



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR



1. Application for Marriage License

Marriage License is an essential legal document requisite before marriage.

OFFICE / DIVISION	MUNICIPAL CIVIL REGISTRAR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>For 18 years old. and 20 years old</u> *Birth Certificate *CENOMAR *PMC from DSWD and Family Planning *Parental Consent *Birth Certificate *CENOMAR *PARENTAL ADVICE *PMC from DSWD and Family Planning		- MCRO/PSA PSA DSWD,RHU,POPCOM,AGRI - <u>Consulate Office</u> MCRO/PSA DSWRHU,POPCOM,AGRI		
<u>For 21yrs. Od -24 yrs. old</u> *Birth Certificate *CENOMAR *PMC from DSWD and Family Planning <u>*For Foreigner</u> *Legal Capacity *Birth Certificate				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Applicants will submit the required documents for verification and review of MCR/personnel	MCR/personnel accepts form for application for marriage license with supporting documents	none	10 minutes	<i>Municipal Civil Registrar</i>
Step 2. MCR and MCR personnel will interview the applicants, type the elicited information to Municipal Form No.90, advise the applicants to proceed to the Treasurer's Office for payments of Application for Marriage License and additional license fee	MCR interviews applicants, advise them to pay for the payment of the AML	1,000.00	15 minutes	<i>Municipal Civil Registrar</i>



Step 3. Applicant checks the correctness of the typed information.	MCR/personnel accepts the filled up AML after applicants checked the document	none		
Step 4. Recording of Application for Marriage License in the REGISTRAR book for preparation, posting and mailing notice for marriage license	MCR interviews applicants, advise them to pay for the payment of the AML	none	2 minutes	<i>Rubelyn C. Banzuela Sheena M. Garcia</i>
Step 5. Applicants are advised to proceed to the Treasurer's Office for payment of Application for Marriage license		Payment ₱1,000		
Step 6. Applicants are advised to attend the PMC and PF seminar before the issuance of the Marriage license after the ten days posting period.	Posting, mailing of form No. 94 Waits for 10 days posting and certs of PMC #PF	none	4 minutes	<i>Municipal Civil Registrar</i>
Step 7. Issuance of the Marriage License.	Issues the Application for Marriage License	none		<i>MCR</i>
TOTAL:		P 1000.00	31 minutes	



2. Preparation and Registration of Certificate of Live Birth

COLB -record/document containing vital information of a person.

OFFICE / DIVISION	MUNICIPAL CIVIL REGISTRAR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal appearance of the parents or nearest kin and attendant at birth/Marriage cert/CTC/Affidavit				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. The LCR Personnel will interview the parent or nearest kin to elicit the vital personal cir	MCR /staff receives the file up form, asks the informant for correctness of data	None	2 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 2. Filing up of forms provided by the MCR office to obtain data.	MCR /staff types all vital information in the COLB	None	10 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 3. The data obtained by the personnel will then be typed into the COLB Form			5 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 4. Once the COLB have been accomplished, the informant will be asked to check if all the entries are correct, affixed his/her signature over his/her printed name, same with the attendant at birth.	MCR/staff ask the informant to read/check the accomplished COLB, before the informant and the attendant at birth sign the COLB	None	8 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 5. The Personnel affixed his/her signature, forwarded to the MCR the prepared COLB	MCR/staff affix the civil registry number, reads once again the	None	5 Minutes	Arlene M. Garachico Rubelyn C.



for review and signature and assigning of REGISTRAR Number.	content, signs the COLB			<i>Banzuela Sheena M. Garcia</i>
Step 6. Issuance OF COLB	Issuance of registered COLB		1 Minute	<i>Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia</i>
Step 7. If not married, the affidavit of acknowledgement / admission of paternity at the back of the COLB should be accomplished and must be signed by the father.	MCR/staff asks the father to sign back page Affidavit /Admission of Paternity	₱300	3 Minutes	<i>Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia</i>
TOTAL:		P 300.00	34 minutes	



3. Preparation of Delayed Registration of Certificate of Birth (Mun. Form 102)

Delayed Registration of COLB (beyond reglementary period)

OFFICE / DIVISION	MUNICIPAL CIVIL REGISTRAR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Negative Certification of Birth <i>Any two of the ff:</i> *Baptismal Certificate *Affidavit of two (2) disinterest person * Brgy. Certification of Birth *DECS Form 137 *SSS, Pag-Ibig, Philhealth (membership) * Growth Chart for Minor *Recent Community Tax *Voter's Affidavit		PSA Church Notary Public Barangay Dep Ed Respective Offices RHU or Barangay where they reside Barangay or LGU COMELEC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. The registrant will submit the required documents for review of LCR Personnel	same procedure under timely registration of COLB		3 Minutes	
Step 2. The LCR Personnel interview the registrant and type the elicited facts into the COLB from			7 Minutes	
Step 3. If not married, the affidavit of acknowledgement / admission of paternity at the back of the COLB should be accomplished and must sign by the father.		₱300	2 Minutes	



Step 4. The affidavit for delayed registration of birth at the back of the COLB must also be accomplished.			3 Minutes	
Step 5. Once the COLB have been accomplished, the informant will be asked to read and check the said COLB then affix the signature over his printed names same with the attendant at birth.			5 Minutes	
Step 6. The personnel affix his/her signature, forwarded to the MCR the prepared COLB for review, signature and assigning of REGISTRAR Number.			5 Minutes	<i>Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia</i>
Step 7. The registrant will be asked to observe the required TEN (10) days posting.		₱140	1 Minute	
Step7. Issuance of registered COLB.			1 Minute	<i>Arlene M. Garachico</i>
TOTAL :		P 440.00	27 minutes	



4. Out of Town Delayed Registration of Birth

Delayed registration of COLB from present address to the informant's place of birth.

OFFICE / DIVISION	MUNICIPAL CIVIL REGISTRAR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Affidavit of OUT OF TOWN LATE REGISTRATION *Baptismal Certificate * Voter's Affidavit *Marriage Contract *Valid ID *Recent Community Tax		Notary Church COMELEC Place where they married Different Offices Barangay or LGU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The registrant will submit the required documents for review of LCR Personnel	same procedure as in timely registration of COLB		10 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
The LCR Personnel interview the registrant and type the elicited facts into the COLB from The affidavit for delayed registration of birth at the back of the COLB must also be accomplished.				
Once the COLB have been accomplished, the informant will be asked to check if all the entries are correct the affix the signature over his/her printed name.				



The personnel affix his/her signature, forwarded to the MCR the prepared COLB for review, signature.		P 140.00	2 Minutes	<i>Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia</i>
The registrant will be asked to purchase a Postal Money Order and mail the said accomplished COLB to the LCR where the facts and events of birth occurred.			3 Minutes	
TOTAL :		P 140.00	15 minutes	



5. Registration of Certificate of Death

OFFICE / DIVISION	MUNICIPAL CIVIL REGISTRAR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. The LCR Personnel will interview to elicit vital personal circumstances and facts of death of the deceased.	MCR/staff accepts fully filled up information sheet		2 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 2. Informant will fill up a form to be typed in the COD	MCR/staff types the elicited data on the COD		5 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 3. Accomplished MF 103 will be read and check by the informant to validate the correctness of entries	MCR/staff returns the typed COD to the informant for cause of death, signature of the embalmer, attendant at death and review of the RHU physician		5 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 4. The informant will be advised to bring the Certificate of death to the embalmer for signature also to the physician who attended the deceased (for the cause of death			5 Minutes	



as the case maybe) then proceed to the MHC for review of the MHO				
Step 5. After all the signatories has been affixed their signature, the informant will be advised to proceed to the treasurer's office for payment of burial permit	MCR/staff directs the informant to proceed to the treasurer's office for payment		1 Minute	<i>Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia</i>
Step 6. The informant will submit the duly signed Certificate of death for recording of OR No. of Burial Permit, signature of the MCR and assigning of Registry Number	MCR/staff will affix civil registry number, MCR signs the COD and release the registered COD		5 Minutes	<i>Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia</i>
The informant will submit the duly signed COD to the MCRO	Release of the registered death certificate		1 min	<i>Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia</i>
TOTAL :			21 minutes	



6. Registration of Marriage

Registration of Marriage is important as it is used in bank account, purchase of property, court orders, etc.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NONE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Receive/sign by assigned	1. MCR /STAFF RECEIVES THE FULLY FILLED UP COM		2 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Signatory and assign a Civil Registry Number	2. MCR STAFF ASSIGNS CIVIL REGISTRY NUMBER		1 min	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 2. Release the Certificate of Marriage	3.Release Registered Certificate of Marriage		1 min	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
TOTAL :			4 minutes	



7. Issuance of Certified photocopy of Birth Certificate, Death and other Civil Registry Documents

Civil registry docs are ready reference for birth, recognition, adoption, legitimation, marriage, legal, and death.

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CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Authorization Letter		From the document owner		
ID of the document owner				
ID of the authorized person				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Payment for Local Use ₱50 for Abroad ₱100		
Step 1. Requester's fill-up the information slip and present it to the LCR Personnel for Manual verification.	MCR/staff verifies documents needed	50.00 for local use	2 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 2. The Client will be advised to photocopy the requested documents from file with extra copy as duplicate	MCR/staff types/photocopy needed documents	100.00 for travel	10 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Step 3. Stamping the copied document and signing of the then document by MCR and affixing of DRY Seal	Release/issuance of certified document/s		2 Minutes	Arlene M. Garachico Rubelyn C. Banzuela Sheena M. Garcia
Total :		P 150.00	14 minutes	



8. Filing of Petition for Change of First Name and Correction of Clerical Error (Birth and Marriage)

RA 9048/10172- Eases the burden of the petitioner for correction of clerical errors in their civil registry documents.

OFFICE / DIVISION	MUNICIPAL CIVIL REGISTRAR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Local and PSA Birth 2. Affidavit for Correction 3. NBI Clearance 4. Police Clearance 5. Medical Records 6. Baptismal Certificate 7. Certificate of Employment 8. Affidavit of Unemployment 9. Publisher's Affidavit		PSA Notary Public NBI POLICE RHU CHURCH EMPLOYER Notary Public Accredited Publication		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Filing of Petition for clerical errors/change of first name.	Interview of the Petitioner for identification of the First Name to be Changed	Clerical Error ₱1,500	7 Minutes	Arlene M. Garachico
	Examination and verification of authenticity and genuineness of documentary evidences	Change of First Name ₱3,500 + ₱1,500 Publication	10 Minutes	
Step 2. Payment of corresponding fee to the treasurer office		Change of Gender / Birthdate ₱3,500 + ₱2,500 Publication	3 Minutes	



	Preparation of the petition, verification, notice for publication and posting and other forms prescribed by the clerical error law.		15 Minutes	Arlene M. Garachico
	Stamping on the copied documents certified photocopy, signing of the MCR and affixing of Dry Seal		3 Minutes	
Step 3. The petitioner is advice to observe the two (2) consecutive weeks of publication and ten (10) days of posting		Clerical Error ₱1,500	1 Minute	
	Rending of decision, mailing to NSO Legal Department and issuance of the petitioner's copy	Change of First Name ₱3,500 + ₱1,500 Publication	10 Minutes	
Step 4. The petitioner is required to leave a contact number for communication re: status of petition		Change of Gender / Birthdate ₱3,500 + ₱2,500 Publication	1 Minute	
	Sorting of prepared documents for office file, PSA and petitioner's copy		2 Minutes	
Total :		FEES MAY VARY	52 minutes	



9. Issuance of Certificate of Birth affected by legitimation, RA 9858, RA 9255

These certificates are issued to individuals for their record keeping or for school requirement, job application, or sale of property and the likes.

OFFICE / DIVISION	MUNICIPAL CIVIL REGISTRAR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Recent Community Tax Clearance			Barangay or LGU	
2. Cenomar for Legitimation			PSA	
3. Marriage Certificate			Place where they were married	
4. Affidavit			Notary Public	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client is advised to photocopy the original COLB on file, the CENOMAR and Marriage Contract	MCR/Staff verifies the authenticity of the submitted documents		3 Minutes	ARLENE M. GARACHICO
Client is advised to proceed to the treasurer's office for payment of corresponding fee	Photocopying of the documents and Stamping of the documents	₱300	3 Minutes	ARLENE M. GARACHICO
Preparation of affidavit of Legitimation (RA 9858) / AUSF (RA 9255)	Annotation of the documents		20 Minutes	
	Sorting of prepared documents for Office file, PSA, and owner's copy		2 Minutes	
Total :		₱300	28 minutes	



10. Issuance of Certificate of Finality

Certificate of Finality- Certification of the petition filed for correction has been acted upon

OFFICE / DIVISION	MUNICIPAL CIVIL REGISTRAR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
The petition for correction of the document			MCRO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client is advised to proceed to the Treasurer's Office for payment of corresponding fee	Photocopying of the petition and the corrected document	Fees collected upon payment in the filing of clerical error	3 Minutes	<i>Rubelyn C. Banzuela Sheena M. Garcia</i>
Client is advised to photocopy the original on file with annotation and the approved petition (4 copies)	Type marginal annotation on the original file copy		2 Minutes	<i>Arlene M. Garachico</i>
Stamping on the copied document a certified photocopy and signing of the MCR and affixing of dry seal	Issuance of petition of correction with Certificate of finality in the decision		2 Minutes	<i>Arlene M. Garachico</i>
TOTAL :			7 Minutes	