



Local Civil Registrar

External



The Office of the City Civil Registrar is essentially devoted to the delivery of information and services relative to Civil Registration and Population Development. The role of the Office was defined at its inception in 1993, when it performed a direct program management function in Civil Registration, in tandem with Population Development and Management Program, at the local government level.

PREVENTIVE MEASURES AGAINST COVID-19

- Strict implementation of “NO MASK NO ENTRY POLICY”.
- Posting of COVID related signages.
- Strict implementation of Physical Distancing.
- Clients must pass through thermal scanner, foot disinfectant and spraying of alcohol.
- Tables are protected with plastic cover.
- LCR front liners are provided with face shield for protection.
- Clients information including body temperature, travel history and contact number are gathered every day for future reference and for contact tracing.
- Verification and confirmation in some agencies are done through emails to avoid physical contact.
- Plants are placed along the hallway to clean air by absorbing toxins, increasing humidity and producing oxygen.
- LCR front liners are positioned along the hallway to accept client’s request to avoid influx of clients inside the office. LCR staff are tasked to route the documents while clients are waiting outside to minimize contact.
- Disinfecting the floors and tables every day.

I. APPLICATION FOR MARRIAGE LICENSE

When applying for marriage license, each of the contracting parties shall file separately a sworn application for such license with the proper Civil Registry where one or both of the contracting parties reside. The license shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issuance and shall be automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. CENOMAR (Certificate of No Marriage) with Official Receipt from the PSA (NSO) of both applicants (Valid within 3 months from the date of issue) (2 photocopies)	Philippine Statistics Authority
2. SECPA (Security Paper) from Philippine Statistics Authority or Certified Copy of the Certificate of Live Birth of both applicants or Certified Machine Copy from Local Civil Registrar’s Office (if the Secpa Birth Certificate is not clear) (2 photocopies)	Philippine Statistics Authority City Civil Registrar’s Office



<p>3. Current Community Tax Certificate of both applicants (2 photocopies)</p> <p>4. Valid Identification cards of both applicants (2 photocopies)</p> <p>➤ The Applicants may present the following: (2 Photocopies)</p> <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card <p>5. Certified copy of the Certificate of Death of deceased spouse if applicant is a widow or a widower (2 photocopies)</p> <p>6. If One of the Applicant's Previous Marriage has been Annulled: (2 Photocopies)</p> <ul style="list-style-type: none"> ○ Certified copies of Court Order/Decision with Certificate of Finality. ○ Certified copies of Certificate of Registration of the Court Order/Decision. ○ Annotated Certificate of Marriage (SECPA copy-Security Paper from PSA-NSO) ○ Certified copies of Certificate of Authenticity <p>➤ If One Applicant is a Filipino Citizen and is Divorced from his/her Spouse and Judgment is Rendered Abroad. (2 photocopies)</p> <ul style="list-style-type: none"> ○ Certified copies of Judicial Validation of Decree of Divorce from Philippine Court 	<p>City Treasurer's Office where the applicant resides</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Company or Office where applicant is currently employed</p> <p>City Civil Registrar's Office where the event took place</p> <p>Court and Civil Registrar where the Order / Decision was issued</p> <p>Civil Registrar where the Order / Decision was issued</p> <p>Philippine Statistics Authority (PSA)</p> <p>If Order/Decision was issued in Silay City-Certificate of Authenticity shall be secured from the Court and from the Civil Registrar where the Court Order/Decision was issued. If Court Order was issued outside of Silay City-Certificate of Authenticity shall be secured from the Civil Registrar where the Order/Decision was issued.</p>
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<ul style="list-style-type: none"> ○ Certified copies of Certificate of Finality ○ Certified copies of Certificate of Registration of Court Order/Decision ○ Annotated Certificate of Marriage (SECPA copy-Security Paper from PSA-NSO) ○ Certified copies of Certificate of Authenticity <p>➤ If one of the applicants is a Foreigner:</p> <ul style="list-style-type: none"> ○ Legal Capacity to Marry of the foreigner issued by his/her Embassy/Consular Office in Manila. (6 photocopies) ○ Birth Certificate of Foreigner (if available) and Birth Certificate of Filipino applicant. (2 photocopies) ○ CENOMAR of Foreigner and Filipino applicant (valid within 3 months from the date of issue). (2 photocopies) ○ Photocopy of Valid Passport of Foreigner. (2 photocopies) ○ If Divorced- Photocopy of Approved Divorced Documents. (2 photocopies) ○ Residence certificate and Valid Identification Card of Filipino applicant. (2 photocopies) <p>➤ Valid Identification Card of both parents who will sign the Consent or Advice (2 photocopies)</p> <p>➤ The Applicants may present the following: (2) Photocopies of Valid Identification Card</p> <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport 	<p>Philippine Court and Civil Registrar of the place where the Court Decree was issued</p> <p>Civil Registrar where the Court Order/Decision was issued Civil Registrar where the Court Order /Decision was issued</p> <p>Philippine Statistics Authority</p> <p>City Civil Registrar's Office where the Court Decision was issued</p> <p>Embassy / Consular Office in Manila of the Foreign Applicant</p> <p>Office or the Agency where Foreign Applicant can secure his/her Birth Certificate</p> <p>Philippine Statistics Authority</p> <p>Passport issuing office of foreigner</p> <p>Office or the Agency where Foreign Applicant can secure the Divorce documents</p> <p>City Treasurer's Office where the Filipino applicant resides</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth)</p>
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<ul style="list-style-type: none"> ▪ Company Valid Identification Card ➤ Death Certificate of Parents (if deceased) (2 Certified Machine Copies) ➤ Contracting Parties between the ages of 18-21: Parental Consent ➤ Contracting Parties between the ages of 22 and 24: Parental Advice 		<p>Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Company or Office where the applicants is currently employed Office of the Civil Registrar where the event took place</p> <p>Office of the City Civil Registrar</p> <p>Office of the City Civil Registrar</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements at Table #10	1. Checking and Verification, Fill up Application Form, Scheduling of PMC (Pre-Marriage Counselling)	None	10 minutes/ client	Table #10 APPLICATION FOR MARRIAGE LICENSE SECTION Population Program Worker II
2. After attending Pre-Marriage Counselling proceed to Table #10	2. Preparation of Application of Marriage License and Signing of Application Marriage License	None	40 minutes/client	Table #10 APPLICATION FOR MARRIAGE LICENSE SECTION Population Program Worker II
3. Proceed to Table #7 for Payment of fees	3. Issuance of Office Receipt	If both applicants are Silay City residents: P80.00 If one of the applicants is not a resident of Silay City: P100.00 If one of the applicants is a Foreigner: P500.00 Pre-Marriage Counselling Fee: P20.00	5 minutes / client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II



		Marriage License Fee: P20.00 Mailing of Notice: Applicant's choice (LBC/JRS/ Post Office, etc.) Applicant will mail the notice		
4. Proceed to Table #8 with Application for Marriage License	4. Logging & Stamping of Application for Marriage License	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
5. Proceed to Table #12 with the application on marriage license documents	5. Final Review of the Application for Marriage License & Signing of application	None	5 minutes/client	Table #12 City Civil Registrar
6. Proceed to Table #10	6. Giving of Schedule of Issuance of Marriage License	None	5 minutes/client	Table #10 APPLICATION FOR MARRIAGE LICENSE SECTION Population Program Worker II
7. Present Notice, Pre-Marriage Counselling certificate issued by the Population Commission (POPCOM), City Health Office and City Social Welfare & Development at Table #10 after 10 days posting period (As per Article 17, Family Code of the Philippines per Rule 48, No. 6 of Administrative Order No.1 Series of 1993)	7. Release and Issuance of Marriage License	None	20 minutes/client	Table #10 APPLICATION FOR MARRIAGE LICENSE SECTION Population Program Worker II
		Case to case Basis	Total Processing Time: 1 Hour and 30 minutes/client	



II. APPLICATION FOR PETITION UNDER REPUBLIC ACT NO. 9048 /10172

Republic Act No. 9048 authorizes the City Civil Registrar or the Consul General to correct a clerical or typographical error in an entry and/or Change of First Name or Nickname in civil registers without need of Judicial Order.

Republic Act 10172, an Act authorizing the City Civil Registrar or the Consul General to correct Clerical or Typographical Errors in the day and month in the date of birth or sex of a person appearing in the Civil Register without need a Judicial Order, amending for this purpose Act Number 9048.

FOR CORRECTION OF CLERICAL ERROR

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ○ <u>Four (4) Photocopies of Requirements</u> ○ Special Power of Attorney (if petitioner is not the document owner) ○ Local Civil Registrar certified copy and SECPA (Security Paper from PSA-(NSO) copy with official receipt of the document containing the alleged erroneous entry or entries. ○ At least two (2) of the following documents to support the petition. (This is a minimum number; hence the petitioner can submit as many public or private documents to support his / her petition): <ul style="list-style-type: none"> ● Baptismal Certificate ● Voter's Registration ● GSIS Record ● SSS Record ● Medical Records ● Business Records ● Driver's License ● Insurance ● Civil Registry Records of Descendants ● Land Titles ● Certificate of Land Transfer ● Bank Passbook ● NBI Clearance ● Police Clearance ● Current Community Tax Certificate 	<p>City Legal Office, Public Attorney's Office, Private Lawyer</p> <p>City Civil Registrar's Office, Philippine Statistics Authority</p> <p>Parish Church Office Commission on Election Office Government Service Insurance System Office Social Security System Office Hospital Record Department</p> <p>Land Transportation Office Insurance Company</p> <p>Local Civil Registrar's Office</p> <p>Register of Deeds Office</p> <p>Banks National Bureau of Investigation Office Philippine National Police Office City Treasurer's Office</p>



<ul style="list-style-type: none"> • Valid Identification Cards • Marriage Contract • School Record • Employment Record • Certificate of Indigency from DSWD if document owner is indigent. 	<p>Local Civil Registrar's Office where the event took place Department of Education Office, School where the person graduated Company or Office where the document owner is employed Department of Social Welfare and Development Office</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements at Table #6	1. Checking and Verification of Requirements	None	20 minutes / client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar/ Support Staff
2. Proceed to Table #7 for Payment of Fees	2. Issuance of Official Receipt	Filing Fee: P 1,000.00 Migrant Service Fee: P 500.00 Legal Research Fee: P 20.00 Mailing: LBC	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
3. Proceed to Table #6 and Present the Official Receipt	3. Preparation of Petition for Review and Signature of Petitioner and Giving of Schedule	None	30 minutes /client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar/Support Staff
4. Proceed to Table #6 after 10 - days posting period (As per Section 5 Subsection 1 of Republic Act No. 9048 and its Implementing Rules and Regulations)	4. Mailing of petition to Philippine Statistics Authority - Quezon City	Mailing: LBC Local Civil Registrars' Office to Philippine Statistics Authority - Quezon City, Metro Manila (Mailing done by the client)	None	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
5. Wait for Text or Call from Local Civil Registrar Personnel	5. Wait or Call for Philippine Statistics Authority -	None	10 minutes/client	Table #6 R.A. 9048/10172 SECTION



after four (4) to six (6) months for Philippine Statistics Authority – Quezon City, Metro Manila’s Decision	Quezon City, Metro Manila’s affirmed petition			Handicraft Worker I City Civil Registrar / Support Staff
6. Proceed to Table #6 if the Decision is affirmed	6. Preparation and Mailing of second endorsement (Finality)	Mailing: Philippine Statistics Authority – Bacolod City (Provincial Office) to Philippine Statistics Authority – Iloilo City (Regional Office)	None	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
7. After a 2-3 Months verify at Philippine Statistics Authority for issuance of SECPA Copy (Security Paper)	7. Philippine Statistics Authority - Secpa Copy (Security Paper) with Annotation	P 155.00 (Birth, Marriage & Death from Philippine Statistics Authority)	None	Philippine Statistics Authority
		Total Fees: P1,675.00 plus actual mailing cost	Total Processing Time: 1 Hour and 5 minutes/client	

PETITION FOR CHANGE OF NAME

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ○ <u>Four (4) Photocopies of Requirements</u> ○ Special Power of Attorney (if petitioner is not the document owner) ○ Local Civil Registrars’ Office certified copy of documents ○ SECPA (Security Paper from PSA-(NSO) copy with official receipt of the document containing the alleged entry to be changed. ○ A Clearance or Certification that the document owner has no pending Administrative, Civil, or Criminal Record. (Employers’ Certificate) 	<p>City Legal Office, Public Attorney’s Office, Private Lawyer</p> <p>City Civil Registrar’s Office,</p> <p>Philippine Statistics Authority</p> <p>Company or Office where the document owner is employed</p>



<ul style="list-style-type: none"> ○ At least two (2) of the following documents to support the petition. (This is a minimum number; hence the petitioner can submit as many public or private documents to support his / her petition): <ul style="list-style-type: none"> • Baptismal Certificate • Voter's Registration • GSIS Record • SSS Record • Medical Records • Business Records • Driver's License • Insurance • Civil Registry Records of Descendants • Land Titles • Certificate of Land Transfer • Bank Passbook • NBI Clearance • Police Clearance • Current Community Tax Certificate • Valid Identification Cards • Marriage Contract • School Record • Certificate of Employment (if employed) • Affidavit of Non-Employment (if Unemployed) • Affidavit from Publisher • Newspaper Clippings • Certificate of Indigency from DSWD if document owner is indigent. 	<p>Parish Church Office Commission on Election Office Government Service Insurance System Office Social Security System Office Hospital</p> <p>Land Transportation Office Insurance Company</p> <p>Local Civil Registrars' Office</p> <p>Register of Deeds Office Register of Deeds Office</p> <p>Banks National Bureau of Investigation Office Philippine National Police Office City Treasurer's Office (Cedula) where the client resides</p> <p>Civil Registrar (For Civil Registry Documents), Department of Education Office, School where the client graduated Company or Office where the document owner is employed</p> <p>City Legal Office/ Public Attorney's Office, Private Lawyer (for the Affidavit of Non-Employment)</p> <p>Department of Social Welfare and Development Office</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements at Table #6	1. Checking and Verification of Requirements	None	20 minutes / client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
2. Proceed to Table #7 for Payment of Fees	2. Issuance of Official Receipt	Filing Fee: P 3,000.00	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV



		Migrant Service Fee: P 1,000.00 Legal Research Fee: P 30.00 Mailing: LBC Publication Fee: Client's choice where to publish		Clerk II
3. Proceed to Table #6 and Present the Official Receipt	3. Preparation of Petition for Review and Signature of Petitioner and Issuance of Notice of Publication	None	30 minutes/client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
4. Proceed to Table #6 after 2 consecutive weeks of publications. Or Bring Newspaper Clippings and Affidavit from the Publisher as per (client's choice)	4. Mailing of petition to Philippine Statistics Authority – Quezon City, Metro Manila	Mailing: LBC Local Civil Registrars' Office to Philippine Statistics Authority - Quezon City, Metro Manila (Mailing done by the client)	None	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
5. Wait for Text or Call from Local Civil Registrars' Office Personnel after four (4) to six (6) months for Philippine Statistics Authority's Decision	5. Wait or call at Philippine Statistics Authority -Quezon City, Metro Manila's affirmed petition	None	10 minutes/client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
6. Proceed to Table #6 if the Decision is affirmed	6. Preparation and Mailing of second endorsement (Finality)	Mailing: Philippine Statistics Authority – Bacolod City (Provincial Office) to Philippine	None	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff



		Statistics Authority – Iloilo City (Regional Office)		
7. After a 2- 3 Months verify at Philippine Statistics Authority for issuance of SECPA Copy- (Security Paper)	7. Philippine Statistics Authority- Secpa copy with Annotation	P 155.00 (Birth, Marriage & Death from Philippine Statistics Authority)	None	Philippine Statistics Authority
		Total Fee: P4,185.00 plus mailing and publication cost	Total Processing Time: 1 Hour and 5 minutes/client	

PETITION FOR CORRECTION OF GENDER, DATE OF BIRTH (DAY AND MONTH ONLY)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ○ <u>Four (4) Photocopies of Requirements</u> ○ Certificate of Live Birth (SECPA) ○ Certificate of Live Birth (Local) ○ Baptismal Certificate ○ Voter's Affidavit/Validation/Certification ○ Earliest School Record ○ Medical Record ○ Employment Certificate with no pending administrative case or criminal case (if employed) ○ Affidavit of Non-Employment (if not employed) ○ Valid Identification card showing the correct information ○ Current residence certificate ○ Police Clearance ○ NBI Clearance ○ Affidavit from the Publisher ○ Newspaper Clippings ○ Medical Certificate from accredited government physician attesting to the fact that the Petitioner/Document Owner has not undergone sex 	<p>Philippine Statistics Authority</p> <p>City Civil Registrar's Office Parish Church Office Commission on Election Office</p> <p>Department of Education Office, School where the client attended elementary Hospital</p> <p>Company or Office where the document owner is employed</p> <p>City Legal Office/ Public Attorney's Office, Private Lawyer (for the Affidavit of Non-Employment)</p> <p>City Treasurer's Office where the client resides Philippine National Police Office National Bureau of Investigation Office Newspaper Publisher Publisher Accredited Government Physician, City Health Office</p>



<ul style="list-style-type: none"> ○ change or sex transplant (for correction of Gender only) ○ Certificate of Indigency from DSWD if document owner is indigent ○ Certificate of Authenticity ○ NOTE: Correction of Gender must be filed Personally 		Department of Social Welfare and Development Office Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements at Table #6	1. Checking and Verification of Requirements	None	20 minutes / client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
2. Proceed to Table #7 for Payment of Fees	2. Issuance of Official Receipt	Filing Fee: P 3,000.00 Migrant Service Fee (for correction of birth date (day and month only): P 1,000.00 Legal Research Fee: P 30.00 Mailing: LBC Publication Fee: Client's choice where to publish	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
3. Proceed to Table #6 and Present the Official Receipt	3. Preparation of Petition for Review and Signature of Petitioner and Issuance of Notice of Publication (to be presented to the Publisher for Publication) for	None	30 minutes /client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff



	Change of Name and R.A. 10172			
4. Proceed to Table #6 after two (2) consecutive weeks for publications. Or Bring Newspaper Clippings and Affidavit from the Publisher as per (client's choice)	4. Preparation of Transmittal of Petition to Philippine Statistics Authority (NSO)- Quezon City, Metro Manila for Decision or Preparation of Transmittal of Petition to the concerned Civil Registrar in case of Migrant Petition Mailing of petition to Philippine Statistics Authority (Government to Government Transaction)	Mailing: LBC: Local Civil Registrar to Philippine Statistics Authority - Quezon City, Metro Manila (Mailing done by the client)	30 minutes /client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
5. Wait for Text or Call from LCR Personnel after four (4) to six (6) months for Decision from Philippine Statistics Authority	5. Wait or call at Philippine Statistics Authority -Quezon City, Metro Manila for affirmed Decision	None	10 minutes/client	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
6. Proceed to Table #6 if the Decision is affirmed	6. Preparation and Mailing of second endorsement (Finality)	Mailing: Philippine Statistics Authority – Bacolod City (Provincial Office) to Philippine Statistics Authority – Iloilo City (Regional Office)	None	Table #6 R.A. 9048/10172 SECTION Handicraft Worker I City Civil Registrar / Support Staff
7. After 2-3 Months verify at Philippine Statistics Authority for issuance of SECPA Copy – (Security Paper)	7. Philippine Statistics Authority- Secpa copy with Annotation	P 155.00 (Birth, Marriage & Death from Philippine Statistics Authority)	None	Philippine Statistics Authority
		Total Fee: P4,185.00 plus	Total Processing Time: 1 Hour	



		mailing and publication costs	and 35 minutes/client	
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III. DELAYED REGISTRATION OF BIRTH (LEGITIMATE AND ILLEGITIMATE)

The birth record of the child shall be registered within thirty (30) days from the time of birth. Beyond thirty (30) days, it shall be considered “**Delayed**” or “**Late**”.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>➤ FOR LEGITIMATE BIRTHS:</p> <ul style="list-style-type: none"> ○ Negative Certificate from the Philippine Statistics Authority (formerly NSO) with Official Receipt if the Child is one (1) year old and above. (2) Photocopies ○ Certification that the birth is not available in the records or destroyed. (2 Original Copies) ○ Any two (2) of the following documentary evidence which shows the Name of the Child, Date of Birth, and Place of Birth (2) Photocopies: <ul style="list-style-type: none"> ● Baptismal / Confirmation Certificate ● School Records / Transcript / Form 137-E (Old Form) ● Members Data Record (MDR) ● Insurance Policy ● Passport ● Medical Records / Immunization Card ○ Registered Marriage Contract of Parents (if married) or of the party (if born 1959 and below) (2) Photocopies ○ Joint Affidavit of two (2) disinterested persons who may know and have witnessed the birth of the child (2 Original Copies) ○ (1) Original & (1) Photocopy of Affidavit from the hospital (if born at the Hospital) 	<p>Philippine Statistics Authority</p> <p>City Civil Registrar’s Office – Table #11 Typing Section</p> <p>Parish Church Office</p> <p>Department of Education Office, School where the client graduated</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Insurance Company Department of Foreign Affairs Office Hospital Record Department, Barangay Health Center</p> <p>Civil Registrar’s Office of the place where the event took place</p> <p>City Legal Office, Public Attorney’s Office, Hall of Justice, Private Lawyer</p> <p>Hospital Record Department</p>
<p>➤ IF THE INFORMANT IS NOT THE DOCUMENT OWNER BUT IMMEDIATE FAMILY:</p>	



<ul style="list-style-type: none"> ○ Authorization Letter from the document (1 Original copy) ○ (1) Photocopy of Valid Identification Card of the document owner ○ (1) Photocopy of Valid Identification Card of the authorized representative ➤ The document owner and authorized representative may present the following: (1) Photocopy of valid identification card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 	<p>Document Owner</p> <p>Bureau of Internal Revenue Office</p> <p>Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth)</p> <p>Philippine National Police Office</p> <p>National Bureau of Investigation Office</p> <p>Philippine Post Office</p> <p>Social Security System Office, Government Service Insurance System Office</p> <p>Department of Foreign Affairs Office</p> <p>Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person is currently enrolled</p>
<ul style="list-style-type: none"> ➤ IF INFORMANT IS NOT THE DOCUMENT OWNER AND IS NOT AN IMMEDIATE FAMILY MEMBER: <ul style="list-style-type: none"> ○ (1) copy of Original & Notarized Special Power of Attorney (SPA) ○ (1) Photocopy of Valid Identification Card of authorized representative and document owner ➤ The document owner and authorized representative may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card 	<p>City Legal Office, Private Lawyer, Public Attorney's Office</p> <p>Bureau of Internal Revenue Office</p> <p>Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth)</p> <p>Philippine National Police Office</p> <p>National Bureau of Investigation Office</p> <p>Philippine Post Office</p> <p>Social Security System Office, Government Service Insurance System Office</p> <p>Department of Foreign Affairs Office</p> <p>Company or Office where the owner is employed</p>



<ul style="list-style-type: none"> ▪ Valid School Identification Card 	<p>Department of Education Office, School where the person is currently enrolled</p>
<p>➤ FOR ILLEGITIMATE BIRTHS:</p> <p><u>IF UNKNOWN FATHER:</u></p> <ul style="list-style-type: none"> ○ Negative Certificate from the Philippine Statistics Authority (formerly NSO) with Official Receipt if the Child is one (1) year old and above. (2) Photocopies ○ Certification that the birth is not available in the records or destroyed. ○ Any two (2) of the following documentary evidence which shows the Name of the Child, Date of Birth, and Place of Birth (2 photocopies): <ul style="list-style-type: none"> • Baptismal / Confirmation Certificate • School Records / Transcript / Form 137-E (Old Form) • Members Data Record (MDR) • Insurance Policy • Passport • Medical Records / Immunization Card ○ Joint Affidavit of two (2) disinterested persons who may know and have witnessed the birth of the child (2 Original Copies) ○ Affidavit from the hospital (if born at the Hospital) (1) Original Copy & (1) Photocopy 	<p>Philippine Statistics Authority</p> <p>City Civil Registrar's Office- Table #11 - Typing Section</p> <p>Parish Church Office</p> <p>Department of Education Office, School where the client graduated</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Insurance Company Department of Foreign Affairs Office Hospital Record Department, Barangay Health Center</p> <p>City Legal Office, Public Attorney's Office, Private Lawyer</p> <p>Hospital Record Department</p>
<p>➤ IF PARENTS ARE NOT MARRIED AND FATHER WILL ACKNOWLEDGE THE CHILD AND CHILD WILL CARRY THE SURNAME OF THE FATHER:</p> <ul style="list-style-type: none"> ○ Negative Certificate from the Philippine Statistics Authority (formerly NSO) with Official Receipt if the Child is one (1) year old and above. (2 photocopies) 	<p>Philippine Statistics Authority</p> <p>City Civil Registrar's Office – Table #11 Typing Section</p>



<ul style="list-style-type: none"> ○ Certification that the birth is not available in the records or destroyed. ○ Any two (2) of the following documentary evidence which shows the Name of the Child, Date, and Place of Birth (2 photocopies): <ul style="list-style-type: none"> ● Baptismal / Confirmation Certificate ● School Records / Transcript / Form 137-E (Old Form) ● Members Data Record (MDR) ● Insurance Policy ● Passport ● Medical Records / Immunization Card ○ Joint Affidavit of two (2) disinterested persons who may know and have witnessed the birth of the child (2 Original Copies) ○ Affidavit from the hospital (if born at the Hospital) (1) Original Copy and (1) Photocopy ○ Notarized Affidavit to Use the Surname of the Father executed by the mother (5 Original copies) ○ Certificate of Registration of Legal Instrument (4 Original copies) 	<p>Parish Church Office</p> <p>Department on Education Office, School where the Client graduated</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Insurance Company Department of Foreign Affairs Office Hospital Record Department, Barangay Health Center</p> <p>City Legal Office, Public Attorney's Office, Private Lawyer</p> <p>Hospital Record Department</p> <p>City Legal Office, Public Attorney's Office, Private Lawyer</p> <p>City Civil Registrar's Office –Table #5 (Legal Instrument Section)</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>IF THE CHILD IS BORN AT HOME</u>				
1. Present Requirements at Table #14	1. Checking, Verification of Requirements	None	10 minutes / client	Table #14 BIRTH SECTION (NEWBORN / LATE REGISTRATION) Population Program Worker II
2. Proceed to Table #11	2. Interview client on the facts of Birth	None	10 minutes / client	Table #11 TYPING SECTION Clerk II and Support Staff
3. Proceed to Table #3 or Table #15 with information sheet	3. Preparation of Certificate of Live Birth	None	30 minutes/client	Table #3 & Table #15



				LATE REGISTRATION PHILCRIS SECTION Population Program Worker II Computer Operator I
4. Proceed to Table #7 for Payment of fees	4. Issuance of official receipt	P 20.00 (fine) & P 5.00 every year of delay (Penalty) P 60.00 (AUSF) if parents are not married P 20.00 (Birth Late Registratio n) P 20.00 (Birth Not Available, Birth Destroyed Certificatio n) P 50.00 (Birth Late Registratio n with Acknowle gement of Paternity) P 30.00 (Birth Late Registratio n without Acknowle gement of Paternity)	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
5. Proceed to Table #5 with accomplished documents	5. Issuance of Certification of Registration on Affidavit to Use the Surname of the Father	None	10 minutes/client	Table #5 AUSF/ACKNOWLE DGE MENT SECTION Program Population Worker II
6. Proceed to Table #8 with Certificate of Live Birth	6. Logging and Stamping of documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION



				Registration Officer I
7. Proceed to Tables #13 & Table #12 with accomplished Certificate of Live Birth	7. Final review of Certificate of Live Birth and Signing of documents	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
8. Proceed to Table #14	8. Issuance of schedule of Registry Number and issuance of Original Unregistered/ Unnumbered Certificate of Live Birth	None	5 minutes/client	Table #14 BIRTH SECTION (NEWBORN / LATE REGISTRATION) Population Program Worker II Computer Operator I
9. Return after 10- days posting period and present the unregistered unnumbered copy of Certificate of Live Birth (As per Rule 13 of Administrative Order No. 1 series of 1993)	9. Assign Registry Number and Registration of Certificate of Live Birth	None	5 minutes/client	Table #14 BIRTH SECTION (NEWBORN / LATE REGISTRATION) Population Program Worker II Computer Operator I
			Total Processing Time: 1Hour and 30 minutes/client	
<u>IF THE CHILD IS BORN IN THE HOSPITAL / MATERNITY CLINIC</u> 1. Submit the accomplished Certificate of Live Birth and requirements	1. Verification and checking of Certificate of Live Birth	None	10 minutes/client	Table #14 BIRTH SECTION (NEWBORN / LATE REGISTRATION) Population Program Worker II Clerk II
2. Proceed to Table #7 for Payment of Fees	2. Issuance of Official Receipt	P 20.00 (fine) & P 5.00 every year	5 minutes/client	Table #7 PAYMENT SECTION Clerk II



		<p>of delay (Penalty) P 60.00 (AUSF) if parents are not married P 20.00 (Birth Late Registration) P 20.00 (Birth Not Available, Birth Destroyed Certification) P 50.00 (Birth Late Registration with Acknowledgement of Paternity) P 30.00 (Birth Late Registration without Acknowledgement of Paternity)</p>		Registration Officer IV
3. Proceed to Table #5 with accomplished documents	3. Issuance of Certification of Registration on Affidavit to Use the Surname of the Father	None	10 minutes/client	Table #5 AUSF/ACKNOWLEDGEMENT SECTION Program Population Worker II
4. Proceed to Table #8 with accomplished Certificate of Live Birth	4. Logging and stamping of Certificate of Live Birth	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
5. Proceed to Table #13 & Table #12 with accomplished documents	5. Final review of Certificate of Live Birth and Signing of documents	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
6. Proceed to Table #14 with the accomplished Certificate of Live Birth	6. Issuance of Schedule of Registry Number & Issuance of Original	None	5 minutes/client	Table #14 BIRTH SECTION



	copy of unregistered unnumbered Certificate of Live Birth			(NEWBORN / LATE REGISTRATION) Population Program Worker II Computer Operator I
7. Return after 10-days posting period and present the unregistered unnumbered copy of Certificate of Live Birth (As per Rule 13 of Administrative Order No. 1 series of 1993)	7. Assign Registry Number and Registration of Certificate of Live Birth	None	5 minutes/client	Table #14 BIRTH SECTION (NEWBORN / LATE REGISTRATION) Population Program Worker II Computer Operator I
		Total Fees: Per cases basis	Total Processing Time: 50 minutes/client	

NOTE: If one or both parents have no valid I.D., the COLB must be notarized by a lawyer.

If one or both parents do not appear personally before the City Civil Registrar, the COLB must be notarized by a lawyer.

NOTE: Illegitimate children born on August 3, 1988 to March 18, 2004 may still be acknowledged by the father through an Affidavit of Admission of Paternity (AAP) or Private Handwritten Instrument (PHI) but cannot use the surname of the father under R.A. 9255. However, a petition in court may be filed in order that the child can use the surname of the father if an AUSF (Affidavit to Use the Surname of the Father) is executed by the mother if the Child is 0-6 years old. For a child aged 7-17 years old, the child will execute the AUSF with the attestation of the mother. A child who is of legal age will execute the AUSF.

IV. DELAYED REGISTRATION OF DEATH

Registration shall be made in the Office of the Civil Registrar of the city/municipality where the death occurred within thirty (30) days from the time of death. Beyond 30 days, it is considered late or delayed.

IF DEATH OCCURRED AT HOME

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
➤ Negative Certification from the Philippine Statistics Authority (NSO) with Official Receipt. (1 year and above) (2 Photocopies)	Philippine Statistics Authority



<ul style="list-style-type: none"> ➤ Joint Affidavit of two (2) disinterested persons for delayed registration of death. (2 Original Copies) ➤ LCR Certification (LCR Form 2B (Death Not Available)/ Form 2C (Death Destroyed) ➤ Barangay Certification of Death (1 Original & 2 Photocopies) ➤ Certification from the Cemetery Caretaker (2 Photocopies) ➤ Burial Pictures (2 Photocopies) ➤ Burial Permit or Transfer of Cadaver (1) Original Copy & (1) Photocopy ➤ If the Registrant is not the Informant Authorization Letter from the Informant (1 Original & 1 Photocopy) ➤ Valid Identification Card of Informant and Authorized Representative ➤ The Informant and Authorized Representative may present the following: (1) Photocopy of the Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification ▪ Valid School Identification Card 	<p>City Legal Office, Public Attorney Office, Private Lawyer</p> <p>City Civil Registrar's Office</p> <p>Barangay Hall where the event took place</p> <p>Office of the Public/Private Cemetery</p> <p>From family of the Deceased</p> <p>City Health Office, Permit and License Division Office</p> <p>From the Informant</p> <p>Bureau of Internal Revenue Office</p> <p>Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth)</p> <p>Philippine National Police Office</p> <p>National Bureau of Investigation Office</p> <p>Philippine Post Office</p> <p>Social Security System Office, Government Service Insurance System Office</p> <p>Department of Foreign Affairs Office</p> <p>Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person attended</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements to Table #9	1. Checking and Verification of documents	None	5 minutes/client	Table #9 DEATH SECTION Clerk IV
2. Proceed to City Health Office with requirements for late	2. Preparation of Certificate of Death by City Health Office	None	None	City Health Office
3. Proceed to Table #7 for payment	3. Issuance of Official Receipts	P20.00	5 minutes/client	Table #7



		(Death Not Available, Death Destroyed Certification) P 20.00 (Death Late Registration)		PAYMENT SECTION Registration Officer IV Clerk II
4. Present the accomplished Certificate of Death with supporting documents for late registration at Table #8	4. Logging and stamping of the documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
5. Proceed to Table #12 & Table #13 accomplished documents	5. Signing and Final Review of Certificate of Death	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
6. Bring Certificate of Death to Table #9	6. Issuance of Unregistered unnumbered certificate of death and Issuance of Claim Slip	None	5 minutes/client	Table #9 DEATH SECTION Clerk IV
7. Return after 10- days posting period with unregistered unnumbered certificate of death (As per Rule 13 of Administrative Order No. 1 series of 1993)	7. Issuance of Registry Number & release of Certificate of Death	None	10 minutes/client	Table #9 DEATH SECTION Clerk IV
			Total Processing Time: 40 minutes/client	

IF DEATH OCCURRED AT THE HOSPITAL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Four (4) Original copies of the Accomplished and Signed Certificate of Death ➤ Negative Certification from the Philippine Statistics Authority (NSO) with Official Receipt. (1 year and above)(2 Photocopies) 	<p>Hospital Record Department</p> <p>Philippine Statistics Authority (PSA)</p>



<ul style="list-style-type: none"> ➤ Joint Affidavit of two (2) disinterested persons for delayed registration of death. (2 Original Copies) ➤ LCR Certification (LCR Form 2B (Death Not Available)/ Form 2C (Death Destroyed) ➤ Certification from the Cemetery Caretaker (1 original & 2 photocopies) ➤ Burial Pictures (2 photocopies) ➤ Burial Permit or Transfer of Cadaver (2 photocopies) ➤ Affidavit from the Hospital (1 Original & 2 Photocopies) ➤ If the Registrant is not the Informant Authorization Letter from the Informant (1 Original & 1 Photocopy) ➤ Valid Identification Card of Informant and Authorized Representative ➤ The Informant and Authorized Representative may present the following: (1) Photocopy of the Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification ▪ Valid School Identification Card 	<p>City Legal Office, Public Attorney Office, Private Lawyer</p> <p>City Civil Registrar's Office</p> <p>Public or Private Cemetery Office</p> <p>From the Family of the deceased City Health Office, Permit & License Division Office</p> <p>Hospital Record Department</p> <p>From the Informant</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed Department of Education Office, School where the person attended</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements at Table #9	1. Checking and Verification of documents	None	5 minutes/client	Table #9 DEATH SECTION Clerk IV
2. Proceed to Hospital for Preparation of Certificate of Death	None	None	None	Hospital
3. Present the accomplished Certificate of Death signed by City Health Officer and Embalmer at Table #9	3. Checking and Verification of the documents	None	10 minutes/client	Table #9 DEATH SECTION Clerk IV
4. Proceed to Table #7 for payment with	4. Issuance of Official Receipt	P20.00	5 minutes/client	Table #7



accomplished Certificate of Death		(Death Not Available, Death Destroyed, Certified Machine Copy) P 20.00 (Death Late Registration)		PAYMENT SECTION Registration Officer IV Clerk II
5. Present the accomplished Certificate of Death with supporting documents for late registration at Table #8	5. Logging and stamping of the documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
6. Proceed to Table #12 & #13 with accomplished documents	6. Signing and Review of Certificate of Death	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
7. Bring Certificate of Death to Table #9	7. Issuance of Unregistered unnumbered certificate of death and Issuance of Claim Slip	None	5 minutes/client	Table #9 DEATH SECTION Clerk IV
8. Return after 10 days posting period with unregistered unnumbered certificate of death (As per Rule 13 of Administrative Order No. 1 series of 1993)	8. Issuance of Registry Number & release of Certificate of Death	None	5 minutes/client	Table #9 DEATH SECTION Clerk IV
		Total Fees: P20.00	Total Processing Time: 45 minutes/client	

V. DELAYED REGISTRATION OF MARRIAGE

In ordinary marriage, the time for submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage. In the case of marriage exempt from license requirements, the prescribed period is thirty (30) days to be filed at the city or municipality where the marriage was solemnized. Beyond the prescribed period, it is considered late or delayed.



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
7. Negative Certification from the PSA (NSO) with Official Receipt if registered after 1 year from the date of marriage (2) Photocopies 8. LCR Certification (LCR Form 3C and 3B) 9. Affidavit of Contracting Parties with Corroboration of two (2) disinterested persons (2 Original copies & 2 Photocopies) 10. Affidavit from the Church Records Personnel (if married in the church) (3 Original Copies) 11. Affidavit from the Regional Trial Court/Municipal Trial Court (if civilly married) (3 Original Copies) 12. Four (4) Original copies of Accomplished Certificate of Marriage (Municipal Form No.97) 13. Certificate of Marriage issued by the Church (if married in the church) (3 Photocopies) 14. Certificate of Live Birth of child/children showing the date and place of marriage of parents (if available) (3) Photocopies 15. Wedding pictures (if available) (3) Photocopies		Philippine Statistics Authority City Civil Registrar's Office City Legal Office, Public Attorney Office, Private Lawyer Parish Church Office Regional Trial Court, Municipal Trial Court Parish Church Office, Regional Trial Court, Municipal Trial Court, Pastor, Solemnizing Officer Parish Church Office Civil Registrar's Office where the event took place Document Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements at Table #4 with the Certificate of Marriage	1. Checking and Verification, Stamping of documents	None	20 minutes/client	Table #4 MARRIAGE SECTION Clerk III
2. Proceed to Table #7 for Payment of fees	2. Issuance of Official Receipt	P 20.00 (Marriage Not Available, Marriage Destroyed) P 30.00 (Endorsement for Secpa Copy) P 20.00 (Certified Machine Copy)	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
3. Proceed to Table #12 & Table #13 with	3. Signing and Review of	None	5 minutes/client	Table #12 & Table #13



accomplished Certificate of Marriage	Certificate of Marriage			Assistant Registration Officer City Civil Registrar
4. Proceed to Table #4 with Certificate of Marriage	4. Giving of Claim Slip and Instructions	None	5 minutes/client	Table #4 MARRIAGE SECTION Clerk III
5. Present Claim slip at Table #4 after 10 days posting period (As per Rule 13 of Administrative Order No. 1 series of 1993)	5. Registration and Release of Certificate of Marriage and Preparation of Endorsement to Philippine Statistics Authority if requested by the client	None	10 minutes/client	Table #4 MARRIAGE SECTION Clerk III
		Total Fees: P70.00	Total Processing Time: 45 minutes/client	

VI. ISSUANCE OF CERTIFICATION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ○ Valid Identification Card of the document owner ➤ The requester may present the following: 1 Original Copy Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ➤ If the requester is not the document owner: <ul style="list-style-type: none"> ○ Authorization Letter (1 Original Copy) ○ Valid Identification Card of the requester and document owner ➤ The requester and authorized representative may present the 	<p>Document owner</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Document Owner</p>



<p>following: (1) Photocopy of Valid Identification Card</p> <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card <p>➤ If the requester is not the immediate family member:</p> <ul style="list-style-type: none"> ○ Notarized Special Power of Attorney (1 Original Copy) ○ Valid Identification Card of the requester and document owner <p>➤ The requester or the authorized representative may present the following: (1) Photocopy of Valid Identification Card of requester and authorized representative</p> <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card 	<p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>City Legal Office, Public Attorney Office, Private Lawyer</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p>
<ul style="list-style-type: none"> ○ Valid Identification Card of the document owner <p>➤ The requester may present the following: 1 Original Copy Valid Identification Card</p> <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport 	<p>Document owner</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office</p>



<ul style="list-style-type: none"> ▪ Company Valid Identification Card ➤ If the requester is not the document owner: <ul style="list-style-type: none"> ○ Authorization Letter (1 Original Copy) ○ Valid Identification Card of the requester and document owner ➤ The requester and authorized representative may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ➤ If the requester is not the immediate family member: <ul style="list-style-type: none"> ○ Notarized Special Power of Attorney (1 Original Copy) ○ Valid Identification Card of the requester and document owner ➤ The requester or the authorized representative may present the following: (1) Photocopy of Valid Identification Card of requester and authorized representative <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card 	<p>Company or Office where the owner is employed</p> <p>Document Owner</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>City Legal Office, Public Attorney Office, Private Lawyer</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill-up Verification form	1. Checking, Verification and Search of Records	None	20 minutes/client	Table #1 RECORDS SECTION Utility Worker II Laborer II Clerk II
2. Proceed to Table #11	2. Typing and Preparation of Certification	None	10 minutes/client	Table #11 TYPING SECTION Population Program Worker II
3. Proceed to Table #7 for Payment of fees	3. Issuance of Official Receipt	P 20.00 (Birth Not Available, Birth Destroyed) (Death Not Available, Death Destroyed) (Marriage Not Available, Marriage Destroyed)	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
4. Proceed to Table #8	4. Logging & Stamping of Documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
5. Proceed to Table #12 & Table #13 with documents	5. Signing & Releasing of documents	None	5 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
		Total Fees: P20.00	Total Processing Time: 45 minutes/client	

VII. ISSUANCE OF CERTIFIED MACHINE COPIES OF CIVIL REGISTRY DOCUMENTS

Office or Division:	OFFICE OF THE CIVIL REGISTRAR
Classification:	COMPLEX
Type of Transaction:	G2C – GOVERNMENT TO CITIZEN
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Principal	
➤ (1) Original Valid Identification Card if requester is the document owner	



<ul style="list-style-type: none"> ➤ The requester may present any of the following: (1) Original of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS, SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 	<p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person is currently enrolled</p>
Representative	
<ul style="list-style-type: none"> ➤ (1) copy of Original & Signed Authorization Letter if representative is Immediate Family Member ➤ (1) copy of Original & Notarized Special Power of Attorney from the document owner if representative is not an Immediate Family Member 	<p>Person being Represented/Document Owner</p> <p>City Legal Office, Public Attorney's Office, Private Lawyer</p>
<ul style="list-style-type: none"> ➤ (1) Photocopy of Valid Identification Card of the document owner ➤ The document owner may present any of the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS, SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 	<p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person is currently enrolled</p>
<ul style="list-style-type: none"> ➤ (1) Photocopy of Valid Identification Card of authorized representative ➤ The authorized representative may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card 	<p>Bureau of Internal Revenue Office Commission on Election Office</p>



<ul style="list-style-type: none"> ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 		Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed Department of Education Office, School where the person is currently enrolled		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request Form and Submit Documentary Requirements	1. Verification and Retrieval of Records	None	20 minutes / client	Table #1 RECORDS SECTION Clerk II Laborer I Utility Worker I
2. Proceed to Table #7 for Payment of Fees	2. Issuance of Official Receipt	P 20.00 (Certified Machine Copy)	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
3. Proceed to Table #8 with document and official receipt	3. Logging, Stamping of Documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
4. Proceed to Table #12 with document	4. Signing, Releasing of Documents	None	5 minutes/client	Table #12 City Civil Registrar
		Total Fee: P20.00	Total Processing Time: 35 minutes/ client	

VIII. ISSUANCE OF TRANSCRIPTIONS FROM THE REGISTRY BOOK

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Valid Identification Card if the requester is the document owner ➤ The requester may present the following: 1 Original Copy of Valid Identification Card to be presented <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card 	Bureau of Internal Revenue Office Commission on Election Office Philippine Health Insurance Corporation Office (PhilHealth)



<ul style="list-style-type: none"> ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card <p>➤ If the requester is not the document owner:</p> <ul style="list-style-type: none"> ○ Authorization Letter (1 Original Copy) ○ Valid Identification Cards of the Requester <p>➤ The requester may present the following: (1) Photocopy of Valid Identification Card</p> <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card 		<p>Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Document Owner</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Verification form & Submit Requirements	1. Checking, Verification and Search of Records	None	20 minutes/client	Table #1 RECORDS SECTION Utility Worker II Laborer II Clerk II
2. Proceed to Table #11	2. Typing of Transcription	None	10 minutes/client	Table #11 TYPING SECTION Population Program Worker II
3. Proceed to Table #7 for Payment of fees	3. Issuance of Official Receipt	P 20.00 (Birth Available, Marriage Available, Death Available)	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
4. Proceed to Table #8	4. Logging & Stamping of Documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I



5. Proceed to Table #12 & Table#13 with documents	5. Signing & Releasing of documents	None	5 minutes/client	Table #12 & Table#13 Assistant Registration Officer City Civil Registrar
		Total Fees: P20.00	Total Processing Time: 45 minutes/client	

IX. ON-TIME REGISTRATION OF BIRTH

The birth of a child shall be registered within thirty (30) days from the time of Birth in the Office of the Civil Registrar of the city where the birth occurred.

IF BORN AT HOME:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ (1) Original copy of Barangay Certification (Signed by the Barangay Captain and noted by the Barangay Midwife) 	Barangay Hall of the place where the birth occurred
<ul style="list-style-type: none"> ➤ IF PARENTS ARE MARRIED: <ul style="list-style-type: none"> ○ Registered Marriage Contract of Parents (2 Photocopies) ○ Preferably, informant should be one of the parents. ○ If not, (1) Original Copy & Signed Authorization Letter ○ (1) Photocopy of Valid Identification Card of owner ○ (1) Photocopy of Valid Identification Card of authorized representative ➤ The document owner and authorized representative may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card 	Civil Registrar's Office where the event took place. Document Owner Bureau of Internal Revenue Office Commission on Election Office Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed



<ul style="list-style-type: none"> ▪ Valid School Identification Card ➤ IF INFORMANT IS NOT AN IMMEDIATE FAMILY MEMBER: <ul style="list-style-type: none"> ○ (1) Original Copy & Notarized Special Power of Attorney (SPA) ○ (1) Photocopy of Valid Identification Card of authorized representative ➤ The document owner and authorized representative may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 	<p>Department of Education Office, School where the person is currently enrolled</p> <p>City Legal Office, Public Attorney's Office, Private Lawyer</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person is currently enrolled</p>
<ul style="list-style-type: none"> ➤ IF ONLY THE MOTHER WILL ACKNOWLEDGE THE CHILD: <ul style="list-style-type: none"> ○ Valid Identification Card of mother (1) Photocopy and Personal Appearance of the mother. ➤ The Mother may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 	<p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person is currently enrolled</p>



<ul style="list-style-type: none"> ○ Current Community Tax Certificate of the Mother (Original) ○ If the mother will not personally appear to sign at the Office of the City Civil Registrar, the Certificate of Live Birth must be notarized by a Lawyer. 	<p>City Treasurer's Office of the place where the mother resides</p> <p>City Legal Office, Public Attorney's Office, Private Lawyer</p>			
<ul style="list-style-type: none"> ➤ IF PARENTS ARE NOT MARRIED AND FATHER WILL ACKNOWLEDGE THE CHILD AND CHILD WILL CARRY THE SURNAME OF THE FATHER: <ul style="list-style-type: none"> ○ Valid Identification Card of both parents ➤ The Mother and Father may present the following: (2) Photocopies of Valid Identification Card of Both Parents <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card ○ Current Community Tax Certificate of Parents (Original) ○ Personal Appearance of Parents at the Office of the City Civil Registrar ○ Notarized Affidavit to Use the Surname of the Father executed by the mother (5 Original copies) ○ Certificate of Registration of Legal Instrument (4 Original copies) 	<p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person is currently enrolled City Treasurer's Office of the place where the mother and father reside</p> <p>City Legal Office, Public Attorney's Office, Private Lawyer</p> <p>City Civil Registrar's Office – Table # 5 Legal Instrument Section</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present All Requirements	1. Checking, Verification of Requirements	None	10 minutes / client	Table #14 BIRTH SECTION (NEWBORN) Population Program Worker II



				Computer Operator I
2. Proceed at Table #11 for Interview	2. Interview client on the facts of Birth	None	10 minutes/client	Table #11 TYPING SECTION Clerk II / Support Staff
3. Proceed to Table #3 or Table #15 with the information sheet	3. Preparation of Certificate of Live Birth	None	30 minutes/client	Table #3 & Table #15 PHILCRIS SECTION Population Program Worker II Computer Operator I
4. Proceed to Table #7 for Payment of Fees	4. Issuance of Official Receipt	P 60.00 (AUSF) if parents are not married P 20.00 (Certified Machine Copy)	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
5. Proceed to Table #5 with accomplished documents	5. Issuance of Certification of Registration of Affidavit to Use the Surname of the Father	None	10 minutes / client	Table #5 AUSF/ACKNOWLEDGEMENT SECTION Program Population Worker II
6. Proceed to Table #8 with accomplished Certificate of Live Birth	6. Logging, Stamping of Documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
7. Proceed to Table #13 & Table #12 with the accomplished document	7. Signing of Documents	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
8. Proceed to Table #14 with accomplished Certificate of Live Birth	8. Registration, Segregation and Release of Certificate of Live Birth with Registry Number	None	10 minutes/client	Table #14 BIRTH SECTION (NEWBORN/LATE REGISTRATION) Population Program Worker II Computer Operator I
		Total Fees: P80.00	Total Processing Time: 1 Hour and 30 minutes/ client	



NOTE: For Illegitimate Births:

- If one or both parents have no Valid Identification Card, the Certificate of Live Birth must be notarized by a Lawyer.
- If one or both parents do not personally appear before the Civil Registrar the Certificate of Live Birth (Acknowledgement / Admission of Paternity at the back of Certificate of Live Birth) must be notarized.

IF BORN IN THE HOSPITAL / MATERNITY CLINIC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
➤ Accomplished Certificate of Live Birth (4 Original Copies)	Hospital / Maternity Clinic
➤ IF PARENTS ARE MARRIED: <ul style="list-style-type: none"> ○ Registered Marriage Contract of Parents (2 Photocopies) 	Civil Registrar's Office of the place where the event took place
➤ IF ONLY THE MOTHER WILL ACKNOWLEDGE THE CHILD: <ul style="list-style-type: none"> ○ Valid Identification Card of mother (1) Photocopy and Personal Appearance of the mother. ➤ The Mother may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card ○ Current Community Tax Certificate of the Mother (Original) ○ If the mother will not personally appear to sign at the Office of the City Civil Registrar, the Certificate of Live Birth (Acknowledgement / Admission of Paternity at the back of Certificate of Live Birth) must be notarized by a Lawyer. 	Bureau of Internal Revenue Office Commission on Election Office Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed Department of Education Office, School where the person is currently enrolled City Treasurer's Office of the place where the mother resides City Legal Office, Public Attorney's Office, Private Lawyer.



<p>➤ IF PARENTS ARE NOT MARRIED AND FATHER WILL ACKNOWLEDGE THE CHILD AND CHILD WILL CARRY THE SURNAME OF THE FATHER:</p> <ul style="list-style-type: none"> ○ Valid Identification Card of both parents ➤ The Mother and Father may present the following: (2) Photocopies of Valid Identification Card of Both Parents <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card ○ Current Community Tax Certificate of Parents (Original) ○ Personal Appearance of Parents at the Office of the City Civil Registrar ○ Notarized Affidavit to Use the Surname of the Father executed by the mother (5 Original copies) ○ Certificate of Registration of Legal Instrument (4 Original copies) 		<p>Bureau of Internal Revenue Office</p> <p>Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth)</p> <p>Philippine National Police Office</p> <p>National Bureau of Investigation Office</p> <p>Philippine Post Office</p> <p>Social Security System Office, Government</p> <p>Service Insurance System Office</p> <p>Department of Foreign Affairs Office</p> <p>Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person is currently enrolled</p> <p>City Treasurer's Office of the place where the mother and father reside</p> <p>City Legal Office, Public Attorney's Office, Private Lawyer.</p> <p>City Civil Registrar's Office – Table # 5 Legal Instrument Section</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present accomplished Certificate of Live Birth and Affidavit to Use the Surname of the Father (AUSF)	1. Checking, Verification of Requirements	None	10 minutes / client	Table #14 BIRTH SECTION (NEWBORN / LATE REGISTRATION) Population Program Worker II Computer Operator I
2. Proceed to Table #7 for Payment of Fees	2. Issuance of Official Receipt	P 60.00 (AUSF) in not parents are not married P 20.00	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II



		(Certified Machine Copy)		
3. Proceed to Table #5 with accomplished documents	3. Issuance of Certification of Registration of Affidavit to Use the Surname of the Father	None	10 minutes/client	Table #5 AUSF/ACKNOWLEDGEMENT SECTION Program Population Worker II
4. Proceed to Table # 8 with accomplished Certificate of Live Birth and Registered Affidavit to Use the Surname of the Father (AUSF)	4. Logging, Stamping of Documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
5. Proceed to Table #13 & Table #12 with accomplished Certificate of Live Birth	5. Signing of Documents	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
6. Proceed to Table #14 with Signed Certificate of Live Birth & Registered Affidavit to Use the Surname of the Father (AUSF)	6. Registration, Segregation, Release of Certificate of Live Birth with Registry Number	None	10 minutes/client	Table #14 BIRTH SECTION (NEWBORN / LATE REGISTRATION) Population Program Worker II Computer Operator I
		Total Fees: P80.00	Total Processing Time: 50 minutes/ client	

NOTE: For Illegitimate Births:

- If one or both parents have no Valid Identification Card, the Certificate of Live Birth must be notarized by a Lawyer.
- If one or both parents do not personally appear before the Civil Registrar the Certificate of Live Birth (Acknowledgement / Admission of Paternity at the back of Certificate of Live Birth) must be notarized

X. ON-TIME REGISTRATION OF DEATH

Registration shall be made in the Office of the Civil Registrar of the city/municipality where death occurred within thirty (30) days from time of death.

IF DEATH OCCURRED AT HOME

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
➤ Barangay Certification on the circumstances of death from the	Barangay Hall Office where the event took place



<p>Barangay where the person died (1 Original, 1 Photocopy).</p> <ul style="list-style-type: none"> ➤ Accomplished and Certificate of Death signed by City Health Officer, Funeral Embalmer (4 Original copies) ➤ Burial Permit or Transfer of Cadaver (1) Original Copy & (1) Photocopy ➤ If the Registrant is not the Informant Authorization Letter from the Informant (1 Original & 1 Photocopy) ➤ Valid Identification Card of Informant and Authorized Representative ➤ The Informant and Authorized Representative may present the following: (1) Photocopy of the Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 		<p>City Health Office, Funeral Office</p> <p>City Health Office, Permits and License Division Office</p> <p>From the Informant</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person attended</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present at Table #9 the accomplished Certificate of Death signed by City Health Officer and Embalmer	1. Checking of Certificate of Death	None	5 minutes/client	Table #9 DEATH SECTION Clerk IV
2. Bring documents to Table #8	2. Stamping of documents	None	5 minutes/client	Table #8 RECEIVING AND RELEASING SECTION Registration Officer I
3. Proceed to Table #13 & Table #12 with the documents	3. Signing and Final Review of documents	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
4. Bring Certificate of Death to Table #9	4. Registration, Segregation & Release of Certificate of Death	None	10 minutes/client	Table #9 DEATH SECTION Clerk IV
		None	Total Processing	



			Time: 30 minutes/client	
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IF DEATH OCCURRED AT THE HOSPITAL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Accomplished and Signed Certificate of Death (signed by the Hospital personnel, City Health Officer, and Embalmer) (4 Original copies) ➤ Burial Permit or Transfer of Cadaver (1) Original copy & (1) Photocopy ➤ If the Registrant is not the Informant Authorization Letter from the Informant (1 Original & 1 Photocopy) ➤ Valid Identification Card of Informant and Authorized Representative ➤ The Informant and Authorized Representative may present the following: (1) Photocopy of the Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 		<p>Hospital Record Department, City Health Office, Funeral Office</p> <p>City Health Office, Permits and License Division Office</p> <p>From the Informant</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person attended</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the accomplished Certificate of Death signed by City Health Officer and Embalmer	1. Checking of Certificate of Death	None	5 minutes/client	Table #9 DEATH SECTION Clerk IV
2. Bring documents to Table #8	2. Stamping of documents	None	5 minutes/client	Table #8 RECEIVING AND RELEASING SECTION Registration Officer I
3. Proceed to Table #13 & Table #12 with accomplished Death Certificate	3. Signing and Final Review of documents	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar



4. Bring Certificate of Death to Table #9	4. Registration, Segregation & Release of Certificate of Death	None	10minutes	Table #9 DEATH SECTION Clerk IV
		None	Total Processing Time: 30 minutes/client	

XI. ON-TIME REGISTRATION OF MARRIAGE

Marriage is a special contract of permanent union between a man and woman entered into in accordance with law for the establishment of conjugal and family life. In ordinary marriage, the time for submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage. In the case of marriage exempt from license requirements, the prescribed period is thirty (30) days to be filed at the city or municipality where the marriage was solemnized.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Four (4) Original copies of the accomplished Certificate of Marriage		Parish Church Office, Officiating Pastor, Local Civil Registrar Office if marriage is solemnized by City Mayor		
2. Notarized Affidavit of Article 34 if exempted from marriage license requirements (4 photocopies)		City Legal Office, Private Lawyer, Public Attorney's Office		
3. In case of marriage under Article 27 and 28, the solemnizing officer shall submit a notarized affidavit that the marriage was performed under the said Articles (3 Original Copies)		City Legal Office, Private Lawyer, Public Attorney's Office		
4. Copy of Authority to Solemnize Marriage of the Pastor/Minister/Priest from the Philippine Statistics Authority (NSO) (2 photocopies)		Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements at Table #4	1. Checking and Verification, Stamping of documents	None	10 minutes/client	Table #4 MARRIAGE SECTION Clerk III
2. Proceed to Table #12 & Table #13	2. Signing and Review of Certificate of Marriage	None	5 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
3. Proceed to Table #4 with Certificate of Marriage	3. Registration and Release of Certificate of Marriage	None	10 minutes/client	Table #4 MARRIAGE SECTION Clerk III



		None	Total Processing Time: 25 minutes/client	
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XII. REGISTRATION OF COURT DECREES

In case of a court decree / order concerning the status of a person, it shall be the duty of the clerk of court to advise the successful petitioner to have the decree / order registered with the Civil Registrar's Office where the court is functioning, within ten (10) days after the decree has become final, and thirty (30) days in the case of the Decree of Adoption.

The following are Court Decrees that must be registered with the Civil Registrar's Office:

- Adoption
- Annulment
- Legal Separation
- Presumptive Death
- Correction of Entries (beyond the scope of R.A. 9048)
- Change of Name (beyond the scope of R.A. 9048)
- Cancellation
- Separation of Property
- Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Minimum of five (5) certified copies of the Court Order ➤ Minimum of five (5) certified copies of the Certificate of Finality / Entry of Final Judgment ➤ Minimum of five (5) certified copies of Certificate of Authenticity 	<p>Regional Trial Court (RTC)</p> <p>Regional Trial Court (RTC)</p> <p>If Order/Decision was issued in Silay City- Certificate of Authenticity shall be secured from the Court and from the Civil Registrar where the Court Order/Decision was issued. If Court Order was issued outside of Silay City- Certificate of Authenticity shall be secured from the Civil Registrar where the Order/Decision was issued.</p>
<ul style="list-style-type: none"> ➤ SECPA (Security Paper from Philippine Statistics Authority (formerly NSO) with Official Receipt. (12 Photocopies) ➤ Local Civil Registrar copies of applicable Civil Registry documents (Certificate of Live Birth / Certificate of Death / Certificate of Marriage) if the event took place in Silay City. (12 Photocopies) ➤ Affidavit for Delayed Registration of Court Decree if registered more than 10 days after the decree has become 	<p>Philippine Statistics Authority</p> <p>City Civil Registrar's Office</p>



<p>final, or more than 30 days in case of Adoption. (2 Original Copy & 3 Photocopies)</p> <ul style="list-style-type: none"> ➤ Certificate of Registration of the Court Decree issued by the Civil Registrar where the court order / decree was issued. (If Court Decree is issued in Silay City) (6 Copies Original) ➤ If the requester is not the document owner <ul style="list-style-type: none"> ○ 1 Original Copy Authorization Letter ○ (1) Photocopy of Valid Identification of the requester and the document owner ➤ The document owner and authorized representative may present the following: (1) Photocopy of document owner and authorized representative Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card 		<p>Private Lawyer, City Legal Office, Public Attorney's Office</p> <p>City Civil Registrar's Office</p> <p>Document Owner</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>IF THE EVENT TOOK PLACE OUTSIDE OF SILAY CITY:</p> <p>1. Present requirement at Table #12</p>	<p>1. Checking of Requirements</p>	<p>None</p>	<p>20 minutes/ client</p>	<p>Table #12 COURT ORDER SECTION City Civil Registrar</p>
<p>2. Proceed to Table #7 for Payment of fees</p>	<p>2. Issuance of Official Receipt</p>	<p>Adoption: P200.00 Annulment/ Nullity of Marriage: P500.00</p>	<p>5 minutes/client</p>	<p>Table #7 PAYMENT SECTION Registration Officer IV Clerk II</p>



		<p>Legal Separation: P500.00</p> <p>Correction of Clerical Entries (Beyond the scope of R.A. 9048): P100.00</p> <p>Correction of Name (Beyond the scope of R.A. 9048): P100.00</p> <p>Presumptive Death: P100.00</p> <p>Other Court Order/Decrees: P50.00</p> <p>Naturalization: P500.00 and P1.00 for certified copies of documents to be endorsed</p> <p>Mailing: LBC (to be mailed by the document owner)</p>		
3. Proceed to Table #12 with Official Receipt	3. Preparation of Certificate of Registration and Issuance of Certified copies of Court Order/Decision, Certificate of Finality and Certificate of Authenticity	None	1 hour /client	Table #12 COURT ORDER SECTION City Civil Registrar
4. Bring documents to Table #8	4. Stamping of documents	None	10 minutes/client	Table #8



				RECEIVING AND RELEASING SECTION Registration Officer I
5. Proceed to Table #12 with accomplished documents	5. Segregation of documents and Preparation of Transmittal for endorsement to the Philippine Statistics Authority – Quezon City, Metro Manila	LBC Mailing to done by the client	30 minutes/client	Table #12 COURT ORDER SECTION City Civil Registrar
		Total Fees: case-to-case basis	Total Processing Time: 2 Hours and 5 minutes/client	
IF THE EVENT TOOK PLACE IN SILAY CITY: 1. Present requirement at Table #12	1. Checking of Requirements	None	20 minutes/client	Table #12 COURT ORDER SECTION City Civil Registrar
2. Proceed to Table #7 for Payment of fees	2. Issuance of Official Receipt	Adoption: P200.00 Annulment/ Nullity of Marriage: P500.00 Legal Separation: P500.00 Correction of Clerical Entries (Beyond the scope of R.A. 9048): P100.00 Correction of Name (Beyond the scope of R.A. 9048): P100.00 Presumptive Death: P100.00 Other Court	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II



		Order/Decrees: P50.00 Naturalization: P500.00 and P1.00 for certified copies of documents to be endorsed Mailing: LBC (to be mailed by the document owner)		
3. Proceed to Table #12 with Official Receipt	3. Preparation of Certificate of Registration, Certificate of Authenticity, Annotated and Amended documents, Certified copies of Court Order/Decision and Certified copies of the Certificate of Finality and Authenticity and Preparation of Endorsement Letter to Philippine Statistics Authority formerly (NSO)	None	2 Hours/client	Table #12 COURT ORDER SECTION City Civil Registrar
4. Bring documents to Table #8	4. Stamping of documents	None	10 minutes/client	Table #8 RECEIVING AND RELEASING SECTION Registration Officer I
5. Proceed to Table #12 with accomplished documents	5. Segregation of documents and Preparation of Transmittal for endorsement to the Philippine Statistics Authority – Quezon City, Metro Manila	LBC Mailing to done by the client	30 minutes/client	Table #12 COURT ORDER SECTION City Civil Registrar
		Total Fees:	Total Processing	



		Case-case basis	Time: 3 Hours and 5 minutes/client	
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XIII. REGISTRATION OF LEGAL INSTRUMENTS (ACKNOWLEDGEMENT / AFFIDAVIT TO USE THE SURNAME OF THE FATHER (AUSF) / R.A. 9255 / LEGITIMATION, AND OTHERS

As a general rule, all legal instruments shall be registered in the Civil Registry of the place where they were executed, except the following:

- Affidavit of Reappearance – where the parties to the subsequent marriage are residing.
- Marriage Settlement – where the marriage was recorded.
- Admission of Paternity, Acknowledgement, Affidavit to Use the Surname of the Father, Legitimation, Voluntary Emancipation of Minor and Parental Authorization or Ratification of Artificial Insemination – where the birth of the child was recorded.
- Option to Elect Philippine Citizenship – where the instrument was executed not later than thirty (30) days.
- Repatriation – where the instrument was executed.

NOTE: All legal instruments executed abroad shall be registered at the Civil Registrar Office, Manila.

FOR LEGITIMATION / ACKNOWLEDGEMENT / AFFIDAVIT TO USE THE SURNAME OF THE FATHER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
➤ Notarized Affidavit of Acknowledgement / AUSF (R.A. 9255) / Legitimation or the legal instrument to be registered. (5 Original copies)	City Legal Office, Private Lawyer, Public Attorney's Office
➤ Applicable Civil Registry Forms in Security Paper from Philippine Statistics Authority (NSO) with Official Receipt (8 Photocopies)	Philippine Statistics Authority,
➤ Local Civil Registry copy (8 Photocopies)	City Civil Registrar's Office
➤ CENOMAR (Certificate of No Marriage) with Official Receipt of both parents (for Legitimation only) (4 copies)	Philippine Statistics Authority
➤ Certified copies of Registered Certificate of Marriage of Parents (if married) (4 Photocopies)	City Civil Registrar's Office where the event took place
➤ Valid Identification Card of Parents	
➤ The mother and father may present the following: (1) Photocopy of Valid Identification of Both Parents <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) 	Bureau of Internal Revenue Office Commission on Election Office



<ul style="list-style-type: none"> ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card ➤ If the requester is not the document owner <ul style="list-style-type: none"> ○ (1) Original Copy of Authorization Letter from the document owner ○ (1) Photocopy of the Valid Identification Card of the document owner ○ (1) Photocopy of the Valid Identification Card of the authorized representative ➤ The mother/father and authorized representative may present the following: (1) Photocopy of Valid Identification Card of mother/father and authorized representative <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card ➤ Certified copy of the Death Certificate if parent/parents are deceased. ➤ NOTE: IF BOTH PARENTS ARE DECEASED LEGITIMATION MUST BE FILED IN COURT 	<p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed Department of Education Office, School where the person is currently enrolled</p> <p>Document Owner</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person is currently enrolled City Civil Registrar's Office where the event took place</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirement at Table #5	1. Checking and Evaluation of Requirements and Preparation of Legal Instrument	None	5 minutes / client	Table #5 LEGAL INSTRUMENT SECTION Population Program Worker II Clerk II
2. Proceed to Table #7 for Payment of fees	2. Issuance of Official Receipt	Acknowledgement: P 40.00 AUSF: P 60.00 Legitimation: P 50.00	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
3. Proceed to Table #5 with Official Receipt	3. Logging and Stamping of documents. Registration of Legal Instrument Preparation of Endorsement	None	30 minutes /client	Table #5 LEGAL INSTRUMENT SECTION Population Program Worker II Clerk II
4. Bring documents to Table #12 & Table #13	4. Final Review and Signing of Documents	None	10 minutes/client	Table #12 & Table #13 Assistant Registration Officer City Civil Registrar
5. Proceed to Table #5 with accomplished documents	5. Segregation, Releasing and Endorsement of documents	Mailing: LBC done by the client (Mailed to Philippine Statistics Authority-Quezon City, Metro Manila)	10 minutes/client	Table #5 LEGAL INSTRUMENT SECTION Population Program Worker II Clerk II
6. After 2-3 Months verify at Philippine Statistics Authority for issuance of SECPA Copy – (Security Paper)	6. Philippine Statistics Authority- Secpa copy with Annotation	P 155.00 (Birth Certificate)	None	Philippine Statistics Authority
		Total Fees: P305.00 plus mailing cost	Total Processing Time: 1 Hour/client	

XIV. REQUEST FOR CIVIL REGISTRY DOCUMENTS IN SECPA (Security Paper) COPY THROUGH BREQS (Batch Request Entry System)



The Philippine Statistics Authority (NSO) has developed the BREQS-LGU System which provides for an Off-line method of encoding requests for Civil Registry documents and submission thereof to an On-line Serbilis Outlet of PSA (NSO).

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ul style="list-style-type: none"> ➤ Valid Identification Card of the document owner ➤ The requester may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ➤ If requester is not the document owner <ul style="list-style-type: none"> ○ Authorization Letter (1 Original Copy) ○ Valid Identification Card of the requester and document owner ➤ The requester and document owner may present the following: (1) Photocopy of Valid Identification Card of requester and authorized representative <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card 		Document Owner Bureau of Internal Revenue Office Commission on Election Office Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company Office			
		Document Owner			
		Bureau of Internal Revenue Office Commission on Election Office Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present Requirements and Fill-Up BREQS (Batch Request Query	1. Checking & Review of the forms	None	5 minutes/ client	Table #16 ENDORSEMENT & BREQS SECTION	



Entry System) Verification Form				Registration Officer I
2. Proceed to Table #7 for Payment of fees	2. Issuance of Official Receipt	For SECPA (Security Paper of Birth, Death, Marriage Certificate) P155.00 For CENOMAR(Certificate of No Marriage) P210.00 Plus: BREQS Verification Fee (for Silay & non- Silay residents) P60.00	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
3. Submit Accomplished BREQS Verification Form at Table #16	3. Checking & Encoding the BREQS Verification Form	None	None	Table #16 ENDORSEMENT & BREQS SECTION Registration Officer I
4. Wait for a text message from LCR after 1-2 weeks if document is available for pick-up	4. Release of Document	None	5 minutes/client	Table #16 ENDORSEMENT & BREQS SECTION Registration Officer I
		Total Fees: P425.00	Total Processing Time: 15 minutes/client	

XV. REQUEST FOR ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS TO PHILIPPINE STATISTICS AUTHORITY (PSA-NSO)

All City/Municipal Civil Registrars shall submit civil registry documents to the Office of the Civil Registrar General (OCRG) through the Provincial Statistics Office during the first ten (10) days of each month, copies of the entries made during the preceding month for filing. However, there are cases when the Philippine Statistics Authority (formerly NSO) has no available record/Negative Record of the document being requested, or the document owner requested for advance submission of his/her document AN



ENDORSEMENT TO PSA (NSO) is needed to facilitate in issuance of SECPA (Security Paper).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ FOR TIMELY REGISTRATION <ul style="list-style-type: none"> ○ (3) copies Endorsement Letter ○ (3) Photocopies of Civil Registry documents that need to be endorsed (Certificate of Live Birth, Certificate of Death, Certificate of Marriage) ○ (2) Photocopies of Attachments/Supporting Documents ➤ FOR DELAYED REGISTRATION <ul style="list-style-type: none"> ○ (3) copies Endorsement Letter ○ (3) Photocopies of Civil Registry documents that need to be endorsed (Certificate of Live Birth, Certificate of Death, Certificate of Marriage) ○ (2) Photocopies of Attachments/Supporting Documents ➤ Valid Identification Card of document owner or parent of the document owner ➤ The requester or parent may present the following: (1) Photocopy of Valid Identification Card <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ➤ Authorization Letter if requester is not the document owner (1 Original Copy) ➤ Valid Identification Card of authorized representative and document owner ➤ The requester and authorized representative may present the following: (1) Photocopy of Valid Identification Card of requester and authorized representative <ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) 	<p>City Civil Registrar's Office – Table # 16 City Civil Registrar's Office – Table # 1</p> <p>City Civil Registrar's Office</p> <p>City Civil Registrar's Office – Table # 16 City Civil Registrar's Office – Table # 1</p> <p>City Civil Registrar's Office</p> <p>Document Owner</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Document Owner</p> <p>Bureau of Internal Revenue Office Commission on Election Office</p>



<ul style="list-style-type: none"> ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card 		Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements at Table #16	1. Checking & Preparation of Endorsement Letter	None	10 minutes/client	Table #16 ENDORSEMENT SECTION Registration Officer I
2. Proceed to Table #7 for Payment of fees	2. Issuance of Official Receipt	P 20.00 plus P1.00 to every certified copy of supporting documents P 30.00 (Endorsement)	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
3. Proceed to Table #8 with documents	3. Logging & Stamping of Documents	None	5 minutes/client	Table #8 RECEIVING & RELEASING SECTION Registration Officer I
4. Proceed to Table #12 with documents	4. Signing & Releasing of documents	None	10 minutes/client	Table #12 City Civil Registrar
5. Proceed to Table #14	5. Segregation of documents & Endorsement to Philippine Statistics Authority	None	10 minutes/client	Table #14 BIRTH SECTION Clerk II
6. Return after 2 months for follow up or directly verify at Philippine Statistics Authority-Bacolod for the Issuance of SECPA copy (Security Paper)	6. Make a follow-up call at Philippine Statistics Authority if the document endorsed is now available (SECPA)	P 155 (Birth Certificate, Marriage Certificate, Death Certificate)	15 minutes/client	Table #12 City Civil Registrar
		Total Fees: P205.00; P1.00 for every page	Total Processing Time: 55 minutes/client	



		of document for certified copy		
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XVI. REQUEST FOR SUPPLEMENTAL REPORT

A Supplemental Report may be filed to supply information inadvertently omitted when the document was registered. The Supplemental Report shall not be used in any manner to change or to correct any entry which was previously entered in the Civil Registry. The Civil Registrar shall only accept one Supplemental Report for not more than two (2) omitted information in any registered event. In cases where there are more than two omitted information, all papers related thereto shall be forwarded to the Office of the Civil Registrar General.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ SECPA (Security Paper from PSA (NSO) copy with Official Receipt ➤ Local Civil Registrar copy of the document (8 Photocopies each) ➤ Notarized Affidavit of Supplemental Report (4 Original copies) ➤ Any of the following documentary evidence showing the omitted information (4 photocopies) <ul style="list-style-type: none"> ○ Baptismal Certificate ○ Voter's Registration ○ School Records ○ Postal Identification Card ○ SSS Records ○ GSIS Records ○ Others ➤ Current Community Tax Certificate (4 photocopies) ➤ If the requester is not the document owner but immediate family <ul style="list-style-type: none"> ○ 1 Original Copy of Authorization Letter ○ (1) Photocopy of Valid Identification card of the requestor and the document Owner ➤ If requester is not the document owner and not an immediate family <ul style="list-style-type: none"> ○ (1) Original Copy of Notarized Special Power of Attorney ➤ The client and authorized representative may present the following: (1) Photocopy of the Valid Identification Card of client and authorized representative 	<p>Philippine Statistics Authority</p> <p>City Civil Registrar's Office</p> <p>City Legal Office, Private Lawyer, Public Attorney's Office</p> <p>Parish Church Office Commission on Election Office Department of Education Office, School where the client graduated Philippine Post Office Social Security System Office Government Service Insurance System Office</p> <p>City Treasurer's Office where the document owner resides</p> <p>Document Owner</p> <p>City Legal Office, Private Lawyer, Public Attorney's Office</p>



<ul style="list-style-type: none"> ▪ Tax Identification Number (TIN) ▪ Voter's Certification / Verification Record ▪ PhilHealth Identification Card ▪ Police Clearance ▪ NBI Clearance ▪ Postal Identification Card ▪ UMID Card (GSIS/SSS) ▪ Passport ▪ Company Valid Identification Card ▪ Valid School Identification Card 		<p>Bureau of Internal Revenue Office Commission on Election Office</p> <p>Philippine Health Insurance Corporation Office (PhilHealth) Philippine National Police Office National Bureau of Investigation Office Philippine Post Office Social Security System Office, Government Service Insurance System Office Department of Foreign Affairs Office Company or Office where the owner is employed</p> <p>Department of Education Office, School where the person attended</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirement at Table #4	1. Checking and Evaluation of Requirements and Preparation of Supplemental Report	None	1 hour/ client	Table #4 SUPPLEMENTAL SECTION Clerk III
2. Proceed to Table #7 for Payment of fees	2. Issuance of Official Receipt	Supplemental Fee: P60.00 Endorsement Fee: P30.00	5 minutes/client	Table #7 PAYMENT SECTION Registration Officer IV Clerk II
3. Proceed to Table #4 with Official Receipt	3. Logging and Stamping of documents	None	10 minutes /client	Table #4 SUPPLEMENTAL SECTION Clerk III
4. Bring documents to Table #12	4. Final Review and Signing of Documents	None	10 minutes/client	Table #12 City Civil Registrar
5. Proceed to Table #4 with accomplished documents	5. Segregation of documents and Preparation of endorsement to the Philippine Statistics Authority -Regional Office (Iloilo City) NOTE: For Supplemental Report with more than 2 omitted information, approval from Philippine Statistics Authority – Manila is	Mailing: Philippine Statistics Authority – Bacolod City (Provincial Office) to Philippine Statistics Authority – Iloilo City (Regional Office)	20 minutes/client	Table #4 SUPPLEMENTAL SECTION Clerk III



	needed before a document can be endorsed to Philippine Statistics Authority – Iloilo for Annotation			
6. After 2-3 months verify at Philippine Statistics Authority for approval of supplemental report	6. Philippine Statistics Authority- Secpa copy with Annotation	P 155.00 (Birth, Marriage & Death from Philippine Statistics Authority)	None	Philippine Statistics Authority
		Total Fees: P245.00 plus mailing cost	Total Processing Time: 1 Hour and 45 minutes/client	