



**Office of the Municipal Civil Registrar**  
External Services



## 1. REGISTRATION OF ON-TIME LIVE BIRTH

This is the process of registering the Certificate of Live Birth within thirty (30) days from the date of birth.

<b>Office of Division</b>		<b>Office of the Municipal Civil Registrar</b>		
<b>Classification</b>		<b>Simple</b>		
<b>Type of Transaction</b>		<b>G2C Government to Citizens</b>		
<b>Who may Avail</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Marriage Certificate of Parents</li> <li>○ Valid I.D. of parents/ informant</li> </ul>			Couple Informant/ Couple	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up and submit information sheet	<ul style="list-style-type: none"> <li>○ Receive information sheet and check the completeness of entries</li> <li>○ Prepare the Certificate of Live Birth</li> </ul>		5 minutes  15 minutes	Receiving Clerk/ Registration Officer II
2. Review and Affix signature in the prepared COLB	<ul style="list-style-type: none"> <li>○ Approve, register on time Certificate of live birth and assign registry number</li> </ul>		5 minutes	Municipal Civil Registrar/ Registration Officer II
3. Proceed to the MTO to pay prescribed fee	<ul style="list-style-type: none"> <li>○ Issue Order of payment</li> <li>○ Transcribe/Record the certificate in the Civil Register</li> </ul>	Issuance of Birth Certificate (50.00)	5 minutes	MTO Collection Clerk  Registration Officer II
4. Receive the released document	<ul style="list-style-type: none"> <li>○ Release personal copy to the registrant</li> </ul>		5 minutes	Releasing Clerk
<b>TOTAL</b>		<b>P 50.00</b>	<b>35 minutes</b>	



## 2. LATE REGISTRATION OF CERTIFICATE OF LIVE BIRTH

This is the process of registering the Certificate of Live Birth beyond thirty (30) days from the date of birth.

<b>Office of Division</b>		<b>Office of the Municipal Civil Registrar</b>		
<b>Classification</b>		<b>Simple</b>		
<b>Type of Transaction</b>		<b>G2C Government to Citizens</b>		
<b>Who may Avail</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Joint Affidavit of Two (2) Disinterested Persons</li> <li>○ Any Two (2) Documentary Evidences:               <ul style="list-style-type: none"> <li>✓ <i>Voter's certification, NBI Clearance, baptismal certificate,</i></li> <li>✓ <i>Barangay certification, transcript of records, Postal ID,</i></li> <li>✓ <i>Driver's license, medical certificate, immunization card</i></li> <li>✓ <i>Philhealth MDR</i></li> </ul> </li> <li>○ Marriage Certificate of parents (below 18 yrs. Old)</li> <li>○ Spouse Marriage Certificate (if married) 18 yrs. Old above</li> <li>○ PSA Negative Certification</li> </ul>			Notary Public Registrant  Parent  PSA  PSA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the information sheet and submits all necessary requirements for late registration of birth	○ Receive information sheet and check the completeness of entries and all supporting documents	None	5 minutes/ Certificate of live birth	Receiving Clerk Registration Officer II
	○ Verify and prepare the Certificate of Live Birth		30 minutes	Receiving Clerk Registration Officer II
2. Proceed to the MTO to pay prescribed fee	○ Issue Order payment	Late Registration (100.00)	5 minutes	MTO Collection Clerk
3. Return to the MCRO for review and Affix signature in the prepared COLB	○ Prepare Notice of Posting		5 minutes  Note: Release of document after Ten (10) days	Receiving Clerk Registration Officer II



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Return to the MCRO to claim the document	<ul style="list-style-type: none"><li>○ Approve, register the Certificate of Live birth and assign registry number</li><li>○ Transcribe/Record the certificate in the Civil Register</li></ul>		5 minutes  5 minutes	Municipal Civil Registrar/ Registration Officer II
	<b>TOTAL</b>	<b>P 50.00</b>	<b>58 minutes</b>	



### 3. APPLICATION AND ISSUANCE OF MARRIAGE LICENSE

All couples (either one or both are residents) of legal age intending to get married must apply for marriage license at the MCRO's. A marriage license is valid in any part of the Philippines for a period of 120 days from the date of issue.

<b>Office of Division</b>	<b>OFFICE OF THE MUNICIPAL CIVIL REGISTRAR</b>			
<b>Classification</b>	<b>Complex</b>			
<b>Type of Transaction</b>	<b>G2C-Government to Citizen</b>			
<b>Who may Avail</b>	<b>All couples of legal age and who intends to get married</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE:</b>		
<ul style="list-style-type: none"> <li>○ Community Tax Certificate/Cedula (both parties &amp; parents)</li> <li>○ PSA or local copy of Birth certificate of both applicants, voter's certification/ID</li> <li>○ Baptismal Certificate, CENOMAR,</li> <li>○ Marriage Certificate of parents</li> <li>○ Both parents (18-21 yrs. Old) Consent of Parents</li> <li>○ Both parents (21-25 yrs. Old) Advice of parents</li> <li>○ PSA or local copy of Death Certificate of deceased-widow or widower</li> <li>○ Annulment Decree/Decree of Presumptive Death</li> <li>○ Legal Capacity to contract marriage for foreigners</li> <li>○ Pre-Marriage Counselling (PMC)</li> </ul>		MTO  MCRO Copy COMELEC Church, PSA MCRO Copy   PMC Team		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the information sheet and submits all necessary requirements for the Application for Marriage License	<ul style="list-style-type: none"> <li>○ Receive information sheet and review the completeness of entries and all supporting documents</li> <li>○ Prepare (Mun. Form no. 90) Application for Marriage License for the signature of contracting parties &amp; Mun. Form Nos. 68 &amp; 92 for the signature of parents</li> </ul>	None	5 minutes  30 minutes	Receiving Clerk Registration Officer I
2. Review and Affix signature in the Application of Marriage License	<ul style="list-style-type: none"> <li>○ Approve and sign the documents</li> </ul>		5 minutes	Municipal Civil Registrar Registration Officer I



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attend seminar and Secure Pre-Marriage Counselling and Family Planning Certificate	<ul style="list-style-type: none"> <li>Advise marriage applicants to undergo PMC &amp; Family Planning Seminar on the scheduled date</li> </ul>		One (1) day	PMC Team
4. Return to the MCRO for the processing of the document	<ul style="list-style-type: none"> <li>Issue order of payment</li> </ul>		5 minutes	Clerk/ Registration Officer I
5. Proceed to the MTO to pay prescribed fee		Resident 100.00 Other Municipality 200.00 Foreigner 2,000.00 Application for Marriage License 150.00 PMC Fee 100.00	5 minutes	MTO Collection Clerk
6. Return to the MCRO for the processing of the document	<ul style="list-style-type: none"> <li>Issue Notice of Posting</li> </ul>	Notice of Posting P70.00	10 minutes  Note: Release of document after Ten (10) days posting period	Registration Officer I
7. Get the Marriage license after ten (10) day posting period	<ul style="list-style-type: none"> <li>Prepare the documents for the issuance of Marriage License</li> <li>Transcribe/Record in the Civil Register</li> </ul>		10 minutes  5 minutes	Registration Officer I
8. Receive the Marriage License	<ul style="list-style-type: none"> <li>Issue Marriage License to the applicants which is valid for 120 days</li> </ul>	Marriage License Fee-2.00	3 minutes	Municipal Civil Registrar Registration Officer I
	<b>TOTAL</b>	<b>P 72.00 +</b>	<b>10 Days &amp; 78 minutes</b>	



## 5. REGISTRATION OF ON-TIME MARRIAGE CERTIFICATE

For ordinary marriages, the time for submission of the Certificate of Marriage is 15 days following the solemnization of marriage. For marriages exempt from the license requirement, the prescribed period is 30 days.

<b>Office of Division</b>		<b>Office of the Municipal Civil Registrar</b>		
<b>Classification</b>		<b>Simple</b>		
<b>Type of Transaction</b>		<b>G2C-Government to Citizen</b>		
<b>Who may Avail</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Valid I.D. of informant</li> <li>○ Marriage Certificate (Municipal Form No. 97)</li> </ul>			Couple Church/ Office of the Mayor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the four (4) copies of Certificate of Marriage for registration	<ul style="list-style-type: none"> <li>○ Receive the four (4) copies of Certificate of Marriage for registration, review all entries and signatures involved.</li> </ul>	None	10 minutes/ Marriage Certificate	Admin Aide I
	<ul style="list-style-type: none"> <li>○ Approve &amp; register the Certificate of Marriage and assign registry number</li> </ul>		10 minutes	Municipal Civil Registrar Registration Officer I
2. Proceed to the MTO to pay prescribed fee	<ul style="list-style-type: none"> <li>○ Issue Order payment</li> </ul>	P50.00	5 minutes	MTO Collection Clerk
	<ul style="list-style-type: none"> <li>○ Transcribe/Record in the Civil Register</li> </ul>		5 minutes	Admin Aide I
3. Receive the released Marriage Certificate	<ul style="list-style-type: none"> <li>○ Release the Marriage Certificate</li> </ul>		5 minutes	Releasing Clerk
<b>TOTAL</b>		<b>P 50.00</b>	<b>35 minutes</b>	



## 6. LATE REGISTRATION OF MARRIAGE CERTIFICATE

This is the process of registering the Certificate of Marriage beyond reglamentary period from the date of solemnization.

<b>Office of Division</b>	<b>Office of the Municipal Civil Registrar</b>			
<b>Classification</b>	<b>Complex</b>			
<b>Type of Transaction</b>	<b>G2C-Government to Citizen</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Valid I.D. of informant</li> <li>○ Marriage Certificate (Municipal Form No. 97)</li> <li>○ Affidavit for Late Registration of Marriage</li> <li>○ Affidavit of the Solemnizing Officer</li> </ul>			Couple Church/ Office of the Mayor Notary Public Notary Public	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the four (4) copies of Certificate of Marriage and the requirement for late registration of the Marriage Certificate	<ul style="list-style-type: none"> <li>○ Receive the four (4) copies of Certificate of Marriage and the requirement for the late registration of marriage, then, review all entries and signatures involved.</li> </ul>	None	10 minutes/ Marriage Certificate	Admin Aide I Registration Officer I
2. Proceed to the MTO to pay prescribed fee	<ul style="list-style-type: none"> <li>○ Issue Order payment</li> <li>○ Prepare Notice for Delayed Registration</li> <li>○ Approve &amp; register the Certificate of Marriage and assign registry number</li> <li>○ Transcribe/Record in the Civil Register</li> </ul>	P100.00	5 minutes 5 minutes 10 minutes <i>Note: Release of document after Ten (10) days</i> 5 minutes	MTO Collection Clerk Admin Aide I Municipal Civil Registrar Registration Officer I
3. Receive the released Marriage Certificate	<ul style="list-style-type: none"> <li>○ Release the Marriage Certificate</li> </ul>		5 minutes	Releasing Clerk Admin Aide I
<b>TOTAL</b>		<b>P 100.00</b>	<b>10 days &amp; 60 minutes</b>	





## 7. REGISTRATION OF ON-TIME CERTIFICATE OF DEATH

The death of a person must be registered within the 30 days reglamentary period at the Office of the Municipal Civil Registrar.

<b>Office of Division</b>	<b>Office of the Municipal Civil Registrar</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C-Government to Citizen</b>			
<b>Who may Avail</b>	<b>Clients</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Certificate of Death (MF. 103)</li> <li>○ Certificate of Foetal Death (MF. 103A)</li> <li>○ Valid I.D. of parents/ informant</li> <li>○ Birth Certificate of the Deceased</li> <li>○ Marriage Certificate of the Deceased if married</li> </ul>			Hospital/MCRO Hospital/MCRO Informant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Report, fill-up and submit information sheet for death registration	○ Receive information sheet and review the completeness of entries		5 minutes	Assistant Registration Officer Registration Officer I
	○ Prepare the Certificate of Death		15 minutes	Assistant Registration Officer Registration Officer I
2. Review and affix signature in the prepared Certificate of Death	○ Review and sign the prepared Certificate of Death		5 minutes	Registration Officer I
3. Client proceed to the MHO for signature	○ Certification of Municipal Health Officer		30 minutes	MHO
4. Client secure Certification from the Embalmer			30 minutes	
5. Proceed to the MTO to pay prescribed fee	○ Issue Order payment	Burial Permit Fee P795.00	5 minutes	MTO Clerk
	○ Approve & register the Certificate of Death and assign registry number	Issuance of Death CertificateP 100.00	5 minutes	Municipal Civil Registrar Registration Officer I
	○ Transcribe/Record in the Civil Register		5 minutes	Assistant Registration Officer
6. Receive the released Death certificate	○ Release personal copy to the informant		3 minutes	Releasing Clerk
<b>TOTAL</b>		<b>P 795.00 / P 100.00</b>	<b>98 minutes</b>	



## 8. LATE REGISTRATION OF CERTIFICATE OF DEATH

This is the process of registering the Certificate of Death beyond thirty (30) days from the date of death.

<b>Office of Division</b>	<b>Office of the Municipal Civil Registrar</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C-Government to Citizen</b>			
<b>Who may Avail</b>				
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Certificate of Death (MF No. 103)</li> <li>○ Certificate of Foetal Death (MF No. 103A)</li> <li>○ Affidavit of Late Registration of Death</li> <li>○ Valid I.D. of parents/ informant</li> <li>○ Birth Certificate of the Deceased</li> <li>○ Marriage Certificate</li> </ul>			Hospital/MCRO Hospital/MCRO Notary Public/PAO Informant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up and submit information sheet and all supporting documents	○ Receive information sheet and review the completeness of entries and all supporting documents		5 minutes	Receiving Clerk Assistant Registration Officer
	○ Prepare the Certificate of Death		20 minutes	Assistant Registration Officer
2. Review and Sign the prepared COD	○ Review the prepared document		5 minutes	Registration Officer I
3. Client proceed to the MHO for signature	○ Certification of Municipal Health Officer		30 minutes	MHO
4. MTO Payment	○ Issue Order payment	Burial Permit Fee P795.00	Note: Release of document after Ten (10) days	MTO Clerk
	○ Approve, register the Certificate of Death and assign registry number	Issuance of Death Certificate P100.00	5 minutes	MCR Registration Officer I
	○ Transcribe/Record in the Civil Register		5 minutes	Assistant Registration Officer
5. Receive released document	○ Release personal copy to registrant		5 minutes	Releasing Clerk
<b>TOTAL</b>		<b>P 795.00 / P 100.00</b>	<b>10 days &amp; 1 hour, 75 minutes</b>	



### 9. SUPPLEMENTAL REPORT ON BIRTH/ MARRIAGE/ DEATH

A supplemental Report for birth, marriage and death maybe filed in the MCRO to supply information inadvertently omitted when the document was registered.

<b>Office of Division</b>	<b>Office of the Municipal Civil Registrar</b>			
<b>Classification</b>	<b>Complex</b>			
<b>Type of Transaction</b>	<b>G2C-Government to Citizen</b>			
<b>Who may Avail</b>	<b>The document owner Immediate family member of the document owner with authorization</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Security Paper (SECPA)-subject for Supplemental Report</li> <li>○ Affidavit of Supplemental Report</li> <li>○ Other relevant supporting documents</li>   <li>○ Valid I.D. of informant,</li> <li>○ Community Tax Certificate</li> </ul>			PSA  PAO/ Notary Public Any institution where the document is issued  Owner of the document/ Parents	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents	○ Receive and review the required documents	None	5 minutes	Registration Officer II Registration Officer I
	○ Prepare the document for the supplemental reporting	None	35 minutes	
2. Review and Affix signature in the document	○ Approve and sign the document		10 minutes	MCR
3. Proceed to the MTO to pay prescribed fee	○ Issue Order payment	Certified True Copy 100.00	5 minutes	MTO Clerk
4. Receive the released document	○ Release personal copy to registrant		3 minutes	Releasing Clerk
5. Mailing of the prepared document for the Annotated document	○ Advise the client to forward copy to OCRG for the annotated SECPA	Endorsement – 100.00 LBC/JRS envelope- 150.00	2-3 months processing at PSA	Owner of the document/MCR Staff
<b>TOTAL</b>		<b>P350.00</b>	<b>2-3 months &amp; 58 minutes</b>	



**10. ADMISSION OF PATERNITY/ R.A. 9255 (AN ACT ALLOWING ILLEGITIMATE CHILDREN TO USE THE SURNAME OF THE FATHER) & AFFIDAVIT OF ACKNOWLEDGMENT**

This is the process of allowing the child, born from March 19, 2004 onwards, whose parents are not married during the time of birth up to the present, but was acknowledged by the father, to use the surname of the father

<b>Office of Division</b>	<b>Office of the Municipal Civil Registrar</b>			
<b>Classification</b>	<b>Complex</b>			
<b>Type of Transaction</b>	<b>G2C-Government to Citizen; G2G-Government to Government</b>			
<b>Who may Avail</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>o PSA Copy of the subject document</li> <li>o Valid I.D. of informant,</li> <li>o Community Tax Certificate/Cedula</li> <li>o Affidavit to Use the Surname of the Father</li> <li>o Affidavit of Acknowledgment</li> <li>o Birth Certificate</li> </ul>			PSA Parents Parents Notary Public/PAO/MCRO Notary Public/PAO/MCRO PSA Copy	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirement for the AUSF/ Affidavit of Acknowledgment	o Receive and review all requirements for the AUSF/ Affidavit of Acknowledgment	None	5 minutes	Receiving Clerk Registration Officer II
	o If complete, prepare AUSF/ Affidavit of Acknowledgment, assign registry number & annotate the birth certificate	None	30 minutes	Clerk Registration Officer II
2. Pay to the Municipal Treasurer's Office the corresponding fees	o Issue Order payment	AUSF (150.00)  Affidavit of Acknowledgment 100.00	5 minutes	MTO Collection Clerk
3. Review the prepared document	o Approve and sign the document		5 minutes	MCR
4. Receive the released document	o Release the document of AUSF/ Acknowledgment	None	3 minutes	Releasing Clerk
5. Mailing of the prepared document for the annotated document	o Advice the client to forward copy to OCRG for the annotated SECPA	LBC/ JRS envelop 150.00	2-3 months	Owner of the document/ MCRO Staff
	<b>TOTAL</b>	<b>P250.00</b>	<b>2-3 months &amp; 48 minutes</b>	



## 11. AFFIDAVIT OF LEGITIMATION

Legitimation is a remedy by which those who were born out of wedlock of parents to be considered legitimate. Children conceived and born out of wedlock of parents, who, at the time of conception of the former, were not disqualified by any legal impediment to marry each other, may be legitimated. Legitimation of children by subsequent marriage of parents shall be recorded in the civil registry office where the birth was registered.

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<b>Classification</b>		<b>Complex</b>		
<b>Type of Transaction</b>		<b>G2C-Government to Citizen; G2G-Government to Government</b>		
<b>Who may Avail</b>				
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Valid I.D. of informant,</li> <li>○ Community Tax Certificate/Cedula</li> <li>○ Affidavit of Legitimation</li> <li>○ Marriage Certificate of parents</li> <li>○ Birth Certificate</li> </ul>			Parents Parents Notary Public/PAO/MCRO PSA PSA & Local Copy	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirement for the Affidavit of Legitimation	○ Receive and review all requirements for the Affidavit of Legitimation	None	5 minutes	Receiving Clerk Registration Officer II
	○ If complete, prepare the Affidavit of Legitimation, assign registry number & annotate the birth certificate	None	40 minutes	Clerk Registration Officer II
2. Pay to the Municipal Treasurer's Office the corresponding fees	○ Issues Order payment	Affidavit of Legitimation 200.00	5 minutes	MTO Clerk
3. Review the prepared document	○ Approve and sign the document		5 minutes	MCR
4. Receive the released document	○ Release the document of Affidavit of Legitimation	None	5 minutes	Releasing Clerk
5. Mailing of the prepared document	○ Advise the client to forward in advance the OCRG copy for the annotated SECPA	LBC/JRS envelope 150.00		Owner of the document/MCR Staff
<b>TOTAL</b>		<b>P250.00</b>	<b>60 minutes</b>	



## 12. ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS (BIRTH/MARRIAGE/DEATH)

1. Advance Copies & CR Negative in CRS
2. CR Documents affected by Court Order

As a GENERAL RULE, all civil registrars submit civil registry documents to the OCRG through their respective PSA, Provincial Office or PSA, Quezon City. To facilitate the issuance of requested documents, the civil registrar is required to submit or endorse the needed document to the PSA.

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<b>Who may Avail</b>		<b>Clients</b>		
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Valid I.D. of informant</li> <li>○ Community Tax Certificate</li> <li>○ Security Paper (SECPA)-Document affected by Court Order</li> <li>○ Negative Certification</li> <li>○ Court Decree</li> </ul>			Owner/parents/Authorized Party Barangay PSA  PSA RTC	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for endorsement of CR document	○ Receive and review all requirements for endorsement of CR document	None	5 minutes	Receiving Clerk
	○ Prepare the Annotated CR document/ Advance Copy	None	30 minutes	Clerk RO II RO I
2. Review and the prepared document	○ Final Review & Approval		5 minutes	MCR
3. Pay to the Municipal Treasurer's Office the corresponding fees	○ Issue Order payment	Endorsement Fee 100.00  Certified True Copy 100.00	5 minutes	MTO Collection Clerk
4. Receive the released document	○ Release the document to the client	None	3 minutes	Releasing Clerk
5. Mailing of the prepared document	○ Advise the client to forward OCRG copy for filing at the archive	LBC/JRS envelope 150.00		Owner of the document/MCR Staff
<b>TOTAL</b>		<b>P350.00</b>	<b>48 minutes</b>	



### 13. ISSUANCE OF CERTIFIED COPY OR CERTIFICATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATE

Civil Registry documents such as birth, marriage and death certificates maybe availed by securing a certified copy or Certification from the Municipal Civil Registry Office and upon payment of the prescribed fees.

<b>Office of Division</b>	<b>Office of the Municipal Civil Registrar</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C-Government to Citizen</b>			
<b>Who may Avail</b>	<b>Clients</b>			
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Valid I.D. of the requesting party</li> <li>○ Community Tax Certificate</li> <li>○ If the requesting party is not the owner: Need Authorization letter &amp; Valid I.D.</li> <li>○ Special Power Attorney (SPA)</li> </ul>			Informant & Owner Informant & Owner Owner of the Document  Notary Public/ PAO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for the issuance of Certified copy or Certification	○ Receive and check all requirements for issuance of Certified copy or Certification	None	5 minutes	Receiving Clerk
	○ Prepare the document	None	25 minutes	Clerk RO II RO I
2. Review the prepared document	○ Final Review & Approval		5 minutes	MCR RO II RO I
3. Proceed to the MTO to pay prescribed fee	○ Issue Order payment	Certified Copy/ Certification fee 100.00	5 minutes	MTO Clerk
4. Receive the released document	○ Release personal copy to the registrant		3 minutes	Releasing Clerk
<b>TOTAL</b>		<b>P100.00</b>	<b>43 minutes</b>	



#### 14. OUT OF TOWN REGISTRATION & REQUESTED CR DOCUMENT

Late Registration of births is prepared in the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded where the birth occurred and where it should be registered.

<b>Office of Division</b>		<b>Office of the Municipal Civil Registrar</b>		
<b>Classification</b>		<b>Simple</b>		
<b>Type of Transaction</b>		<b>G2C-Government to Citizen</b>		
<b>Who may Avail</b>		<b>Clients</b>		
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
<ul style="list-style-type: none"> <li>○ Affidavit of Out of town Registration</li> <li>○ Any Two (2) Documentary Evidences:               <ul style="list-style-type: none"> <li>● Voter's certification, NBI Clearance, baptismal certificate,</li> <li>● Barangay certification, transcript of records, Postal ID,</li> <li>● Driver's license, medical certificate, immunization card</li> <li>● Philhealth MDR</li> </ul> </li> <li>○ Marriage Certificate of parents (below 18 yrs. Old) Spouse Marriage Certificate (if married) 18 yrs. Old above</li> <li>○ PSA Negative Certification</li> <li>○ Valid ID-informant</li> </ul>			Notary Public Registrant/Parents Institution where the applicant was baptized, COMELEC Postal Office  Clinic/hospital  Philhealth Office Parents/Couple  PSA Informant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements for Out of town registration	○ Receive and review all requirements for Out of town registration	None	5 minutes	Receiving Clerk
	○ Prepare the document	None	25 minutes	Clerk RO II
2. Review and Sign the prepared document	○ Final Review & Approval		5 minutes	MCR
3. Pay to the Municipal Treasurer's Office the corresponding fees	○ Issue Order payment	Out of Town Registration Fee 200.00	5 minutes	MTO Collection Clerk
4. Mailing of the prepared document		Out of town Expenses 600.00  LBC/JRS envelope 300.00	Note: Result after 2-3 months	Owner of the document/MCR Staff
<b>TOTAL</b>		<b>P1,100.00</b>	<b>2-3 months and 40 minutes</b>	





**15. FILING AND PROCESSING OF PETITIONS**

1. R.A. 9048 (Correction of Clerical Error)
2. R.A. 9048 (Change of First Name)
3. R.A. 10172 (Correction of Sex/Day/Month)

Republic Act 9048-authorizes the Municipal Civil Registrar to correct a clerical or typographical error/s in an entry and/or change of first name or nickname in the civil registrar without need of a judicial order.

Republic Act 10172-further authorize the MCR/CCR to correct clerical/typographical error/s in the day and month in the date of birth or sex of a person appearing in the civil register without need of judicial order. However, any petition to correct error that would subsequently change the nationality, age, status (legitimacy) shall be filed with the proper court.

<b>Office of Division</b>	<b>Office of the Municipal Civil Registrar</b>
<b>Classification</b>	<b>Complex</b>
<b>Type of Transaction</b>	<b>G2C-Government to Citizen; G2G-Government to Government</b>
<b>Who may Avail</b>	The document owner, parents of the subject document Immediate family members of the document owner Special Power of Attorney if petitioner is not directly related to the document owner
<b>CHECKLIST OF REQUIREMENTS:</b>	
<b>WHERE TO SECURE:</b>	
<p><b>CHANGE OF FIRST NAME</b></p> <ul style="list-style-type: none"> <li>○ PSA copy of subject document</li> <li>○ PSA copy of Marriage certificate</li> <li>○ Baptismal Certificate</li> <li>○ Voter's Affidavit</li> <li>○ Transcript of Records</li> <li>○ Medical record</li> <li>○ Police clearance</li> <li>○ NBI Clearance</li> <li>○ Certificate of Employment or Affidavit of Non-employment (if unemployed)</li> <li>○ Valid ID's</li> <li>○ Copy of newspaper clippings &amp; Affidavit of the Publisher</li> <li>○ Other relevant documents needed</li> </ul> <p><b>CORRECTION OF CLERICAL ERROR (R.A. 9048)</b></p> <ul style="list-style-type: none"> <li>○ PSA copy of subject document</li> <li>○ PSA copy of Marriage certificate (if married)</li> <li>○ Baptismal Certificate</li> <li>○ Voter's Affidavit</li> <li>○ Earliest school record (elementary/high school)</li> <li>○ Medical record</li> <li>○ Transcript of Records</li> <li>○ Police clearance</li> <li>○ NBI Clearance</li> <li>○ Valid ID's</li> <li>○ Other relevant documents needed</li> </ul> <p><b>CORRECTION OF CLERICAL ERROR (R.A. 10172)</b></p> <ul style="list-style-type: none"> <li>○ PSA copy of subject document</li> <li>○ PSA copy of Marriage certificate (if married)</li> <li>○ Baptismal Certificate</li> <li>○ Voter's Affidavit</li> <li>○ Earliest school record (elementary/high school)</li> <li>○ Medical record</li> </ul>	<p>PSA PSA Church COMELEC School Hospital PNP NBI Notary Public/PAO</p> <p>Newspaper Circulation</p> <p>PSA PSA PSA PSA Church COMELEC School Hospital PNP NBI Notary Public/PAO</p> <p>Newspaper Circulation</p> <p>Church COMELEC School Hospital</p>



CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE:	
<ul style="list-style-type: none"> <li>○ Transcript of Records</li> <li>○ Police clearance</li> <li>○ NBI Clearance</li> <li>○ Medical certification by accredited government Physician</li> <li>○ Certificate of Employment or Affidavit of Non-employment (if unemployed)</li> <li>○ Copy of newspaper clippings &amp; Affidavit of the Publisher</li> <li>○ Valid ID's</li> <li>○ Other relevant documents needed</li> </ul>			School PNP NBI MHO Notary Public/PAO  Newspaper Circulation	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document sought for correction and all the required documents for initial assessment and verification	○ Receive and review all the required documents as to completeness	None	15 minutes	Registration Officer II
	○ Prepare the Petition form for CCE/CFN/Change of Sex, Day or month in the birth certificate	None	30 minutes	Clerk Registration Officer II
2. Review and Sign the prepared Petition Form	○ Final Review, approve and sign the petition form		5 minutes	MCR Registration Officer II
3. Pay to the Municipal Treasurer's Office the corresponding fees	○ Issue Order payment	Filing Fee for CFN 3,000.00  Filing Fee CCE 1,000.00  Filing Fee CCE Sex/Day/Month 3,000.00  CFN Service Fee 1,000.00  CCE Service Fee 500.00	5 minutes	MTO Collection Clerk



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Return to the MCRO for the processing of the petition and receive the Notice of Posting</p> <p>For Change of First name &amp; R.A. 10172 processing of the Notice of Publication</p>	<ul style="list-style-type: none"> <li>○ Issue Notice of Posting</li> <li>○ For Change of First name &amp; R.A. 10172 advise the petitioner to publish in the newspaper</li> <li>○ Issue Certificate of Posting</li> </ul>	<p>None</p> <p>None</p> <p>None</p>	<p>15 minutes Ten (10) days of posting</p> <p>Two (2) consecutive weeks</p> <p>After Ten (10) days of posting</p>	<p>Registration Officer II</p>
<p>5. Return to the MCRO after Two (2) weeks</p> <p>Submit proof of Publication for two (2) consecutive weeks:</p> <ul style="list-style-type: none"> <li>✓ Two (2) newspaper clippings</li> <li>✓ Affidavit of Publisher</li> </ul>	<ul style="list-style-type: none"> <li>○ Review and receive the Affidavit of Publisher and newspaper clippings</li> <li>○ Prepare complete set of petition</li> <li>○ Action taken by the MCR</li> </ul>	<p>None</p> <p>None</p> <p>None</p>	<p>10 minutes</p> <p>15 minutes</p> <p>Note: Five (5) days approval by the MCR</p>	<p>Registration Officer II</p> <p>Registration Officer II</p> <p>MCR</p>
<p>6. Return to the MCRO for the processing of the petition after approval of the MCR</p>	<ul style="list-style-type: none"> <li>○ Prepare endorsement to PSA Legal department for affirmation</li> </ul>	<p>None</p>	<p>10 minutes</p>	<p>Registration Officer II</p>
<p>7. Mailing of the prepared document</p>	<ul style="list-style-type: none"> <li>○ Advise the client to forward the petition to PSA</li> </ul>	<p>LBC/JRS envelope- 300.00</p>	<p>Note: 3-4 months at the PSA for the Affirmation of OCRG</p>	<p>Owner of the document/MCR Staff</p>
<p>8. Return to the MCRO for the processing of the annotated document after affirmation from OCRG</p>	<ul style="list-style-type: none"> <li>○ Prepare Certificate of Finality, Record Sheets &amp; Issue Annotated document</li> </ul>	<p>None</p>	<p>25 minutes</p>	<p>Registration Officer II</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9. Pay to the Municipal Treasurer's Office the corresponding fees	<ul style="list-style-type: none"> <li>○ Issue Order payment</li> </ul>	Certification Fee 25.00  Certified True Copy 100.00	5 minutes	MTO Collection Clerk
10. Receive the released document	<ul style="list-style-type: none"> <li>○ Release the document to the petitioner</li> </ul>		5 minutes	Releasing Clerk
11. Mailing of the prepared document	<ul style="list-style-type: none"> <li>○ Advise the client to forward the document to PSA for the annotated document</li> </ul>	LBC/JRS envelope- 300.00	Note: Result will be after 2-3 months	Owner of the document/MCR Staff
	<b>TOTAL</b>	<b>P 6,525.00</b>		