

OFFICE OF THE CIVIL REGISTRAR

LOCATION : 2nd Level, Public Market Bldg. No. 1, Burgos St.,
Silay City
TELEPHONE NO. : (034) 4956543 / 4950216
HEAD OF OFFICE : Maria Sheila C. Torres

ABOUT THE SERVICE

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.

ISSUANCE OF CERTIFIED MACHINE COPIES OF CIVIL REGISTRY DOCUMENTS

REQUIREMENTS

- Valid Identification Card if requester is the document owner
- If not: a) Authorization Letter from the document owner
b) Photocopy of ID of the document owner
c) Photocopy of ID of authorized representative

FEES

P20.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill up Request Form and Submit Documentary Requirements	5 minutes / client	#1 RECORDS SECTION Registration Officer I Utility Worker I & II
2. Verification and Retrieval of Records	20 minutes / client	#1 RECORDS SECTION Registration Officer I Utility Worker I & II
3. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Clerk IV Population Program Worker II
4. Logging and Stamping of Documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
5. Signing and Releasing of Documents	5 minutes / client	#12 City Civil Registrar

ON-TIME REGISTRATION OF BIRTH

ABOUT THE SERVICE

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

REQUIREMENTS

- Barangay Certification (signed by the Barangay Captain and noted by the Barangay Midwife)
- If parents are married:
 - Registered Marriage Contract of Parents (2 photocopies)
 - Preferably, informant should be one of the parents. If not, Authorization Letter and Valid I.D. of owner and I.D. of authorized representative.
- If only the mother will acknowledge the child:
 - Valid I.D. of mother (2 photocopies) and personal appearance of the mother
 - Current Community Tax Certificate of the mother
 - If the mother will not personally sign at the Office of the City Civil Registrar, the COLB must be notarized by a lawyer.
- If both parents are not married and father will acknowledge the child and child will carry the surname of the father:
 - Valid I.D. of both parents (2 photocopies)
 - Current Community Tax Certificate of Parents
 - Personal Appearance of Parents at the Office of the City Civil Registrar
 - Registered Notarized Affidavit to Use the Surname of the Father executed by the mother
 - Certificate of Registration of Legal Instrument (issued by the City Civil Registrar) (2 photocopies)
- NOTE :For Illegitimate Births:
 - If one or both parents have no valid I.D., the COLB must be notarized by a lawyer
 - If one or both parents does not personally appear before the Civil Registrar the COLB (Acknowledgement) must be notarized

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present Requirements for Checking	10 minutes / client	#14 BIRTH SECTION (New Born) Clerk II
2. Preparation of Certificate of Live Birth	30 minutes / client	#15 & #3 PHILCRIS SECTION Computer Operator I Population Program Worker II
3. Logging and Stamping of Documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
4. Signing of Documents	10 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar
5. Registration, Segregation and Release of Certificate of Live Birth with Registry Number	10 minutes / client	#14 BIRTH SECTION (New Born) Clerk II

IF BORN IN THE HOSPITAL / CLINIC

REQUIREMENTS

- Accomplished Certificate of Live Birth from the Hospital / Clinic (4 copies)
- If parents are married:
 - Marriage Certificate with Registry Number (2 photocopies)
- If acknowledged only by the Mother:

- Valid I.D. of mother (2 photocopies)
- Current Community Tax Certificate
- Personal appearance of mother at the Office of the City Civil Registrar
- If the mother will not personally appear at the Office of the City Civil Registrar, the COLB (Acknowledgment at the back of COLB) must be notarized by a lawyer.
- If parents are not married and both parents will acknowledge the child and child will carry the surname of the father:
 - Valid I.D. of both parents (2 photocopies)
 - Current Community Tax Certificate of Parents
 - Personal Appearance of Parents at the Office of the City Civil Registrar
 - Registered Notarized Affidavit to Use the Surname of the Father executed by the mother (2 photocopies)
 - Certificate of Registration of Legal Instrument (issued by the City Civil Registrar) (2 photocopies)
- If one or both parents have no valid I.D., the COLB must be notarized by a lawyer

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present accomplished COLB and requirements for checking	10 minutes / client	#14 BIRTH SECTION Clerk II
2. Logging and Stamping of Documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
4. Signing of Documents	10 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar
5. Registration, Segregation and Release of Registered Certificate of Live Birth	10 minutes / client	#14 BIRTH SECTION (New Born) Clerk II

DELAYED REGISTRATION OF BIRTH (LEGITIMATE AND ILLEGITIMATE)

ABOUT THE SERVICE

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

REQUIREMENTS

FOR LEGITIMATE BIRTHS

- Negative Certificate from the Philippine Statistics Authority (formerly NSO) with Official Receipt if child is one (1) year old and above. (2 photocopies)
- Certification from the Local Civil Registry 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):
 - Baptismal / Confirmation Certificate
 - Voter's Certification Record
 - School Records / Transcript / Form 137-E
 - PhilHealth (MDR)
 - Insurance Policy
 - Passport

- Medical Records / Immunization Card
- Others
- Registered Marriage Contract of parents (if married) or of the party (if born 1950's and below) (2 photocopies)
- Joint Affidavit of two (2) disinterested persons who may know and have witnessed the birth of the child
- Affidavit from the hospital / clinic personnel (if born at the hospital or clinic)
- If the informant is the not the document owner:
 - Authorization Letter from the document owner
 - Photocopy of I.D. of the document owner
 - Photocopy of ID of authorized representative

FOR ILLEGITIMATE BIRTHS

IF UNKNOWN FATHER:

- Negative Certificate from PSA (formerly NSO) with Official Receipt if child is one (1) year old and above (2 photocopies)
- Certification from the LCR that the birth is not available in the records or destroyed (LCR Form No. 1B/LCR Form No. 1C)
- Any two (2) of the following documentary evidence which shows the name of the child, date and place of birth (2 photocopies)
 - Baptismal Certificate / Confirmation Certificate
 - Voter's Certification Record
 - School Records/Transcript of Records/Form 137-E
 - PhilHealth (MDR)
 - Immunization Card/Medical Records
 - Insurance Policy
 - Others
- Joint Affidavit of two (2) disinterested persons who know and have witnessed the birth of the child.
- Affidavit from the hospital / clinic personnel (if born at the hospital or clinic)

IF BOTH PARENTS WILL ACKNOWLEDGE THE CHILD AND CHILD WILL CARRY THE SURNAME OF THE FATHER

- Negative Certificate from PSA (formerly NSO) with Official Receipt if child is one (1) year old and above (2 photocopies)
- Certification from the LCR that the birth is not available in the records or destroyed (LCR Form No. 1B/LCR Form No. 1C)
- Any two (2) of the following documentary evidence which shows the name of the child, date and place of birth (2 photocopies)
 - Baptismal Certificate / Confirmation Certificate
 - Voter's Certification Record
 - School Records/Transcript of Records/Form 137-E
 - PhilHealth (MDR)
 - Immunization Card/Medical Records
 - Insurance Policy
 - Others
- Joint Affidavit of two (2) disinterested persons who know and have witnessed the birth of the child.
- Affidavit from the hospital/clinic personnel (if born at the hospital or clinic)
- Registered Notarized Affidavit to Use the Surname of the Father (AUSF) executed by the mother (2 photocopies)
- Certificate of Registration of Legal Instrument (issued by City Civil Registrar) (2 photocopies)
- NOTE: If one or both parents have no valid I.D., the COLB must be notarized by a lawyer.
If one or both parents does 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. For illegitimate children born March 19, 2004 onwards can carry 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.

FEES

A fine of P20.00 and a penalty of P5.00 for every year of delay.

IF THE CHILD IS BORN AT HOME

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements for review and checking	10 minutes / client	#14 BIRTH SECTION (New Born) Clerk II
2. Preparation of Certificate of Live Birth	30 minutes / client	#15 & #3 PHILCRIS SECTION Computer Operator I Population Program Worker II
3. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head
4. Logging and Stamping of Documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
5. Final review and signature of documents	10 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar
6. Issuance of schedule of Registry Number	5 minutes / client	#14 BIRTH SECTION (New Born) Clerk II
7. After a 10-day posting period, present the unregistered copy of the COLB for the Registry Number	5 minutes / client	#14 BIRTH SECTION (New Born) Clerk II

IF THE CHILD IS BORN IN THE HOSPITAL / MATERNITY CLINIC

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit the accomplished COLB and requirements for review/checking	10 minutes / client	#14 BIRTH SECTION (New Born) Clerk II
2. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head
3. Logging and Stamping of Documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
4. Final review and signature of documents	10 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar
5. Issuance of schedule of Registry Number	5 minutes / client	#14 BIRTH SECTION (New Born)

		Clerk II
6. After a 10-day posting period, present the unregistered copy of the COLB for the Registry Number	10 minutes / client	#14 BIRTH SECTION (New Born) Clerk II

APPLICATION FOR PETITION UNDER REPUBLIC ACT NO. 9048 / 10172

ABOUT THE SERVICE

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 of a Judicial Order, amending for this purpose Act Number 9048.

FOR CORRECTION OF CLERICAL ERROR

REQUIREMENTS (4 PHOTOCOPIES)

- Special Power of Attorney if petitioner is not the document owner.
- LCR 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):
 - Baptismal Certificate
 - Voter's Registration
 - GSIS/SSS Record
 - Medical Records
 - Business Records
 - Driver's License
 - Insurance
 - Civil Registry Records of Ascendants
 - Land Titles
 - Certificate of Land Transfer
 - Bank Passbook
 - NBI / Police Clearance
 - Current Community Tax Certificate
 - Valid Identification Cards
 - Marriage Contract
 - School Record
 - Employment Record
 - Certificate of Indigency from DSWD if document owner is indigent

FEES

- Filing Fee : P1,000.00
- Migrant Service Fee : 500.00
- Legal Research Fee : 20.00
- Mailing : LBC

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements for checking	20 minutes / client	#6 R.A. 9048/10172SECTION Handicraft Worker I / Asst. Department Head
2. Payment of Fees	5 minutes / client	#7

		PAYMENT SECTION Asst. Department Head
3. Present official receipt	5 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
4. Preparation of Petition for Review and Signature of Petitioner	1 hour / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
5. Mailing of petition to PSA (NSO) after a 10-day Posting period	15 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
4. Make a follow-up call or text message after one (1) month for the action taken by the Civil Registrar General	15 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I

PETITION FOR CHANGE OF NAME

REQUIREMENTS (4 PHOTOCOPIES)

- Special Power of Attorney if petitioner is not the document owner.
- LCR certified copy and 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, which shall be obtained from the following:
 - National Bureau of Investigation
 - Philippine National Police
- 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):
 - Baptismal Certificate
 - Voter's Registration
 - GSIS/SSS Record
 - Medical Records
 - Business Records
 - Driver's License
 - Insurance
 - Civil Registry Records of Ascendants
 - Valid Identification Cards
 - Land Titles
 - Certificate of Land Transfer
 - Bank Passbook
 - School Record
 - Marriage Contract
 - Certificate of Employment (if employed) / Affidavit of Non-Employment (if unemployed)
 - Affidavit of Application from Publisher
 - Newspaper Clippings
 - Certificate of Indigency from DSWD of document owner is indigent

FEES

- Filing Fee : P3,000.00
- Migrant Service Fee : 1,000.00
- Legal Research Fee : 30.00
- Mailing : LBC
- Publication Fee : Client's choice where to publish

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements for checking	20 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Asst. Department Head
2. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head
3. Present official receipt	5 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
4. Preparation of Petition for Review and Signature of Petitioner	1 hour / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
5. Mailing of petition to PSA (NSO) after a 10-day Posting period	15 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
4. Make a follow-up call or text message after one (1) month for the action taken by the Civil Registrar General	15 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I

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

REQUIREMENTS (4 PHOTOCOPIES EACH)

- NOTE: Correction of Gender must be filed personally
- Certificate of Live Birth (SECPA from NSO)
- Certificate of Live Birth from LCR
- 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 change or sex transplant (for correction of gender only)
- Certificate of Indigency from DSWD if document owner is indigent
- Certificate of Authenticity

FEES (PER R.A. 10172)

- Filing Fee : P3,000.00
- Migrant Service Fee (for correction
- of birth date (day and month only) : 1,000.00

- Legal Research Fee : 30.00
- Mailing : LBC
- Publication Fee : Client's choice where to publish

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements for checking	20 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I City Civil Registrar
2. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Clerk IV
3. Present Official Receipt	5 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
4. Preparation of Petition for Review and Signature of Petitioner and Issuance of Notice of Publication (to be presented to the Publisher for publication) for change of name and 10172	30 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
5. After the two (2) consecutive publications, and after the 10-day posting period, present the Affidavit from the Publisher and copy of the newspaper clippings for preparation for transmittal of petition to PSA (NSO) Manila for Decision or Preparation of Transmittal of Petition to the concerned Civil Registrar in case of migrant petition	1 hour / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I
6. Make a follow-up call or text message after one (1) month for the action taken by the Civil Registrar General	15 minutes / client	#6 R.A. 9048/10172 SECTION Handicraft Worker I / Registration Officer I

REGISTRATION OF LEGAL INSTRUMENTS (ACKNOWLEDGMENT / AFFIDAVIT TO USE THE SURNAME OF THE FATHER (A.U.S.F.) / R.A. 9255 / LEGITIMATION, AND OTHERS

ABOUT THE SERVICE

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, 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

All legal instruments executed abroad shall be registered at the Civil Registry Officer, Manila.

REQUIREMENTS

FOR LEGITIMATION / ACKNOWLEDGEMENT / AUSF

- Notarized Affidavit of Acknowledgment / AUSF (R.A. 9225) / Legitimation or the legal instrument to be registered (4 copies)
- Applicable Civil Registry Forms in Security Paper from PSA (NSO) with Official Receipt and Local Civil Registry copy (8 copies)
- CENOMAR (Certificate of No Marriage from PSA (NSO) with O.R. of both parents (for legitimation only) (4 copies)
- Two (2) Certified copies of Registered Certificate of Marriage of parents (if married) (4 copies)
- Valid IDs of parents
- If the requestor is not the document owner:
 - Authorization Letter from the document owner
 - Photocopy of the ID of the document owner
 - Photocopy of the ID of the authorized representative
- Certified copy of the Death Certificate if parent/parents are deceased.

FEES

- Acknowledgement : P 40.00
- AUSF : P 60.00
- Legitimation : P 50.00
- Mailing : LBC

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present requirements for checking / evaluation	5 minutes / client	#5 LEGAL INSTRUMENT SECTION Population Program Worker II
2. Preparation of Legal Instrument	30 minutes / client	#11 TYPING AREA Population Program Worker II
3. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Clerk IV
4. Logging & Stamping of documents	5 minutes / client	#5 LEGAL INSTRUMENT SECTION Population Program Worker II
5. Signing of documents	10 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar
6. Registration of Legal Instrument, Preparation of Endorsement and Segregation of documents for release	30 minutes / client	#5 LEGAL INSTRUMENT SECTION Population Program Worker II

REQUEST FOR SUPPLEMENTAL REPORT

ABOUT THE SERVICE

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.

REQUIREMENTS

- SECPA (Security Paper from PSA (NSO) copy with Official Receipt and LCR copy of the document (8 photocopies each)
- Notarized Affidavit of Supplemental Report (2 photocopies)
- Any of the following documentary evidence showing the omitted information (2 photocopies):
 - Baptismal Certificate
 - Voter's Registration
 - School Records
 - Postal Identification Card
 - SSS / GSIS Records
 - Others
- Current Community Tax Certificate (2 photocopies)
- If the requestor is not the document owner:
 - Authorization Letter
 - Valid identification card of the requestor and the document owner

FEES

P60.00
Mailing: LBC

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements for checking	5 minutes / client	#4 SUPPLEMENTAL SECTION Clerk III
2. Preparation of Supplemental Report	1 hour / client	#4 SUPPLEMENTAL SECTION Clerk III
3. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Clerk IV
4. Logging and Stamping of documents	10 minutes / client	#4 SUPPLEMENTAL SECTION Clerk III
5. Signing of documents	10 minutes / client	#12 City Civil Registrar
6. Segregation of documents and preparation of endorsement to the PSA (NSO)	20 minutes / client	#4 SUPPLEMENTAL SECTION Clerk III
7. Follow-up after 2 to 3 months for approval of endorsement (Take note of the date of the endorsement letter)	5 minutes / client	#4 SUPPLEMENTAL SECTION Clerk III

REGISTRATION OF COURT DECREES

ABOUT THE SERVICE

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

REQUIREMENTS

- Minimum of four (4) certified copies of the Court Order
- Minimum of four (4) certified copies of the Certificate of Finality / Entry of Final Judgment
- Minimum of (4) copies of the Certified Copies of Certificate of Authenticity
- SECPA (Security Paper from PSA (NSO) with O.R. and LCR 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 final, or more than 30 days in cases of Adoption.
- Certificate of Registration of the Court Decree issued by the Civil Registrar where the court order/decreed was issued.
- If the requestor is not the document owner:
 - Authorization Letter
 - Valid identification card of the requestor and the document owner

FEES

- 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 Order / Decrees : P 50.00
- Naturalization : P500.00
- Mailing : LBC

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements for checking	15 minutes / client	#12 COURT ORDER SECTION City Civil Registrar
2. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Clerk IV
3. IF THE EVENT TOOK PLACE OUTSIDE OF SILAY CITY: Preparation of Certificate of Registration and Issuance of Certified Copies of Court Order / Decision, Certificate of Finality and	1 hour / client	#12 COURT ORDER SECTION City Civil Registrar

Certificate of Authenticity IF THE EVENT TOOK PLACE IN SILAY CITY: Preparation of Certificate of Registration, 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 PSA (NSO)	2 hours / client	#12 COURT ORDER SECTION City Civil Registrar
4. Stamping of documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
5. Signing, Segregation of documents and endorsement to the PSA (NSO) thru mail and release of documents	20 minutes / client	#12 COURT ORDER SECTION City Civil Registrar

ON-TIME REGISTRATION OF DEATH

ABOUT THE SERVICE

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

IF DEATH OCCURRED AT HOME

REQUIREMENTS

- Burial Permit or Transfer of Cadaver
- Barangay Certification on the circumstances of death from the barangay where the person died (1 original, 1 photocopy)

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present the accomplished Certificate of Death signed by the CHO Officer and Embalmer for Checking	10 minutes / client	#9 DEATH SECTION Clerk IV
2. Logging and Stamping of Certificate of Death	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
3. Signing of Documents	10 minutes / client	#12, #13 & #14 Clerk II Asst. Registration Officer City Civil Registrar
4. Registration, Segregation and Release of Registered Certificate of Death	10 minutes / client	#9 DEATH SECTION Clerk IV

IF DEATH OCCURRED AT THE HOSPITAL

REQUIREMENTS

- Accomplished and signed Certificate of Death (signed by the hospital personnel, City Health Officer and Embalmer)
- Burial Permit or Transfer of Cadaver (1 original, 1 photocopy)

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present the accomplished Certificate of Death signed by the hospital personnel, CHO officer and embalmer for checking	10 minutes / client	#9 DEATH SECTION Clerk IV
2. Logging and Stamping of Documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
3. Signing of Documents	10 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar
4. Registration, Segregation and Release of Registered Certificate of Death	10 minutes / client	#9 DEATH SECTION Clerk IV

DELAYED REGISTRATION OF DEATH

ABOUT THE SERVICE

Registration shall be made in the Office of the Civil Registrar of the city/municipality where 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

REQUIREMENTS (4 PHOTOCOPIES)

- Negative Certification from the Philippine Statistics Authority (NSO) with official receipt
- Joint Affidavit of two (2) disinterested persons for delayed registration of death
- LCR Certification (LCR Form 2B (Death Not Available) or Form 2C (Death Destroyed)
- Barangay Certification of Death
- Certification from the Cemetery Caretaker
- Burial Pictures
- Burial Permit or Transfer of Cadaver

FEES

P20.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present the requirements for checking	10 minutes / client	#9 DEATH SECTION Clerk IV
2. Proceed to City Health Office for preparation of Certificate of Death		City Health Office

3. Present the accomplished Certificate of Death signed by the CHO Officer and embalmer for checking	10 minutes / client	#9 DEATH SECTION Clerk IV
4. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head
5. Present the accomplished Certificate of Death and supporting documents for late registration for logging	5 minutes / client	#8 RECEIVING AND RELEASING SECTION Population Program Worker II
6. Signing of Documents	10 minutes / client	#12, # 13 & #14 Clerk II Assistant Registration Officer City Civil Registrar
7. Issuance of Claim Slip	5 minutes / client	#9 DEATH SECTION Clerk IV
8. After a 10-day posting period, present the claim slip for issuance of Registry Number and release of the registered Certificate of Death	5 minutes / client	#9 DEATH SECTION Clerk IV

IF DEATH OCCURRED AT THE HOSPITAL

REQUIREMENTS

- Four (4) copies of the Accomplished and Signed Certificate of Death
- Negative Certification from the PSA (NSO) with Official Receipt
- Affidavit from the hospital personnel
- Joint Affidavit of two (2) disinterested persons for Delayed Registration of Death
- Burial Permit / Transfer of Cadaver (4 photocopies)
- Burial Picture/s (4 photocopies)
- Certification from the cemetery caretaker (1 original and 3 photocopies)
- LCR Form 2B (Death Not Available) / Form 2C (Death Destroyed)

FEES

P20.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present requirements for checking	10 minutes / client	#9 DEATH SECTION Clerk IV
2. Proceed to the hospital for preparation of Certificate of Death		Hospital
3. Present the Accomplished Certificate of Death signed by the City Health Officer and Embalmer for checking	5 minutes / client	#9 DEATH SECTION Clerk IV
4. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head
5. Logging and Stamping of documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
6. Signing of Documents	10 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar

7. Issuance of Claim Slip	5 minutes / client	#9 DEATH SECTION Clerk IV
8. After the 10-day posting period, present Claim Slip for issuance of Registry Number and preparation of Endorsement to PSA (NSO) if requested by the party	15 minutes / client	#9 DEATH SECTION Clerk IV

TIMELY REGISTRATION OF MARRIAGE

ABOUT THE SERVICE

Marriage is a special contract of permanent union between a man and woman entered into in accordance with the 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.

REQUIREMENTS

- Four (4) copies of the Accomplished Certificate of Marriage
- Notarized Affidavit of Article 34 if exempted from marriage license requirements. (4 photocopies)
- In case of marriage under Article 27 and 28, the solemnizing officer shall submit a notarized affidavit that the marriage was performed under said Articles.
- Copy of Authority to Solemnize Marriage of the Pastor/Ministry/Priest from the PSA (NSO) (2 photocopies)

FEES

None

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present the requirements for Checking, stamping of documents	15 minutes / client	#4 MARRIAGE SECTION Clerk III
2. Signing of Documents	5 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar
3. Registration and Release of Certificate of Marriage	10 minutes / client	#4 MARRIAGE SECTION Clerk III

DELAYED REGISTRATION OF MARRIAGE

ABOUT THE SERVICE

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.

REQUIREMENTS (2 PHOTOCOPIES)

- Negative Certification from the PSA (NSO) with Official Receipt
- LCR Certification (LCR Form 3C of Form 3B)
- Affidavit of Contracting Parties with Corroboration of two (2) disinterested persons
- Affidavit from the Church Records Personnel (if married in the church)
- Affidavit from the Regional Trial Court / Municipal Trial Court (if civilly married)
- Four (4) copies of Accomplished Certificate of Marriage (Municipal Form No. 97) from the Church/Regional Trial Court/Municipal Court
- Certificate of Marriage issued by the Church (if married in the church)
- Certificate of Live Birth of child/children showing the date and place of marriage of parents (if available)
- Wedding pictures (if available)

FEES

P20.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present the requirements for Checking, stamping of documents	20 minutes / client	#4 MARRIAGE SECTION Clerk III
2. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Clerk IV
3. Signing of Documents	5 minutes / client	#12 & #13 Assistant Registration Officer City Civil Registrar
4. Secure Claim Slip	5 minutes / client	#4 MARRIAGE SECTION Clerk III
5. Present Claim Slip for release of the Registered Certificate of Marriage after the 10-day posting period and preparation of Endorsement to PSA if requested by the client	10 minutes / client	#4 MARRIAGE SECTION Clerk III

APPLICATION FOR MARRIAGE LICENSE

ABOUT THE SERVICE

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 the said period if the contracting parties have not made use of it.

REQUIREMENTS

- CENOMAR (Certificate of No Marriage) with Official Receipt from the PSA (NSO) of both applicants (Valid for 3 months from date of issue) (2 photocopies)
- SECPA (Security Paper) from PSA of Certified Copy of the Certificate of Live Birth of both applicants (2 photocopies)
- Current Community Tax Certificate of both applicants (2 photocopies)
- Valid identification cards of both applicants (2 photocopies)
- Death Certificate of deceased spouse if applicant is a widow or a widower (2 photocopies)

- If the applicants' previous marriage has been annulled: (2 photocopies):
 - Court Order / Decision with Certificate of Finality
 - Certificate of Registration of the Court Order / Decision
 - Annotated Certificate of Marriage (SECPA copy-Security Paper from PSA-NSO)
 - Certificate of Authenticity
- If one applicant is a Filipino Citizen and is divorced from his/her spouse and Judgment is rendered abroad (2 photocopies):
 - Judicial Validation of Decree of Divorce from the Philippine Court
 - Certificate of Finality
 - Certificate of Registration of Court Order / Decision
 - Annotated Certificate of Marriage (SECPA-Security Paper from PSA-NSO)
 - Certificate of Authenticity
- If one of the applicant is a Foreigner:
 - 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 foreign and Filipino applicant (valid 3 months from date of issue) (2 photocopies)
 - Photocopy of valid passport of foreigner (2 photocopies)
 - If divorced: photocopy of approved divorce documents (2 photocopies)
 - Residence certificate and valid ID of Filipino applicant (2 photocopies)
- Valid Identification Card of both parents who will sign the Consent or Advice (2 photocopies)
- Death Certificate of Parents (if deceased) (2 photocopies)
- Contracting Parties between the ages of 18-21: Parental Consent
- Contracting Parties between the ages of 22 and 24: Parental Advice

FEES

- If both applicants are Silay City residents : P 80.00
- 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 Counseling Fee : P 20.00
- Marriage License Fee : P 20.00
- Mailing Notice : Applicant's choice (LBC/JRS/Post Office, etc.)
Applicant will mail the notice

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present the requirements for Checking, Verification and Preparation of the Application for Marriage License	30 minutes / client	#10 APPLICATION FOR MARRIAGE LICENSE SECTION Population Program Worker II
2. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Clerk IV
3. Review, Logging of Documents, Schedule of Pre-Marriage Counseling Seminar	5 minutes / client	#8 RECEIVING AND RELEASING SECTION Population Program Worker II
4. Signing of Application	10 minutes / client	#12 City Civil Registrar
5. After the 10-day Posting Period, present the Pre-Marriage Counseling Certificate issued by the Population Commission (POPCOM), City	20 minutes / client	#10 APPLICATION FOR MARRIAGE LICENSE SECTION Population Program Worker II

Health Office and the City Social Welfare and Development Office for issuance of Marriage License		
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ISSUANCE OF CERTIFICATIONS

REQUIREMENTS

None

FEES

P20.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill-Up Verification Form	5 minutes / client	#1 RECORDS SECTION Registration Officer I Utility Worker I & II
2. Records Verification and Search	20 minutes / client	#1 RECORDS SECTION Registration Officer I Utility Worker I & II
3. Preparation of Certification	10 minutes / client	#11 TYPING AREA Population Program Worker II
4. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Population Program Worker II
5. Logging and Stamping of documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
6. Signing and releasing of documents	5 minutes / client	#12 City Civil Registrar

ISSUANCE OF TRANSCRIPTIONS FROM THE REGISTRY BOOK

REQUIREMENTS

- Valid Identification Card if the requester is the document owner
- If the requester is not the document owner:
 - Authorization Letter
 - Valid Identification Cards of the Requester and Document Owner

FEES

P20.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill-Up Verification Form and Submit Requirements	5 minutes / client	#1 RECORDS SECTION Registration Officer I Utility Worker I & II
2. Verification of Records	20 minutes / client	#1 RECORDS SECTION Registration Officer I

3. Preparation of Transcription	15 minutes / client	#11 TYPING AREA Registration Officer I Utility Worker I &II
4. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head
5. Logging and Stamping of documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
6. Signing and releasing of documents	5 minutes / client	#12 City Civil Registrar

ISSUANCE OF ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS TO PHILIPPINE STATISTICS AUTHORITY (PSA-NSO)

ABOUT THE SERVICE

All City and 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, in cases when the Philippine Statistics Authority (formerly NSO) has no available record / negative record of the document being requested, an Endorsement to PSA (NSO) is needed to facilitate in issuance of SECPA (Security Paper).

REQUIREMENTS

FOR TIMELY REGISTRATION:

- 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:

- 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 I.D. of document owner or parent of the document owner
 - Authorization Letter if requester is not the document owner
 - Valid I.D. of authorized representative

FEES

P20.00 plus P1.00 for every certified copy of supporting documents

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements for checking and preparation of Endorsement Letter to the PSA	15 minutes / client	#3 ENDORSEMENT SECTION Registration Officer I Population Program Worker II
2. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Population Program Worker II
3. Logging and Stamping of Documents	5 minutes / client	#8 RECEIVING & RELEASING SECTION Population Program Worker II
4. Signing of Documents	10 minutes / client	#12 City Civil Registrar

5. Segregation of documents and endorsement to PSA	10 minutes / client	#14 BIRTH SECTION Clerk II
6. Make a follow-up call after 2 months for Approval of Endorsement from PSA (NSO)	20 minutes / client	# 16 BREQS SECTION Registration Officer I

REQUEST FOR CIVIL REGISTRY DOCUMENTS IN SECPA (SECURITY PAPER) COPY THROUGH THE BATCH REQUEST ENTRY SYSTEM (BREQS)

ABOUT THE SERVICE

The Philippine Statistics Authority (former 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).

REQUIREMENTS

- Valid Identification Card
- If the requester is not the document owner:
 - Authorization Letter
 - Valid Identification Card of the requester and document owner

FEES

- For SECPA (Security Paper of Birth, Death, Marriage Certificates) : P140.00
- For CENOMAR (Certificate of No Marriage) : P195.00
- Plus:
 - BREQS Verification Fee (for Silay residents) : P 60.00
 - BREQS Verification Fee (for non-Silay residents) : P100.00

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present requirements and fill-up BREQS Verification Form	5 minutes / client	# 7 PAYMENT SECTION Asst. Department Head
2. Payment of Fees	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Registration Officer I
3. Submit Accomplished BREQS Verification Form and official receipt	5 minutes / client	#7 PAYMENT SECTION Asst. Department Head Registration Officer I
4. Make a follow-up after 1 week for result from PSA (NSO)	10 minutes / client	#16 BREQS SECTION Registration Officer I

SEMINAR ON FAMILY DEVELOPMENT SESSION

ABOUT THE SERVICE

It is the solemn duty of the state to strengthen the Family and to actively promote its total development. The Family Development Session (FDS) is conducted at the Barangay level jointly by the City Civil Registrar (Population Development Division) and the City Health Office under the technical supervision of the Regional Population Office.

HOW TO AVAIL OF THE SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
FOR SEMINAR ON FAMILY DEVELOPMENT SESSIONS AND FAMILY PLANNING ON COUPLES OF REPRODUCTIVE AGE: 1. Secure schedule from Barangay Midwife or Health Worker/CCR-(Population Development Division)		Midwife or Health Worker and CCR-(Population Development Division)
2. Attend Family Development Sessions(FDS) as per Schedule given by the Midwife/CCR-(Population Development Division)		Midwife or Health Worker / CCR-(Population Development Division)