - Family planning - Certificate of Pre-Marriage Counseling (25 years old below) - Certificate of Compliance (26 years old and above) - Cenomar (25 years old above) - Certificate of death if widowed - Court decree for annulment - 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		PSA or Office of the City Civil Registrar Office of the City Health DSWD DSWD PSA PSA or Office of the City Civil Registrar Regional Trial Court Office of the City Civil Registrar or Law Office Office of the City Civil Registrar or Law Office Foreign embassy or consular office in the Philippines/Law Office
Personal appearance of both applicants		

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed (both parties)	1. Check all requirements if complete	None	5 minutes	Ms. Ariane Jinelle F. Sanchez Laborer II
2. Fill up application form for Marriage License	2. Interview	None	30 minutes	Ms. Ariane Jinelle F. Sanchez
3. Payment	3.1 Receive payment 3.2 Issuance of Official Receipt	Php 302.00	10 minutes	Office of the City Treasurer
4. Present Official Receipt to the LCRO	4. Posting of filed petition for 10 consecutive days	None	10 days	City Civil Registrar
5. Received copy	5. Release of the Marriage License on the 11 th day.	None	5 minutes	Ms. Ariane Jinelle F. Sanchez Laborer II
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	Office of the City Civil Registrar, Office of the City Treasurer	
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 Live Birth -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		Office of the City Civil Registrar/Hospital/Clinic/Hilot Law Offices

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies birth certificate	1. Check all requirements submitted	None	5 minutes	Ms. Emelinda L. Purihin Registration Officer I
2. Payment	2.1 Receive payment 2.2 Issuance of Official Receipt	Illegitimate: Php 332.00	15 minutes	Office of the City Treasurer
3. Submit Official Receipt to LCRO	3.1 Processing the documents 3.2 Signing of documents	None	20 minutes 5 minutes	Ms. Emelinda L. Purihin Registration Officer I City Civil Registrar
4. Received copy of Certificate of Live Birth	4. Releasing of documents	None None	1day 5 minutes	Ms. Emelinda L. Purihin Registration Officer I
TOTAL:		Illegitimate: Php332.00	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	Office of the City Civil Registrar	
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	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies marriage certificate	1. Check all requirements submitted	None	5 minutes	Ms. Ariane Jinelle F. Sanchez Laborer II
2. Wait for the release	2.1 Processing the documents	None	20 minutes	Ms. Ariane Jinelle F. Sanchez Laborer II
	2.2 Signing of documents	None	5 minutes	City Civil Registrar
3. Receive copy of Certificate of Marriage	3. Releasing of documents	None	5 minutes	Ms. Ariane Jinelle F. Sanchez Laborer II
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	Office of the City Civil Registrar, Office of the City Health	
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	FEEES 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	Ms. Desiree D. Mariano Labor Foreman
2. Waiting for processing	2.1 Processing the documents	None	20 minutes	Ms. Desiree D. Mariano Labor Foreman
	2.2 Signing of documents		5 minutes	City Civil Registrar
3. Receive file copy of Certificate of Death	3. Releasing of documents	None	5 minutes	Ms. Desiree D. Mariano Labor Foreman
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	Office of the City Civil Registrar, Office of the City Treasurer	
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		Regional Trial Court Regional Trial Court Regional Trial Court Office of the City Civil Registrar Office of the City Civil Registrar
Representative with authorization letter One (1) photocopy of valid id of representative and person involved		
Petitioner with Valid ID		

CLIENTS STEPS	AGENCY ACTION	FEEES 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	Ms. Ariane Jinelle F. Sanchez Laborer II
	2.2 Search the decision in the file copies	None	10 minutes	
3. Payment	3.1 Receive payment	Depends on pages Php 130.00 each	15 minutes	Office of the City Treasurer
	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	Ms. Ariane Jinelle F. Sanchez Laborer II
	4.2. Signing of documents	None	20 minutes	City Civil Registrar LCRO
5. Receive file copy	5. Releasing of documents	None	5 minutes	Ms. Ariane Jinelle F. Sanchez Laborer II

TOTAL:		Depends on pages Php 130.00 each Adoption/ Nullity/ Cancellation/ Correction /Recognition of foreign judgement Php 532.00	1 hour and 30 minutes	
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11. Registration of Foundling

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

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

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Bring documents to LCRO	1. Check all requirements submitted	None	5 minutes	Ms. Emelinda L. Purihin Registration Officer I
2. Payment	2.1 Receive payment 2.2 Issuance of Official Receipt	Php 202.00	15 minutes	Office of the City Treasurer
3. Wait for release	3.1 Processing the documents 3.2 Signing of documents	None None	30 minutes 20 minutes	Ms. Emelinda L. Purihin Registration Officer I City Civil Registrar
4. Received file copy	4. Releasing of documents	None	5 minutes	Ms. Emelinda L. Purihin Registration Officer I
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	Office of the City Civil Registrar, Office of the City Treasurer	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizens	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
- Affidavit of supplemental report Personal appearance of document owner Representative One (1) Valid ID photocopy, for representative and person involved Authorization letter	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	Ms. Genalyn D.B. Muralla Casual Utility or Ms. Mary Joy F. Olivo Job Order
2. Payment	2.1 Receive payment 2.2 Issuance of Official Receipt	Php 130 each page	15 minutes	Office of the City Treasurer
3. Wait for release	3.1 Processing the documents 3.2 Signing of documents	None None	30 minutes 5 minutes	Ms. Genalyn D.B. Muralla Casual Utility or Ms. Mary Joy F. Olivo Job Order City Civil Registrar LCRO
4. Receive file copy and copy for PSA (to mail)	4. Releasing of documents	None	5 minutes	Ms. Genalyn D.B. Muralla Casual Utility or Ms. Mary Joy F. Olivo Job Order
TOTAL:		Php 130 each page	1 hour	