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	G2C – Gov	ernment to Citizens		
Transaction:	G2B – Gove	ernment to Businesses		
Who may avail:	Citizen			
CHECKLIST	OF	WHERE TO SECURE		
REQUIREME				
Submission of Require - Certified copy of birth Copy)		Office of the City Civil Registrar		
- 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.		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	AGENCY	FEES TO	PROCESSING	PERSON
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit all	1. Check all	None	5 minutes	Ms. Ariane
requirements	requirements if			Jinelle Sanchez
needed	complete			Laborer II
				or
				Desiree D.
				Mariano
2.1 Give	2 Intomious	None	15 minutes	Labor Foreman
information	2. Interview	None	ro minutes	Ms. Ariane Jinelle Sanchez
IIIIOIIIIalioii				Laborer II
2.2 Sign		None	5 minutes	or
petition		None	3 minutes	Desiree D.
petition				Mariano
				Labor Foreman
3. Payment of	3.1 Receive	Change of	10 minutes	Office of the
prescribed fee	payment	First Name –		City Treasurer
,		P3,000.00		
		Posting Fee		
	3.2 Issuance of	– P200.00		
	Official Receipt			
4. Present	4.1 Posting of	None	10 days	City Civil
Official Receipt	filed petition for			Registrar
to the LCRO	10 consecutive			
	days			
	4.2 2 weeks	None	2 weeks	Nowononor
	publication in a	None	2 weeks	Newspaper Company
	newspaper			(General
	newspaper			Circulation)
				Oirculation)
	4.3 Submission	None	3-4 months	Legal
	to PSA Quezon			Department
	City Legal			PSA Quezon
	Department for			City
	affirmation.			
5. Received	5.1 Give a call	None	5 mins	Ms. Ariane
affirmed	to the petitioner			Jinelle Sanchez
petition	if the petition			Laborer II

TOTAL:		Php3,200.00	6 months and 40 minutes	
PSA Copy	SECPA Copy			
6. Request	6. Secure	None		Any PSA Outlet
	encoding.			
	courier for data			
	to PSA thru			
	affirmed petition			Office
	5.2 Send the		3-4 weeks	PSA Regional
	reconsideration.			
	file motion for			
	petitioner may			
	impugned,			
	General. If			Labor Foreman
	Registrar			Mariano
	the Civil			Desiree D.
	was affirmed by			or

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 Tech	nical(20days)		
Type of	G2C – Government to Citizens			
Transaction:		ernment to Government		
Who may avail:	Citizen			
CHECKLIST (WHERE TO SECURE		
REQUIREMEN				
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		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		
Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings) Personal Appearance		Special Power of Attorney must secure in Law Offices		

CLIENTS	AGENCY	FEES TO	PROCESSING	PERSON
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
Submit all requirements needed	Check all requirements if complete	None	5 minutes	Ms. Ariane Jinelle Sanchez Laborer II
				or
				Desiree D.
				Mariano
2.1Give	2.Interview	None	15 minutes	Labor Foreman Ms. Ariane
information	Z.IIIterview	None	13 minutes	Jinelle Sanchez Laborer II
2.2 Sign petition		None	5 minutes	caborer ii or
Z.Z Oigii polition		140110	o mindroo	Desiree D.
				Mariano
				Labor Foreman
3. Payment of	3.1 Receive	Correction	10 minutes	Office of the City
prescribed fee	payment	of Clerical		Treasurer
		Error – P1,000.00		
	3.2 Issuance of	Posting		
	Official Receipt	Fee –		
	·	P200.00		
4. Present	4.1 Posting of	None	10 days	City Civil
Official Receipt to the LCRO	filed petition for 10 consecutive days			Registrar
	4.2 Submission	None	3-4 months	Legal
	to PSA Quezon City Legal Department for affirmation			Department PSA Quezon City
5. Received file	5.1 Give a call	None	5 mins	Ms. Ariane
copy and PSA copy	to the petitioner if the petition was affirmed by	None	3 111113	Jinelle Sanchez Laborer II or
	the Civil Registrar			Desiree D. Mariano
	General. If			Labor Foreman
	impugned,			
	petitioner may			

	file motion for reconsideration.			
	5.2 Send the affirmed petition to PSA thru courier for data encoding.		3-4 weeks	
6. Request PSA	6. Secure	None		Any PSA Outlet
Сору	SECPA Copy			
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:	Office of the City Civil Registrar, Office of the City			
LCRO	Treasurer			
Classification:	Highly Technical(20days)			
Type of	G2C – Governn	nent to Citizens		
Transaction:	G2G - Governm	nent to Government		
Who may avail:	Citizen			
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
Requirements: - Certified copies birth 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		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		
- Community Tax Cert - In entry of sex (Medical Certification issued by the City Health Officer of Cavite City) Representative		Office of the City Treasurer Office of the City Health		
Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings) Personal appearance specially in Correction of SEX		Special Power of Attorney must secure in Law Offices		

CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS		BE PAID	TIME	RESPONSIBLE
1. Submit all	1. Check all	None	5 minutes	Ms. Ariane
requirements	requirements if			Jinelle Sanchez
needed	complete			Laborer II
				or
				Desiree D.
				Mariano
				Labor Foreman
2.1 Give	2. Interview	None	15 minutes	Ms. Ariane
information				Jinelle Sanchez
				Laborer II
2.2 Sign		None	5 minutes	or
petition				Desiree D.
				Mariano
0.0	0.4.5	5	40 : .	Labor Foreman
3. Payment	3.1 Receive	Date of	10 minutes	Office of the
of prescribed	payment	Birth/Sex		City Treasurer
fee		_ 		
	2.0.155.455.56	P3,000.00		
	3.2 Issuance of	Posting Fee –		
	Official Receipt	P200.00		
4. Present	4.1 Posting of filed	None	10 days	City Civil
Official	petition for 10	INOTIC	10 days	Registrar
Receipt to	consecutive days			rtegistrai
the LCRO	Conscount days			
the Lorto				
	4.2 2 weeks	None	2 weeks	News Paper
	publication in a			Company
	newspaper			(General
				Circulation)
				,
	4.3 Submission to	None	3-4 months	Legal
	PSA Quezon City			Department
	Legal Department			PSA Quezon
	for affirmation			City
5. Received	5.1 Give a call to	None	5 mins	Ms. Ariane
file copy and	the petitioner if the			Jinelle Sanchez
PSA copy	petition was			Laborer II
	affirmed by the			or

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

4. Delayed Registration of Civil Registry Documents

A. BIRTH

- Negative Certification from PSA

-2x2 ID picture white background

-National ID of Applicant

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 – Govern	ment to Citizens			
Who may avail:	Citizen				
CHECKLIS	T OF	WHERE TO SECURE			
REQUIREM	IENTS				
Requirements: (LEGITIMATE) - Duly accomplished Live Birth - Baptismal Certifica - Marriage Contract - Marriage Contract married) - Voter's Certification old and above) - Negative Certificat -National ID of Applit -2x2 ID picture white -Brgy. Certification is Brgy. Captain -2 government ID/bit cert. of parents	of applicant (if n (18 years ion from PSA cant e background signed by	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 PSA Barangay Hall			
- Cedula (ILLEGITIMATE) - Duly accomplished Live Birth - Baptismal Certification - Voter's Certification	te	Office of the City Treasurer Office of the City Civil Registrar/Hospital/Clinic/Hilot Church COMELEC			
old and above) - Affidavit of mother - Affidavit of two (2) persons - Marriage Contract married)		Law Office Law Office PSA or Office of the City Civil Registrar			

PSA

PSA

-Brgy. Certification signed by Brgy. Captain	Barangay Hall
-2 government ID/birth cert/death cert of parents - Cedula	Office of the City Treasurer
Personal appearance of both parents	
Personal appearance of applicant if the parents are deceased	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
1. Submit all	1. Check all	None	5 minutes	Ms. Emelinda L.
requirement	requirements if			Purihin
s needed	complete			Registration Officer I
2.1 Give information	2. Interview	None	20 minutes	Ms. Emelinda L. Purihin Registration
2.2 Signed document before payment				Officer I
3. Payment	3.1 Receive	Legitimate:	10 minutes	Office of the City
of	payment	Php 232.00		Treasurer
prescribed				
fee	3.2 Issuance of Official Receipt	Illegitimate: Php 564.00		
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	5. Release of the	None	5 minutes	Ms. Emelinda L.
after ten day	delayed registered			Purihin
posting	birth			Registration
period				Officer I
TOTAL:		(Legitimate) Php 232.00	10 days and 40 minutes	
		(Illegitimate) Php 564.00		

4. Delayed Registration of Civil Registry Documents

B. MARRIAGE

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

Office or Division:	Office of the City Civil Registrar, Office of the City			
LCRO	Treasurer	01/20dovo)		
Classification:	Highly Technical(20days)			
Type of Transaction:	G2C – Governr	G2C – Government to Citizens		
Who may avail:	Citizen			
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
Requirements: - Duly accomplished Certificate of Marriage - Affidavit of Delayed Registration - Negative Certification		Solemnizing Officer Law Office PSA		
Personal appearance (husband/wife)				

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all	1. Check all	None	5 minutes	Ms. Ariane
requirements	requirements			Jinelle F.
needed	if complete			Sanchez
				Laborer II
2. Payment of	2.1 Receive	Php 332.00	10 minutes	Office of the
prescribed fee	payment			City Treasurer
	2.2 Issuance of Official Receipt			
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	4. Release of	None	5 minutes	Ms. Ariane
ten day	the delayed			Jinelle F.
posting period	registered			Sanchez
	marriage			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:	Office of the City Civil Registrar, Office of the City	
LCRO	Treasurer	
Classification:	Highly Technical(20days)	
Type of Transaction:	G2C – Governm	nent to Citizens
Who may avail:	Citizen	
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE
Requirements: - Duly accomplished Certificate of Death - Affidavit of Delayed Registration - Negative Certification from PSA		Office of the City Health or Funeral Parlor Law Office PSA
-Immediate family -Funeral Parlor Repre	sentative	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all	1. Check all	None	5 minutes	Ms. Desiree D.
requirements	requirements if			Mariano
needed	complete			Labor Foreman
2. Payment	2.1 Receive	Php	10 minutes	Office of the
of prescribed	payment	332.00		City Treasurer
fee				
	2.2 Issuance of			
	Official Receipt			
3. Present	3. Sign of notice of	None	10 days	City Civil
Official	posting and posted			Registrar
Receipt to	for 10 consecutive			
the LCRO	days			
4. Return	4. Release of the	None	5 minutes	Ms. Desiree D.
after ten day	delayed registered			Mariano
posting	death			Labor Foreman
period				
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:	Office of the Ci	ty Civil Registrar, Office of the City	
LCRO	Treasurer	,	
Classification:	Simple (3days)		
Type of	G2C – Government to Citizens		
Transaction:	G2G – Government to Government		
Who may avail:	Citizen		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE	
Requirements: - Negative Certification from PSA		PSA	
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
Submit Negative Certification	1.1 Receive Negative Certification	None	5 minutes	Ms. Genalyn D.B. Muralla Casual Clerk
from PSA	1.2 Issuance of order of payment	None	5 minutes	or Ms. Mary Joy F. Olivo Job Order
2. Payment	2.1 Receive payment 2.2 Issuance of	Depends on pages Php 130.00	15 minutes	Office of the City Treasurer
	Official Receipt	each		
3. Submit Official Receipt to LCRO	3.1 Processing the documents	None	10 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 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:	Office of the City Civil Registrar, Office of the City		
LCRO	Treasurer		
Classification:	Simple(3days)		
Type of	G2C – Governr	nont to Citizons	
Transaction:	G2C – Governi	Herit to Citizeris	
Who may avail:	Citizen		
CHECKLIST OF REG	QUIREMENTS	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	AGENCY	FEES TO BE	PROCESSING	PERSON
STEPS	ACTION	PAID	TIME	RESPONSIBLE
1. Fill up	1.1 Receive	None	5 minutes	Ms. Genalyn
request form	request form			D.B. Muralla
	4.0.0	Niama	F main set a a	Casual Clerk
	1.2 Searching	None	5 minutes	Or Ma Many Jay
	documents if			Ms. Mary Joy F. Olivo
	registered			Job Order
2 Paymont	2.1 Receive	Php 130.00	15 minutes	Office of the
2. Payment		Php 130.00	15 minutes	City Treasurer
	payment			City Heasurei
	2.2 Issuance			
	of Official			
	Receipt			
3. Submit	3.1 Processing	None	15 minutes	Ms. Genalyn
Official	the documents			D.B. Muralla
Receipt to				Casual Clerk
LCRO				or
				Ms. Mary Joy
				F. Olivo
				Job Order
	3.2 Signing of		5 minutes	City Civil
	documents			Registrar
4. Received	4. Releasing of	None	5 minutes	Ms. Genalyn
file copy	documents			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

avail:	Citizen	
CHECKLIS REQUIREM		WHERE TO SECURE
Depend upon the document Birth - Affidavit of admipaternity/acknowlegitimation, Affid the Surname of F (AUSF)	ission of ledgement, avit to Use	Law Office
Representative/l Appearance of c owner		

CLIENTS	AGENCY	FEES TO BE PAID	PROCESSING	PERSON
STEPS	ACTION		TIME	RESPONSIBLE
1. Present	1.1 Receive	None	5 minutes	Ms. Emelinda L.
documents	and review			Purihin
	documents			Registration
		None	5 minutes	Officer I
	1.2 Issuance			
	of payment			
2. Payment	2.1 Receive	Acknowledgement	15 minutes	Office of the
	payment	Php 532.00		City Treasurer
		Legitimation		
		Php 332.00	5 minutes	
	2.2 Issuance	AUSF		
	of Official	Php 332.00		
	Receipt	Election of		
		Citizenship		
		Php 300.00		
3. Submit	3. Processing	None	10 minutes	Ms. Emelinda L.
Official	the			Purihin
Receipt to	documents			Registration
LCRO				Officer I
4. Received	4. Releasing	None	5 minutes	Ms. Emelinda L.
file copy	of the			Purihin
	annotated			Registration
	document			Officer I
	and			
	Certification			
	of			
	Registration		_	
		Acknowledgement	45 minutes	
		Php 532.00		
		Legitimation		
		Php 332.00		
TOTAL:		AUSF		
		Php 332.00		
		Election of		
		Citizenship		
		Php 300.00		

8. Marriage License

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

Office or Division:	Office of the City Civil Registrar, Office of the City Treasurer			
Classification:	Highly Tech	Highly Technical (20days)		
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST		WHERE TO SECURE		
• -		PSA or Office of the City Civil Registrar		
- 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 (Embassy in the Philippines) - Photocopy of Passport of foreigner		Office of the City Civil Registrar Office of the City Health 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		

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all requirements needed (both parties)	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 – Governm	nent to Citizens	
Who may avail:	Citizens		
CHECKLIST OF REC	QUIREMENTS	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		Office of the City Civil Registrar/Hospital/Clinic/Hilot Law Offices	
Representative Mother/Father/Attendant/Hospital Authority			

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4	1. Check all	None	5 minutes	Ms. Emelinda L.
copies birth	requirements			Purihin
certificate	submitted			Registration
				Officer I
2. Payment	2.1 Receive	Illegitimate:	15 minutes	Office of the
	payment	Php 332.00		City Treasurer
	2.2 Issuance of			
	Official Receipt			
3. Submit	3.1 Processing the	None	20 minutes	Ms. Emelinda L.
Official	documents			Purihin
Receipt to				Registration
LCRO				Officer I
	3.2 Signing of		5 minutes	City Civil
	documents			Registrar
4.	4. Releasing of	None	1day	Ms. Emelinda L.
Received	documents			Purihin
copy of				Registration
Certificate				Officer I
of Live		None	5 minutes	
Birth				
TOTAL:		Illegitimate:	1 day and 50	
I O I AL.		Php332.00	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	e City Civil Registrar	
Classification:	Simple (3days)		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Citizens		
CHECKLIST		WHERE TO SECURE	
REQUIREMEN		Salamaining Officer	
Four (4) copies of accomplished Certificate of Marriage		Solemnizing Officer	
-Both parties (husband/wife) -Representative of solemnizing officer			

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4	1. Check all	None	5 minutes	Ms. Ariane
copies marriage	requirements			Jinelle F.
certificate	submitted			Sanchez
				Laborer II
2. Wait for the	2.1 Processing	None	20 minutes	Ms. Ariane
release	the documents			Jinelle F.
				Sanchez
				Laborer II
	2.2 Signing of	None	5 minutes	City Civil
	documents			Registrar
3. Receive copy	3. Releasing of	None	5 minutes	Ms. Ariane
of Certificate of	documents			Jinelle F.
Marriage				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 (REQUIREMEN		WHERE TO SECURE	
Four (4) copies of accomplished Certificate of Death		Funeral Parlor	
-Immediate Family -Representative from Funeral Parlor			

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4	1. Check and	None	5 minutes	Ms. Desiree D.
copies of death	Receive the			Mariano
certificate	Death			Labor Foreman
	Certificate if			
	properly filled			
	out			
2. Waiting for	2.1 Processing	None	20 minutes	Ms. Desiree D.
processing	the documents			Mariano
				Labor Foreman
	2.2 Signing of		5 minutes	City Civil
	documents			Registrar
3. Receive file	3. Releasing of	None	5 minutes	Ms. Desiree D.
copy of	documents			Mariano
Certificate of				Labor Foreman
Death				
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:	Office of the City Civil Registrar, Office of the City Treasurer
LCRO	
Classification :	Simple (3days)
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizens

avail:	
CHECKLIST OF	WHERE TO SECURE
REQUIREMENTS	
- Entry of judgement	Regional Trial Court
- Certification	Regional Trial Court
- Court Decision	Regional Trial Court
- Certification of Registration	Office of the City Civil Registrar
- Authenticity	Office of the City Civil Registrar
radioniony	Office of the Only Office Regional
Representative with	
authorization letter	
One (1) photocopy of valid	
id of representative and	
person involved	
Datition on with Valid ID	
Petitioner with Valid ID	

CLIENTS	AGENCY	FEES TO BE	PROCESSING	PERSON
STEPS	ACTION	PAID	TIME	RESPONSIBLE
1. Request entry of judgement/ finality from the	1. Release entry of judgement/ finality	None	5 minutes	Petitioner or Court Representative
court who rendered case				
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		
4. Wait for release	4.1 Processing the documents	Php 532.00 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

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

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

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

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Bring	1. Check all	None	5 minutes	Ms. Emelinda L.
documents to	requirements			Purihin
LCRO	submitted			Registration
				Officer I
2. Payment	2.1 Receive	Php	15 minutes	Office of the City
	payment	202.00		Treasurer
	2.2 Issuance of			
	Official Receipt			
3. Wait for	3.1 Processing	None	30 minutes	Ms. Emelinda L.
release	the documents			Purihin
				Registration
				Officer I
	3.2 Signing of	None	20 minutes	City Civil
	documents			Registrar
4. Received file	4. Releasing of	None	5 minutes	Ms. Emelinda L.
сору	documents			Purihin
				Registration
				Officer I
TOTAL:		Php	1 hour and 15	
IOIAL.		202.00	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	WHERE TO SECURE			
REQUIREMENTS					
- Affidavit of supplement	·	Law Office			
document owner					
Representative One (1) Valid ID photocopy, for representative and person involved Authorization letter					

CLIENTS	AGENCY	FEES TO	PROCESSING	PERSON
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1. Bring	1. Check all	None	5 minutes	Ms. Genalyn
documents to	requirements			D.B. Muralla
LCRO	submitted			Casual Utility
				or
				Ms. Mary Joy F.
				Olivo
				Job Order
2. Payment	2.1 Receive	Php 130	15 minutes	Office of the City
	payment	each		Treasurer
		page		
	2.2 Issuance of			
	Official Receipt			
3. Wait for	3.1 Processing	None	30 minutes	Ms. Genalyn
release	the documents			D.B. Muralla
				Casual Utility
				or
				Ms. Mary Joy F.
				Olivo
				Job Order
	3.2 Signing of	None	5 minutes	City Civil
	documents			Registrar
				LCRO
4. Receive file	4. Releasing of	None	5 minutes	Ms. Genalyn
copy and copy	documents			D.B. Muralla
for PSA (to mail)				Casual Utility
				or
				Ms. Mary Joy F.
				Olivo
				Job Order
		Php 130	1 hour	
TOTAL:		each		
		page		