



# **Municipal Civil Registrar Office**

## **External Services**



# 1. BIRTH REGISTRATION

## A. Timely Registration

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government, Government to Private Individuals			
<b>Who may avail:</b>	Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Municipal Form No. 102		Office of the Municipal Civil Registrar		
Affidavit to Use the Surname of the Father (AUSF Form)		Office of the Municipal Civil Registrar		
Official Receipt		Office of the Municipal Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.0. Apply for birth Registration  1.1 Signs the form	1.0. Interviews informant and Fills up Civil Registry Form 102 1.1 Gives the form to informant For his signature and that of the birth attendant	None	15 minutes	Registration Officer II <i>Mun. Civil Registrar's Office</i> Asst. Reg. Officer <i>Mun. Civil Registrar's Office</i>
2.0. Returns and submits documents signed by birth attendant	2.0. Reviews, approves and registers the document	None	5 minutes	Municipal Civil Registrar <i>Mun. Civil Registrar's Office</i>
3.0 Pays required fee for registrant's copy of birth certificate 3.1 Documentary Stamp Tax pursuant to Section 188 of the Tax Code	3.0 Issues official receipt	PHP 75.00  PHP 30.00	5 minutes	LCR <i>Mun. Treasurer's Office</i>
4.0 Presents official receipt to Municipal Civil Registrar, receives registered copy of birth certificate	4.0. Issues registered copy of birth certificate	None	5 minutes	Municipal Civil Registrar <i>Mun. Civil Registrar's Office</i>
<b>TOTAL:</b>		<b>PHP 105.00</b>	<b>30 minutes</b>	



## B. Delayed Registration

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government, Government to Private Individuals			
<b>Who may avail:</b>	Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.0 At least 2 documentary evidences that will support the facts of birth (date and place of birth) such as: 1.1. Baptismal Certificate 1.2. School Record (if already in school) 1.3. SSS Record 1.4. Voter's Registration Record 1.5. Medical Record 1.6. Barangay Certification (if newly born or not yet in school) 1.7. Passport 1.8. Postal ID 1.9. NBI Clearance 2.0. Affidavit of 2 disinterested persons to justify the occurrence of birth 3.0. PSO Certification of No Record (particularly for applicants going abroad)		Office of the Parish Church School Graduated SSS Office Comelec Office Phil health Office / Other Agency Barangay  DFA Postal Office NBI Office Office of the Municipal Civil Registrar  PSA		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 .0. Applies for delayed registration and submit required documents	1.1 Interviews applicant and fills up the form, posts application for 10 days	None	20 minutes	<i>Reg. Officer II</i> <i>Asst. Reg. Officer</i> Mun. Civil Registrar's Office
2.0. Request for registrant's copy after completion of 10-day posting period	2.0. Review and register the document	None	5 minutes	<i>Mun. Civil Registrar</i> Mun. Civil Registrar's Office
3.0. Pays required fee	3.1 Issues official receipt 3.2 Registered after 30 days from date of birth but not more than 1 year. 3.3 Registered after 1 year from date of birth 3.4. Documentary Stamp Tax pursuant to Section 188 of the Tax Code	PHP 100.00  PHP 150.00  PHP 30.00	5 minutes	<i>LCR</i> Mun. Treasurer's Office



4.0.Presents official receipt to Municipal Civil Registrar	4.0.Issues registered copy of birth certificate	None	5 minutes	
4.1.Receives copy of birth certificate				
<b>TOTAL:</b>			<b>35 minutes</b>	

## 2. MARRIAGE REGISTRATION

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

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government, Government to Private Individuals			
<b>Who may avail:</b>	G2G-Government to Government, Government to Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Municipal Form No. 97		Office of the Municipal Civil Registrar		
Official Receipt of Registration		Office of the Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.0.Submits 4 copies of Marriage Certification from Solemnizing Officer	1.0. Accepts and review the Marriage Certificate	None	5 minutes	<i>Reg. Officer II Asst. Reg. Officer Mun. Civil Registrar's Office</i>
2.0. Pays required fee	2.0.Issues official receipt	PHP 150.00	5 minutes	<i>LCR Mun. Treasurer's Office</i>
3.0. Receives copies of registered Marriage Certificate	3.0. Releases 2 copies of registered Marriage Certificate: 1 for contracting party and 1 for Solemnizing Officer	None	5 minutes	<i>Mun. Civil Registrar  Mun. Civil Registrar's Office</i>
<b>TOTAL:</b>		<b>PHP 150.00</b>	<b>15 minutes</b>	

## 3. DEATH

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government, Government to Private Individuals			
<b>Who may avail:</b>	Private Individuals, G2G-Government to Government,			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		



Municipal Form No. 103		Office of Municipal Health		
Transfer of Cadaver Permit (if died in other Municipality)		Office of Municipal Health		
Burial Permit with Official Receipt		Office of Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submits duly accomplished Death Certificate from the Municipal Health Officer	1.0.Reviews and register the document	None	5 minutes	<i>Mun. Civil Registrar</i> Mun. Civil Registrar's Office
2.0. Secure Burial Permit from Mun. Treasurer's Office and pays the required fee 2.1 If burial will be in another, pay Transfer of Cadaver fee at the Office of the Mun. Treasurer. Present the official receipt at the Mun. Health Office and secure Transfer of Cadaver Permit	2.0.Issues official receipt 2.1.Burial Permit or Transfer of Cadaver 2.2.For each copy of certified death certificate 2.3. Issues Transfer of Cadaver Permit	PHP 50.00  PHP 30.00	5 minutes	<i>LCR</i> Mun. Treasurer's Office  <i>Mun. Health Officer</i> Mun. Health Office
3.0. Presents O.R. at the Office of the Mun. Civil Registrar, receives copy of the registered Death Certificate	3.0.Issues registered copy of Death Certificate	None	5 minutes	<i>Reg. Officer II</i> <i>Asst. Reg. Officer</i> Mun. Civil Registrar's Office
<b>TOTAL:</b>			<b>15 minutes</b>	

#### 4. ISSUANCE OF CERTIFICATE OF NO RECORD and ISSUANCE OF CERTIFIED COPIES OF CIVIL REGISTRY DOCUMENTS

Certificate of no record are issued to those with no existing records

Certified copies of civil registry documents are issued to those with existing records

<b>Office or Division:</b>	Municipal Civil Registrar's Office			
<b>Classification:</b>	Simple,			
<b>Type of Transaction:</b>	G2G-Government to Government, Government to Private Individuals			
<b>Who may avail:</b>	G2G-Government to Government, Government to Private Individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Baptismal Certificate		Office of the Parish Church		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. 0.Requests for transcription copy of needed document	1.0. Researches from the Registry of Book or from Archives. Generates corresponding certification	None	15 minutes	<i>Reg. Officer II Asst. Reg. Officer Mun. Civil Registrar's Office</i>
2.0. Pays required fee	2.0.Issues official receipt 2.1 Certificate of no record are issued to those with no existing records 2.2 Certified copies of civil registry documents are issued to those with existing records.	PHP 75.00  PHP 15.00	5 minutes	<i>LCR Mun. Treasurer's Office</i>
3.0. Presents official receipt to MCRO staff  3.1 Receives copy of certificate of no record	3.0. Asst. Registration Officer/ Registration Officer II and Mun. Civil Registrar sign the document 3.1.Issues document to client	None	5 minutes	<i>Reg. Officer II Asst. Reg. Officer Mun. Civil Registrar's Office  Mun. Civil Registrar  Mun. Civil Registrar's Office</i>
<b>TOTAL:</b>		<b>PHP 150.00</b>	<b>15 minutes</b>	

#### 4. ISSUANCE OF MARRIAGE LICENSE

Before getting married, each of the contracting parties must file separate sworn applications for Marriage License with the proper local civil registrar of the place where either or both of the contacting parties reside. Couples living together for more than five (5) years need not secure marriage license.

Marriage licenses are valid in any part of the Philippines for a period of 120 days from the date of issue. There are deemed automatically cancelled if the contracting parties have not yet gotten marriage within this period.

<b>Office or Division:</b>	Municipal Civil Registrar's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Private Individuals
<b>Who may avail:</b>	Government to Private Individuals
<b>CHECKLIST OF REQUIREMENTS</b>	
1.Birth Certificate of applicants	Office of the MCR
2.Parental consent ( if applicant is 18 years old but below 21)	Office of the MCR / Other Agency
3.Parental advice ( if applicant is 21 years old below 25 )	Office of the MCR / Other Agency
<b>WHERE TO SECURE</b>	



4.Pre- Marriage counseling Certificate from PMC Team		Mario P. Asis, RN Population Program Officer Designate		
5.Certificate of No Marriage from PSA ( CENOMAR )		PSA / Other Agency		
6.Death Certificate of spouse ( if widow/widower )		Office of the MCR / Other Agency		
7.Legal Capacity to Contract Marriage (Foreigner)		Document Owner		
8.Cedula		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Apply for marriage license and present all required documents	1.0.Examine submitted documents, interviews applicants, fills up application for marriage license form, parental consent/advice (as the case maybe) and notices	None	20 minutes	<i>Reg. Officer II Asst. Reg. Officer Mun. Civil Registrar's Office</i>
2.0. Signs application form. Parents must also sign in Parental Consent/Advice Form	2.0. Signs and registers the application for marriage license. 2.1. Prepared notice for posting	None	5 minutes	<i>Mun. Civil Registrar Mun. Civil Registrar's Office</i>
3.0. Pays required fee	3.0. Issues official receipt 3.1. Application Fee.	PHP 150.00	5 minutes	<i>LCR Mun. Treasurer's Office</i>
4.0. Presents official receipt to Municipal Civil Registrar	4.0. Issues copy of application to applicants	None	5 minutes	<i>Mun. Civil Registrar Mun. Civil Registrar's Office</i>
5.0. Returns after the completion of the 10-day posting period. Pays license fee	5.0. Issues official receipt 5.1. License Fee.	PHP 100.00	5 minutes	<i>LCR Mun. Treasurer's Office</i>
6.0. Presents official receipt to Mun. Civil Registrar	6.0. Prepares and issues the Marriage License		5 minutes	<i>Mun. Civil Registrar Mun. Civil Registrar's Office</i>
<b>TOTAL:</b>		<b>PHP 250.00</b>	<b>40 minutes</b>	

**6. R.A. 9048 – Correction of Clerical Error (CCE) / Change of First Name (CFN)**



## R.A. 10172 - Correction of Clerical Error in Sex and in the Day and Month in the Date of Birth

<b>Office or Division:</b>	Municipal Civil Registrar's Office		
<b>Classification:</b>	Simple, Complex		
<b>Type of Transaction:</b>	Government to Private Individuals		
<b>Who may avail:</b>	Private Individuals		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
For R.A. 9048 – Correction of Clerical Error (CCE)			
1. PSA copy (SECPA) of the certificate containing the alleged erroneous entry or entries.		PSA / Other Agency	
2. Not less than two (2) public or private documents upon which the correction shall be based			
2.1 Baptismal Certificate		Office of the Parish Church	
2.2 Voter's Affidavit		Comelec	
2.3 Employment Record		Other Agency	
2.4 GSIS Record		Document Owner/GSIS Office	
2.5 SSS Record		Document Owner /SSS Office	
2.6 Medical Record		Document Owner / Other Agency	
2.7 Business Record		Document Owner / Other Agency	
2.8 School Record		School Graduated	
2.9 Driver's License		Document Owner	
2.10 Insurance		Other Agency	
2.11 Civil Registry Records of Ascendants		Office of the MCR	
2.12 Land Titles		Other Agency	
2.13 Certificate of Land Transfer		Other Agency	
2.14 Bank Passbook		Other Agency	
2.15 NBI/Police Clearance		Other Agency	
3. Community Tax of the Petitioner		Office of the Treasurer	
For R.A. 9048 – Change of First Name (CFN)			
1. PSA copy (SECPA) of the certificate containing the alleged erroneous entry or entries.		PSA / Other Agency	
2. Not less than two (2) public or private documents upon which the correction shall be based			
2.1. Baptismal Certificate		Office of the Parish Church	
2.2. Voter's Affidavit		Comelec	
2.9 Employment Record		Other Agency	
2.10 GSIS Record		Document Owner/GSIS Office	
2.11 SSS Record		Document Owner /SSS Office	
2.12 Medical Record		Document Owner / Other Agency	
2.13 Business Record		Document Owner / Other Agency	
2.14 School Record		School Graduated	
2.9 Driver's License		Document Owner	
2.10 Insurance		Other Agency	
2.11 Civil Registry Records of Ascendants		Office of the MCR	
2.12 Land Titles		Other Agency	
2.13 Certificate of Land Transfer		Other Agency	





2.14 Bank Passbook In addition, a petitioner for change of first name shall be required to submit clearances from the following authorities:	Other Agency Other Agency
2.1a Employer if employed, if not affidavit of Non-Employment	Other Agency
2.2b National Bureau of Investigation	NBI
2.3c Philippine National Police	Other Agency
2.4d Other clearances as may be required by the concerned MCR	Other Agency
3. Proof of Publication- to be published in a newspaper of general circulation at least once a week for two (2) consecutive weeks. (MCR)	Other Agency
3.1. Affidavit of Publication from the Publisher	Other Agency
3.2 Copy of the Newspaper Clipping	Other Agency
4. Community Tax Certificate	Office of the Municipal Treasurer
R.A. 10172 - Correction of Clerical Error in Sex and in the Day and Month in the Date of Birth	
1. Certified true copy of the birth certificate or certified transcription or the certified true copy of the page of the registry book containing the entry or entries sought to be corrected. Both the NSO copy and LCRO copy shall be submitted to determine consistency of entries in both copies.	Office of the MCR
2. Earliest school record or earliest school documents. In case where the petitioner/document owner never entered school, an affidavit attesting to the facts shall be submitted.	School Graduated
3. Medical records. In case where the petitioner/ document owner has no medical records, an affidavit attesting to the facts shall be submitted.	Document Owner
4. Baptismal certificate and other documents issued by religious authorities. In case where the petitioner/document owner has no baptismal certificate or similar documents, an affidavit attesting to the facts shall be submitted.	Office of the Parish Church / Other Agency
5. Clearance or a certification that the owner of the document has no pending administrative, civil or criminal case, or no criminal record, which shall be obtained from the following:	Other Agency
5.1. Employer, if employed- if not employed, affidavit of Non-Employment	Other Agency



5.2.National Bureau of Investigation	NBI / Other Agency			
5.3.Philippine National Police	PNP Office			
6.Notice or Certification of Posting (MCR)	Office of the MCR			
7.Proof of Publication (MCR)	Office of the MCR			
7.1.Copy of the newspaper clipping of the published petition	Other Agency			
7.2.Affidavit of publication from the publisher	Other Agency			
8.Medical Certification issued by an accredited government physician that the petitioner has not undergone sex change or sex transplant (with form)	Document Owner			
8.1Certification of authenticity of the medical certification (MCR)	Office of the MCR			
9. Other documents which the petitioner of the MCR or the CG may consider relevant and necessary for the approval of the petition.	Other Agency			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present and submit documents for correction including supporting documents	1.0. Examine and evaluate the documents to be corrected and supporting documents. 1.1 Prepare the Petition Form	None	1 hour	<i>Mun. Civil Registrar</i> Mun. Civil Registrar's Office
2.0. Pays the filing fee	2.0. Prepare Notice of posting/Notice of Publication. Post/Publish documents subject for correction. 2.1 Prepare Certificate of Posting after ten (10) days posting and/or two (2) weeks publication. 2.2 R.A. 9048-CCE 2.3. R.A. 9048- CFN 2.4 R.A. 10172- CCE	P1,000.00 P3,000.00 P3,000.00	2 hours	<i>Mun. Civil Registrar</i> Mun. Civil Registrar's Office
3.0. Received copy of the decision of the MCR	3.0. Rule/Act on the petition. Forward decided petition to OCRG Quezon City for affirmation and/or appropriate action of the CRG. Issue copy of the decided petition to client. Prepare certificate of finality,	None	5 hours	<i>Mun. Civil Registrar</i> Mun. Civil Registrar's Office



	annotated document, and record sheet upon receipt of the CRG decision.			
4.0. Receive copy of the decision of the OCRG, Manila and copy of the finality, annotated document and record sheet	4.0. Notify the client of the decision of the OCRG on the petition for correction/Change of First Name. 4.1 Forward the certificate of finality and other documents to OCRG Quezon City.	None	3 hours	Mun. Civil Registrar Mun. Civil Registrar's Office
<b>TOTAL:</b>			<b>11 Hours</b>	

## 7. REGISTRATION OF LEGAL INSTRUMENTS

### 1. Affidavit of Admission of Paternity

If the parents of the child is not married at the time of registration or at the time of registration the father did not acknowledged the child, an Affidavit of admission of paternity should be executed for the father to be included in the birth certificate.

### 2. Affidavit To Use The Surname of the Father (AUSF)

In order that the child use his father surname

\*The mother/guardian of the child executes AUSF if the child is 0-6 years.

\*The child executes the AUSF if the child is 7 to 17 yrs. old with attestation of the mother or guardian.

\*The child executes the AUSF if the child is 18 years old & above without the attestation of the mother/guardian.

### 3. Affidavit of Legitimation

If the child is registered illegitimate and the parents of the child have subsequent marriage the parents may apply for legitimation of their child.

### 4. Legal Capacity to Contract Marriage

If one of the applicants for marriage license is a foreign citizen, he/she will secure Legal capacity to contract marriage by their respective diplomatic or consular here in the Philippines.

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government, Government to Private Individuals			
<b>Who may avail:</b>	Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
All forms of Legal Instrument		Office of the MCR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 0.Presents the duly notarized	1.0. Receives the documents. Examine			Registration Officer II



Affidavit in quadruplicate	and evaluate the document.	None	10 minutes	Mun. Civil Registrar's Office
2. 0.Pays the filing fee	2.0.Issues official receipt	PHP 200.00	5 Minutes	LCR Mun. Treasurer's Office
3.0 Submits the documents together the OR	3.0 Receives the documents, prepares the annotated birth certificate of the child and certification of registration. 3.1 Reviews and signs the documents for registration	None	15 Minutes	Registration Officer II Mun. Civil Registrar's Office
			5 Minutes	Mun. Civil Registrar Mun. Civil Registrar's Office
5.0 Receives copy of the annotated document.	5.0. Issues the annotated birth certificate.	None	5 Minutes	Mun. Civil Registrar Mun. Civil Registrar's Office
	<b>TOTAL:</b>	<b>PHP 200.00</b>	<b>40 minutes</b>	

## 8. ENDORSEMENT OF CIVIL DOCUMENTS

### Advance Endorsement

Those clients who are urgently need of their documents such as birth, marriage and death in security paper provided by the Philippine Statistics Authority.

### Second Endorsement

These are the documents already submitted by this office but cannot be located by the PSA thus the document must be forwarded again by the MCR.

<b>Office or Division:</b>	Municipal Civil Registrar's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Private Individuals			
<b>Who may avail:</b>	Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
CRS Form No. 1 (Negative Certification of Birth, Marriage and Death)		PSA		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Endorsement	1.0 Interviews the client what document to be endorsed and prepares the needed documents such as letter of endorsement,	None	10 minutes	Registration Officer II Asst. Registration Officer Mun. Civil Registrar's Office



	photocopy/machine copy of documents. 1.1. Reviews and signs the documents for endorsement 1.2. Mail the documents thru courier.		5minutes  2 hours	<i>Mun. Civil Registrar</i>  Mun. Civil Registrar's Office  <i>Registration Officer</i> <i>//</i> Mun. Civil Registrar's Office
2. Receives copy of the forwarded documents together with the courier receipt needed for follow up at PSA, Quezon City.	2.0. Issues the copy of the forwarded documents together with the courier receipt needed for follow up at PSA, Quezon City	None	5 minutes	<i>Mun. Civil Registrar</i> Mun. Civil Registrar's Office
	<b>TOTAL:</b>		2 hours and 25 minutes	