

1. A. REGISTRATION OF BIRTH CERTIFICATES (ON TIME REGISTRATION)

The Municipal Form No. 102, also known as the Certificate of Live Birth (COLB), is the prescribed form used for the declaration of facts and circumstances surrounding the birth of a person for purposes of registration. The birth of the child, being a vital event of a person, shall be registered within the thirty (30) days from the time of birth in the office of the Civil Registrar of the city/municipality where the birth occurred.

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|--|---|------------------------|------------------------|---------------------------|
| Office or Division: | Office of the Municipal Civil Registrar | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <input type="checkbox"/> Certificate of Marriage of Parents (1 original and 1 photocopy) | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The client will sign in the Client's Log Book. | 1. Present the Client's Log Book to the Client. | None | 1 minute | Administrative Aide |
| 2. Approach the MCR Staff and present the needed information for the registration. | 2. The MCR staff shall receive and check the necessary requirements. | None | 3 minutes | |
| 3. Proceed to the Processing Unit. | 3. Interview the informant for the necessary information in preparing and accomplishing the Certificate of Live Birth (COLB). | None | 7 minutes | Registration Officer |
| 4. Proceed to the Treasury Office for the payment of required fees. | 4. Receive payment and issue Official Receipt to the Client. | Php 50.00 | 5 minutes | Municipal Treasurer |
| 5. Present the Official Receipt to the MCR Staff. | 5. Review and check the information on the Official Receipt. | None | 2 minutes | Duly authorized staff |
| 6. Proceed to the MCR's Desk and receive the registered document. | 6. Sign and register the accomplished COLB. | None | 5 minutes | Municipal Civil Registrar |
| | 6.1. Release the registered document. | | | |
| | | TOTAL | 23 minutes | |

1. B. REGISTRATION OF BIRTH CERTIFICATES (FOR DELAYED REGISTRATION)

A report of vital event made beyond the reglementary is considered delayed. A notice to the public on the pending application for delayed registration shall be posted in the bulletin board of the city/municipality for a period of not less than ten(10) days.

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|-----------------------------|---|
| Office or Division: | Office of the Municipal Civil Registrar |
| Classification: | Complex |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | All |

| CHECKLIST OF REQUIRMENTS | | WHERE TO SECURE | | |
|--|---|---|-----------------------------|---------------------------|
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | | | | |
| <input type="checkbox"/> Baptismal Certificate | | Client | | |
| <input type="checkbox"/> Negative Certification of Birth from PSA | | Philippine Statistics Authority (PSA) | | |
| <input type="checkbox"/> School Record/Form 137 | | Client | | |
| <input type="checkbox"/> Affidavit of Two Disinterested Person | | Client | | |
| <input type="checkbox"/> Other documents relative to the registration | | Client | | |
| <input type="checkbox"/> Voter Certification | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The client will sign in the Client's Log Book. | 1. Present the Client's Log Book to the Client. | None | 1 minutes | Administrative Aide |
| 2. Approach the MCR Staff and present the needed information for delayed registration. | 2.The MCR staff shall check and assess the necessary requirements. | None | 3 minutes | |
| 3. Proceed to the Processing Unit. | 3. Interview the informant for the necessary information in preparing and accomplishing the Certificate of Live Birth (COLB). | None | 7 minutes | Registration Officer |
| 4. Proceed to the Treasury for the payment of required fees. | 4. Receive payment and issue Official Receipt to the client. | Php 200.00 (1mo. to 11 mos.) Php 500.00 + Php 50.00 per year (1year onwards) | 5 minutes | Municipal Treasurer |
| 5. Present the Official Receipt to the MCR Staff. | 5. Review and check the information on the Official Receipt . | None | 5 minutes | Duly authorized staff |
| 6. As a rule, wait for ten (10) days posting. | | None | 10 days | |
| 7. After ten (10) days posting, the client may go back to the Office of the MCR and claim the approved document. | 7. Sign and register the accomplished COLB. | None | 2 minutes | Municipal Civil Registrar |
| | 7.1. Release the approved document. | | | |
| | | TOTAL | 10 days - 23 minutes | |

2. A. REGISTRATION OF MARRIAGE CERTIFICATES (ON TIME REGISTRATION)

The Municipal Form 97 or the Certificate of Marriage (COM) is a social document that shows legal contract between two individuals that unites their lives legally, economically and emotionally. For the ordinary marriage, the time for submission of the Certificate of Marriage is fifteen (15) days following the solemnization of marriage while the marriage exempt from license requirement; the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

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| Office or Division: | Office of the Municipal Civil Registrar |
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |

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|---|--|--|------------------------|---------------------------|
| Who may avail: | Must be Legal Age | | | |
| CHECKLIST OF REQUIRMENTS | | WHERE TO SECURE | | |
| o Municipal Form 97 (Certificate of Marriage) | | Client | | |
| o Application for Marriage License | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in Client's Log Book | 1. Present the Client's Log Book | None | 2 minutes | Administrative Aide |
| 2. Client presents the Application Form (AML) and other necessary requirements. | 2. The MCR Staff shall receive and check the required documents. 2.1. Review and check the information on the prepared Application Form (AML) and other necessary requirements. | None | | |
| 3. Proceed to the Processing Unit. | 3. Copy the information given on the prepared Application Form (AML). | None | 4 minutes | Registration Officer |
| 4. Proceed to the Treasury Office for the payment of required fees. | 4. Receive payment and issue Official Receipt to the client. | Registration of Marriage = Php 50.00 If solemnized by the Mayor: Solemnization Fee = Php 200.00 | 2 minutes | Municipal Treasurer |
| 5. Present the Official Receipt to the MCR staff. | 5. Review and check the information on the Official Receipt. | None | 2 minutes | Duly authorized staff |
| 6. Proceed to the MCR's Desk and receive the approved document. | 6. Sign and register the document. 6.1. Release the approved document. | None | 2 minutes | Municipal Civil Registrar |
| | | TOTAL | 12 minutes | |

2. B. REGISTRATION OF MARRIAGE CERTIFICATES (DELAYED REGISTRATION)

A report of vital event made beyond the reglementary period is considered delayed. A notice to the public on the pending application for delayed registration shall be posted in the bulletin board of the city/municipality for a period of not less than ten(10) days.

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|--|---|---------------------------------|------------------------|---------------------------|
| Office or Division: | Office of the Municipal Civil Registrar | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Must be Legal Age | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | | | | |
| o PSA copy of Negative Certification of Marriage | | Philippine Statistics Authority | | |
| o Affidavit of Two Disinterested Person | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in Client's Log Book. | 1. Present the Client's Log Book. | None | | |

| | | | | |
|--|--|--|----------------------|---------------------------|
| 2. Approach the MCR Staff and present the needed documents for delayed registration. | 2.The MCR staff shall check and assess the necessary requirements. | None | 2 minutes | Administrative Aide |
| 3. Proceed to the Processing Unit. | 3. Interview the informant for the necessary information in preparing and accomplishing the Certificate of Marriage (COM). | None | 4 minutes | Registration Officer |
| 4. Proceed to the Treasury Office for the payment of fees. | 4. Receive payment and issue Official to the client. | Php 200.00 (1mo. to 11 mos.) Php 500.00 + Php 50.00 per year (1year onwards) | 2 minutes | Municipal Treasurer |
| 5. Present the Official Receipt to the MCR Staff. | 5. Review and check the information on the Official Receipt. | None | 2 minutes | Duly authorized staff |
| 6. As a rule, wait for ten (10) days posting. | | None | 10 days | |
| 7. Proceed to the MCR's Desk and receive the approved document. | 7. Sign and register the accomplished COM. | None | 2 minutes | Municipal Civil Registrar |
| | 7.1. Release the approved document. | | | |
| | | TOTAL | 10 days - 12 minutes | |

3. A. REGISTRATION OF DEATH CERTIFICATES (ON TIME REGISTRATION)

The Municipal Form No. 103 or the Certificate of Death (COD) is a record of vital information on the identity of the deceased.

It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died medical attendance.

The health officer shall examine and sign the death certificate and direct the registration of the death certificate to the Office of the Civil Registrar within the reglementary period thirty (30) days.

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|--|---|---|------------------------|---------------------------|
| Office or Division: | Office of the Municipal Civil Registrar | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Bereaved member of the Family | | | |
| CHECKLIST OF REQUIRMENTS | | WHERE TO SECURE | | |
| o Accomplished Form No. 103 (Certificate of Death) | | Office of the Municipal Civil Registrar | | |
| o Burial Permit | | Treasury Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the Client's Log Book. | 1. Present the Client's Log Book. | None | 2 minutes | Administrative Aide |
| 2. Approach the MCR Staff and present the needed information for the registration. | 2. The MCR staff shall receive and check the required requirements. | None | | |

| | | | | |
|---|---|---|------------|---------------------------|
| 3. Proceed to the Processing Unit. | 3. Interview the informant for the necessary information in preparing and accomplishing the Certificate of Death (COD). | None | 5 minutes | Registration Officer |
| 4. Client is instructed to proceed to the MHO for the cause of death of the deceased. | 4. Review and certify the cause of death on the Certificate of Death of the deceased. | None | 5 minutes | Municipal Health Officer |
| 5. Proceed to the Treasury Office for the payment of fees. | 5. Receive payment and issue Official Receipt to the Client. | Php 100.00 for Burial Permit & Registration | 5 minutes | Municipal Treasurer |
| 6. Present the Official Receipt to the MCR Staff. | 6. Review and check the information on the Official Receipt. | None | 2 minutes | Duly authorized staff |
| 7. Proceed to the MCR's Desk and receive the approved document. | 7. Sign and register the accomplished COD. | None | 2 minutes | Municipal Civil Registrar |
| | 7.1 Release the registered document. | | | |
| | | TOTAL | 21 minutes | |

3. B. REGISTRATION OF DEATH CERTIFICATES (DELAYED REGISTRATION)

A report of vital event made beyond the reglementary period is considered delayed. A notice to the public on the pending application for delayed registration shall be posted in the bulletin board of the city/municipality for a period of not less than ten(10) days.

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|-----------------------------|---|
| Office or Division: | Office of the Municipal Civil Registrar |
| Classification: | Complex |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Bereaved member of the Family |

| CHECKLIST OF REQUIRMENTS | WHERE TO SECURE |
|--|-----------------|
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | |

| | |
|---|---------------------------------------|
| o Negative Certification of Death from PSA | Philippine Statistics Authority (PSA) |
| o Affidavit of Two Disinterested Person | Client |
| o Other document relative to the registration | Clie |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---------------------|
| 1. Sign in the Client's Log Book. | 1. Present the Client's Log Book. | None | 2 minutes | Administrative Aide |
| 2. Approach the MCR Staff and present the needed information for delayed registration. | 2.The MCR staff shall check and assess the necessary requirements. | None | | |

| | | | | |
|---|---|--------------|-----------------------------|---------------------------|
| 3. Proceed to the Processing Unit. | 3. Interview the informant for the necessary information in preparing and accomplishing the Certificate of Death (COD). | None | 5 minutes | Registration Officer |
| 4. Client is instructed to proceed to the MHO for the cause of death of the deceased. | 3. Review and certify the cause of death on the Certificate of Death of the deceased. | None | 5 minutes | Municipal Health Officer |
| 4. Proceed to the Treasury Office for the payment of fees. | 4. Receive payment and issue Official Receipt to the client. | Php 200.00 | 5 minutes | Municipal Treasurer |
| 5. Present the Official Receipt to the MCR Staff. | 5. Review and check the information on the Official Receipt . | None | 2 minutes | Duly authorized officer |
| 6. As a rule, wait for ten (10) days posting. | | None | 10 days | |
| 7. Proceed to MCR's Desk and receive the approved document. | 7. Sign and register the accomplished COD. | None | 2 minutes | Municipal Civil Registrar |
| | 7.1. Release the registered document. | | | |
| | | TOTAL | 10 days - 21 minutes | |

4. REGISTRATION OF APPLICATION FOR MARRIAGE LICENSE

The Municipal Form No. 90. or the Application for Marriage License (AML), is an application where a marriage license is required, each of the contracting parties shall file separately a sworn application for such license with the proper Local Civil Registrar of the place where either or both of the contracting parties reside. The Local Civil Registrar concerned shall enter all applications for marriage license filed with him in a registry book strictly in the order in which the same are received. When the license is issued, the same shall be valid in any part of the Philippines for a period one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

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| Office or Division: | Office of the Municipal Civil Registrar |
| Classification: | Simple to complex |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Must be Legal Age |

| CHECKLIST OF REQUIRMENTS | WHERE TO SECURE |
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| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | |
| o Certificate of Live Birth of the applicants PSA copy | Philippine Statistics Authority (PSA) |
| o CENOMAR (for out-of-town applicant) | Philippine Statistics Authority (PSA) |
| o Pre-Marriage Counselling Certificate | Population Commission Office |
| o Parental Consent and Advice (for 18-20 years old) | Office of the Municipal Civil Registrar |
| o Parental Advice (for 21-24 years old) | Office of the Municipal Civil Registrar |
| o Death Certificate (for widow/widower) | Client |

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|---|--------|
| o Divorce Decree (for divorced) | Client |
| o Judicial Decree (for annulled) | Client |
| o Certificate of Legal Capacity to contract marriage issued by their Consular Officials (if contracting parties are citizens of foreign countries). | Client |

NOTE: RELEASE APPLICATION AFTER TEN (10) DAYS POSTING.

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|----------------------|---------------------------|
| 1. Sign in the Client's Log Book. | 1. Present the Client's Log Book. | None | 1 minute | Administrative Aide |
| 2. Approach the MCR Staff and present the required documents. | 2.The MCR staff shall check and assess the requirements for Application for Marriage License (AML) presented by the client. | None | 2 minutes | |
| 3. Proceed to the Processing Unit. | 3. Interview the client for the necessary information in the preparation and accomplishing the AML.. | None | 20 minutes | Registration Officer |
| 4. Proceed to the Treasury Office for the payment of fees . | 4. Receive payment and issue Official Receipt to the client. | Php 202.00 for License and Application Form | 5 minutes | Municipal Treasurer |
| 5. Present the Official Receipt to the MCR Staff. | 5. Review and check the information on the Official Receipt . | None | 5 minutes | Duly authorized officer |
| 6. Clients are instructed to proceed to the Population Commission Office. | 6. Pre-Marriage Counselling | None | 10 minutes | PopCom Officer |
| 7. As a rule, release after ten (10) days posting. | | None | 10 days | |
| 8. Proceed to MCR's Desk and receive the approved document. | 8. Sign and register the accomplished AML. | None | 2 minutes | Municipal Civil Registrar |
| | 8.1. Release the approved and registered application. | | | |
| | | | 10 days - 43 minutes | |

5. A. REGISTRATION OF LEGAL INSTRUMENTS (LEGITIMATION)

Legal Instruments are sworn statements in a form of affidavit which affect the civil status of persons. These acts are executed without an order of the court. Like other civil registry documents, court decrees concerning the status of a person shall be registered in the Office of the City/Municipal Civil Registrar where the court is functioning, within ten (10) days after the decree/order has become final.

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| Office or Division: | Office of the Municipal Civil Registrar |
| Classification: | Complex to Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Child born on or after August 2, 1988 to March 18, 2004 |

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| CHECKLIST OF REQUIRMENTS | WHERE TO SECURE |
|---------------------------------|------------------------|

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|--|--------|
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | |
| o Certificate of Live Birth (PSA and LCR copy) | Client |
| o Affidavit of Legitimation signed by parents | Client |
| o Marriage Certificate of parents | Client |
| o CENOMAR/CEMAR of parents | Client |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|------------------------------|---------------------------|
| 1. Sign in Client's Log Book | 1. Present the Client's Log Book | None | 2 minutes | Administrative Aide |
| 2. Client approach and present the needed information for registration and annotation. | 2. The MCR Staff shall receive and check the required documents. | None | | |
| 3. Proceed to the Processing Unit. | 3. Prepare and process the client's request. | None | 20 minutes | Registration Officer |
| | 3.1. The MCR shall make the proper annotation on the remarks portion of the documents and applicable registry book. | None | 10 minutes | Municipal Civil Registrar |
| 4. Proceed to the Treasury Office for the payment of fees. | 4. Receive payment and issue Official Receipt. | Registration and Miscellaneous Fee = Php 200.00 | 2 minutes | Municipal Treasurer |
| 5. Present the Official Receipt to the MCR staff. | 5. Review and check the information on the Official Receipt. | None | 2 minutes | Duly authorized staff |
| 6. Wait for the approval of the Civil Registrar General upon submission of complete documents to the Office of the Civil Registrar General. | 6. Submit complete documents for approval of the Civil Registrar General. | None | 3-6 months | Municipal Civil Registrar |
| TOTAL | | | 3-6 mos. - 36 minutes | |

5. B. REGISTRATION OF LEGAL INSTRUMENTS (R.A. 9255)

An act allowing illegitimate children to use the surname of their father, amending for the purpose of Article 176 of Executive No. 209, otherwise known as the "Family Code of the Philippines."

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|-----------------------------|---|
| Office or Division: | Office of the Municipal Civil Registrar |
| Classification: | Complex |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Child born on or after March 18, 2004 |

| CHECKLIST OF REQUIRMENTS | WHERE TO SECURE |
|--|-----------------|
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | |
| o Certificate of Live Birth (PSA and LCR copy) | Client |
| o Affidavit of Admission of Paternity (if applicable) | Client |

| o Affidavit to Use the Surname of the Father | | Office of the Municipal Civil Registrar | | |
|--|---|---|-------------------|---------------------------|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in Client's Log Book | 1. Present the Client's Log Book | None | 2 minutes | Administrative Aide |
| 2. Client approach and present the needed information for registration and annotation. | 2. The MCR Staff shall receive and check the required documents. | None | | |
| 3. Proceed to the Processing Unit. | 3. Prepare and accomplish the application forms and other attachments. | None | 20 minutes | Registration Officer |
| 4. Proceed to the MCR's Desk | 4. The MCR shall make the proper annotation on the remarks portion of the documents and applicable registry book. | None | 10 minutes | Municipal Civil Registrar |
| 5. Proceed to the Treasury Office for the payment of fees. | 5. Receive payment and issue Official Receipt. | Registration and Miscellaneous Fee = Php 200.00 | 2 minutes | Municipal Treasurer |
| 6. Present the Official Receipt to the MCR staff. | 6. Review and check the information on the Official Receipt. | None | 2 minutes | Duly authorized staff |
| 7. Receive the approved and registered documents. | 7. Release and issue the owner's copy. | None | | |
| | | TOTAL | 36 minutes | |

6. SUPPLEMENTAL REPORT

It is used to supply missing entries of information in the Certificate of Live Birth (COLB), Certificate of Marriage (COM), Certificate of Death (COD) and Certificate of Fetal Death (COFD), which are inadvertently omitted when the document was registered. However, the "Medical Certificate" in the COD/COFD and all applicable certifications contained in the COM should be accomplished correctly and completely before registration. Hence, no supplemental report having reference to the mentioned certificates is applicable. (A.O.1, Rule 11(1)).

| Office or Division: | Office of the Municipal Civil Registrar | | | |
|--|---|-----------------|-----------------|--------------------|
| Classification: | Complex to Highly Technical | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Problematic civil registry documents | | | |
| CHECKLIST OF REQUIRMENTS | | WHERE TO SECURE | | |
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | | | | |
| o Birth, Marriage, Death Certificate with missing entry/ies (PSA and LCR copy) | | Client | | |
| o Affidavit of Supplemental Report | | Client | | |
| o At least two (2) supporting documents to support the missing entry. | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in Client's Log Book | 1. Present the Client's Log Book | None | | |

| | | | | |
|--|--|---|---------------------------------|---------------------------|
| 2. Client approach and present the document with missing entry/entries together with the requirements. | 2. The MCR Staff shall receive and check if the missing entries are applicable for Suuplemental Report. 2.1. Check if the omitted entries are indeed omitted during the time of registration. | None | 2 minutes | Administrative Aide |
| 3. Proceed to the Processing Unit. | 3. Prepare and accomplish the application forms and other attachments. | None | 20 minutes | Registration Officer |
| 4. Proceed to the MCR's Desk | 4. The MCR shall make the proper annotation on the remarks portion of the documents and applicable registry book. | None | 10 minutes | Municipal Civil Registrar |
| 5. Proceed to the Treasury Office for the payment of fees. | 5. Receive payment and issue Official Receipt. | Registration and Miscellaneous Fee = Php 200.00 | 2 minutes | Municipal Treasurer |
| 6. Present the Official Receipt to the MCR staff. | 6. Review and check the information on the Official Receipt. | None | 3 to 6 mos. - 2 minutes | Municipal Civil Registrar |
| 7. Wait for the approval of the CivilRegistrar General upon submission of complete documents to the Office of the Civil Registrar General. | 7. Submit complete documents for approval of the Civil Registrar General. | None | | |
| TOTAL | | | 3 to 6 mos. - 36 minutes | |

7. REGISTRATION OF FOUNDLING/ABANDONED CHILDREN

It is deserted or abandoned infant or a child found, with parents, guardian, or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown facts of birth and parentage.

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| Office or Division: | Office of the Municipal Civil Registrar |
| Classification: | Complex to Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Problematic civil registry documents |

| CHECKLIST OF REQUIRMENTS | WHERE TO SECURE | | | |
|--|----------------------|------------------------|------------------------|---------------------------|
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | | | | |
| <input type="checkbox"/> Certification Declaring a Child Legally Available for Adoption | DSWD | | | |
| <input type="checkbox"/> Child Profile Form | DSWD | | | |
| <input type="checkbox"/> Updated Social Case Study Report | DSWD | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |

| | | | | |
|--|--|------|-------------------|---------------------------|
| 1. The client will sign in the Client's Log Book. | 1. Present the Log Book to the client.. | None | 2 minutes | Administrative Aide |
| 2. The client shall report the case where the foundling was found. | 2.The MCR Staff shall advise the client to refer the case to the DSWD Office for proper screening, assessment, or evaluation. | | | |
| 3. The Social Worker shall present the needed documents. | 3. The MCR Staff shall check and evaluate the necessary documents. | None | 10 minutes | Registration Officer |
| 4. Proceed to the Processing Unit. | 4. Prepare and accomplish the application forms and other attachments. | | | |
| 5. Proceed to the MCR's Desk | 5.The MCR shall explain that all foundling cases shall now be referred to the Office of the DSWD where the Foundling was found for the issuance of a "certification" declaring the foundling legally available for adoption. | None | 9 minutes | Municipal Civil Registrar |
| 6. Accepts copy of the Certificate of Foundling. | 6. Release the approved and registered Certificate of Foundling. | | | |
| TOTAL | | | 21 minutes | |

8. CORRECTION OF CLERICAL ERROR (CCE), CHANGE OF FIRST NAME (CFN), THROUGH R.A. 9048 and R.A. 10172

R.A. 9048 is an Act authorizing the City/Municipal Civil Registrar or the Consul General to correct clerical error or typographical error in an entry and or Change of First Name or nickname in the civil register without need of a judicial order. This law amended Articles 376 and 412 of the Civil Code of the Philippines. R.A. 10172 is another Act which further authorizes the City/Municipal Civil Registrar or the Consul General to correct clerical error or typographical error 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, amending R.A. 9048.

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| Office or Division: | Office of the Municipal Civil Registrar |
| Classification: | Complex to Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Those with error Civil Registry Documents |
| CHECKLIST OF REQUIRMENTS | |
| WHERE TO SECURE | |
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | |
| FOR CCE - R.A. 9048 | |
| o Birth, Marriage, Death Certificate with with error | Client |
| o Baptismal Certificate | Client |
| o Voter Certification | Client |
| o School Record (Form 137) | Client |
| FOR CFN - 9048 AND CCE - 10172 | |

| | |
|--|--------|
| o Birth, Marriage, Death Certificate with error | Client |
| o Baptismal Certificate | Client |
| o Earliest School Record | Client |
| o Police and NBI Clearance | Client |
| o Employment Record (if employed) | Client |
| o Affidavit of Non-Employment (for not employed) | Client |
| o Voter Certification | Client |
| o Medical Record | Client |
| o Medical Certification for R.A. 10172 | Client |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|--|---------------------------------|---------------------------|
| 1. Sign in Client's Log Book | 1. Present the Client's Log Book | None | 3 minutes | Administrative Aide |
| 2. Client approach the MCR Staff and present the required documents. | 2. The MCR Staff shall receive and check the required documents. | | | |
| 3. Proceed to the Treasury Office for the payment of fees. | 3. Receive payment and issue Official Receipt. | For CCE - R.A.9048 = Php 1,000.00 For CFN/R.A.10172 - Php 3,000.00 Migrant Petition = Php 500.00 | 10 minutes | Municipal Treasurer |
| 4. Present the Official Receipt to the MCR staff. | 4. Review and check the information on the Official Receipt. | None | 20 minutes | Registration Officer |
| 5. Proceed to the Processing Unit for further instructions. | 5. (Instructions.....) | | | |
| 6. Wait for ten (10) days posting upon submission of complete documents. | 6. Notify the public for ten (10) consecutive days that the client has filed a petition for correction of clerical error. | | | |
| 7. After ten (10) days posting, go back to the Office of the MCR to review and check the information on the prepared petition and sign. | 7. The MCR shall make the certification, verification and proper annotation on the remarks portion of the documents and applicable registry book. | None | 3 to 6 mos. - 25 minutes | Municipal Civil Registrar |
| 8. Wait for the approval of the Civil Registrar General upon submission of complete documents to the Office of the Civil Registrar General. | 8. Submit complete documents for approval of the Civil Registrar General. | | | |
| | | TOTAL | 3 to 6 mos. - 58 minutes | |

9. REQUESTING A CERTIFIED COPY/CERTIFICATION OF BIRTH, MARRIAGE, DEATH RECORD AND CIVIL REGISTRY DOCUMENTS
 CIVIL REGISTRY documents such as birth, marriage and death certificates may be availed of by securing a certified transcription or certified photocopy from the office.

| | | | | |
|--|---|------------------------|------------------------|---------------------------|
| Office or Division: | Office of the Municipal Civil Registrar | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIRMENTS | | WHERE TO SECURE | | |
| o Documents Owner's Personal Information | | Client | | |
| o Copy of Birth, Marriage, Death Certificate | | Client | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in Client's Log Book | 1. Present the Client's Log Book | None | 5 minutes | Administrative Aide |
| 2. Client approach the MCR Staff and present the required documents. | 2. The MCR Staff shall receive and check the required documents. 2.1. Verify the facts about the information of the requested document in the registry book. | | | |
| 3. Proceed to the Treasury Office for the payment of fees. | 3. Receive payment and issue Official Receipt. | Php 50.00 | 3 minutes | Municipal Treasurer |
| 4. Present the Official Receipt to the MCR staff. | 4. Review and check the information on the Official Receipt. 4.1. Issue certified transcripts or copies of requested document upon payment of the proper fees. | None | 15 minutes | Registration Officer |
| 6. Proceed to the MCR's Desk for signing.. | 6. Sign and release the copy of the requested document. | None | 10 minutes | Municipal Civil Registrar |
| | | TOTAL | 33 minutes | |

9. REQUESTING A CERTIFIED COPY/CERTIFICATION OF BIRTH, MARRIAGE, DEATH RECORD AND CIVIL REGISTRY DOCUMENTS

As a rule, all Civil Registrar shall submit civil registry documents to the Office of the Civil Registrar General (OCRG) thru their respective PSA Provincial Offices. However, there are instances when the PSA cannot issue the copy/ies to the interested party because their office have no available record in its database, or the current document is still in the MCR office.

| | | | | |
|--|---|------------------------|--|--|
| Office or Division: | Office of the Municipal Civil Registrar | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIRMENTS | | WHERE TO SECURE | | |
| Note: Present original copy for basis and verification with two (2) photocopies of each requirements. | | | | |

| o Negative Certification from PSA | | Philippine Statistics Authority | | |
|--|---|--|-------------------|---------------------------|
| o Copy of Birth, Marriage, Death Certificate | | Client | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in Client's Log Book | 1. Present the Client's Log Book | None | 1 minute | Administrative Aide |
| 2. Client approach the MCR Staff and present the required documents. | 2. The MCR Staff shall receive and check the required documents. 2.1. Verify the facts about the information of the requested document in the registry book. | | | |
| 3. Proceed to the Treasury Office for the payment fees. | 3. Receive payment and issue Official Receipt. | Php 50.00 Endorsement Fee = Php 120.00 Miscellaneous Fee - Php 100.00 | 2 minutes | Municipal Treasurer |
| 4. Present the Official Receipt to the MCR staff. | 4. Review and check the information on the Official Receipt. 4.1. Facilitate the issuance of requested document in Security Paper. | None | 10 minutes | Registration Officer |
| 5. Proceed to the MCR's Desk for signing.. | 5. Sign and endorse the needed document on a piecemeal basis. | None | 5 minutes | Municipal Civil Registrar |
| 6. Wait for the approval from the Philippine Statistics Authority upon submission of complete documents. | 6. Submit complete documents for approval from the Philippine Statistics Authority. | | | |
| TOTAL | | | 18 minutes | |

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