



Chapter I

Local Civil Registrar's Office (LCRO)

External Services



1. Timely Registration of Vital Events (Live Birth/Marriage/Death)

The birth of a child must be registered within thirty (30) days from birth in this office as mandated in R. A. 3753. Registrations of birth and marriage certificates are free of charge, pursuant to Sec. 6, P.D. No. 651.

The Marriage of a couple through a Civil or Church wedding must be submitted within fifteen (15) days after the solemnization of marriage. The registration of Birth and Marriage is free of charge pursuant to Sec. 6, P.D. No. 651.

The registration of Death with the Civil Registry Office within the period of thirty (30) days is mandatory

Office or Division:	Local Civil Registry Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government	
Who may avail:	<p>BIRTH</p> <ul style="list-style-type: none"> - The document owner - Immediate family members of the child (parents) - Assigned midwife or the Barangay Health Worker, Barangay Secretary in the community; the attendant at birth - Hospital Authority and Birthing Facility <p>MARRIAGE</p> <ul style="list-style-type: none"> - The Couple - The Solemnizing Officer - Secretary/ Staff of the Solemnizing Officer (Church/Institution) <p>DEATH</p> <ul style="list-style-type: none"> - The immediate family members of the deceased 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>LIVE BIRTH</p> <ul style="list-style-type: none"> - Duly accomplished Certificate of Live Birth - Philippine Statistics Authority (PSA) copy Marriage Certificate of the parents (if married) - If not married, the father must be present to acknowledge the child. - List of information on the child and on the event 		<p>Hospital/ birthing facility; Local Civil Registry Office (LCRO)/ Philippine Statistics Authority (PSA)</p>



MARRIAGE <ul style="list-style-type: none"> - Duly accomplished Marriage Certificate - Witten request letter of the couple, noted by the solemnizing officer duly notarized (if marriage was solemnized outside the prescribed place of marriage) 		Solemnizing Officer (Church/Court)		
DEATH <ul style="list-style-type: none"> - Information on the deceased person and its death - Medical record of the person (if available) - Barangay Certification - Valid ID or document of the deceased and the informant 		From the family members or the attendant at death Institution where the person was last checked/ admitted Barangay Hall where the deceased resided Government/ private agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the municipal lobby and in the office reception area	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i>
2. Submit required documents for initial assessment and verification • Secure the Order of Payment that will be issued	2.0. Receive and interview the concerned client then assess submitted requirements 2.1. Prepare Certificate and assign registration number 2.2. Issue the Order of Payment	None	13 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i> <i>Assistant Registration Officer LCRO</i>



<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the Official Receipt (OR) that will be issued 	<p>3.0. Accept payment based on the Order of Payment</p> <p>3.1. Issue Official Receipt (OR)</p>	<p>Birth Certificate- PhP 50.00/ copy</p> <p>Solemnization Fee- PhP300.00/ couple <i>plus</i> PhP100.00/ Sponsor</p> <p>Death Certificate- PhP50.00/ copy</p> <p>Certification Fee- PhP 50.00/ copy</p> <p>Certified True Copy- PhP 50.00/ Copy</p>	<p>30 minutes</p>	<p>Revenue Collection Clerks MTO</p>
<p>4. Return to the LCRO for the processing and release of the document</p>	<p>4.0 Check the OR</p> <p>4.1 Release registered Document (<i>ask if they need a certified true copy of the document</i>)</p>	<p>None</p>	<p>2 minutes</p>	<p>Municipal Civil Registrar LCRO</p>
<p>TOTAL</p>		<p>Birth- PhP 100.00; Marriage- PhP550.00; Death- PhP100.00</p>	<p>45 minutes</p>	



2. Late Registration of Vital Events (Live Birth/Marriage/Death)

The birth of a child must be registered within thirty (30) days from birth in this office as mandated in R. A. 3753. Registrations of birth and marriage certificates are free of charge, pursuant to Sec. 6, P.D. No. 651.

The Marriage of a couple through a Civil or Church wedding must be submitted within fifteen (15) days after the solemnization of marriage. The registration of Birth and Marriage is free of charge pursuant to Sec. 6, P.D. No. 651.

The registration of Death with the Civil Registry Office within the period of thirty (30) days is mandatory

Office or Division:	Local Civil Registry Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<p>BIRTH</p> <ul style="list-style-type: none"> - The document owner/s - Immediate family members of the child <p>MARRIAGE</p> <ul style="list-style-type: none"> - The Couple - The Solemnizing Officer - Secretary/ Staff of the Solemnizing Officer (Church/Institution) <p>DEATH</p> <ul style="list-style-type: none"> - The immediate family members of the family of the deceased 	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>LIVE BIRTH</p> <ul style="list-style-type: none"> - PSA Negative Certification of Birth - Baptismal Certificate - Voters Registration Record - LCRO/PSA copy of Certificate of Marriage of document owner/parents of the child - School Record - Member Data Record from PHIC - Under 5 card (for children below 10 years old) - Joint Affidavit of Two disinterested persons - Residence Certificate of registrant 	<ul style="list-style-type: none"> • PSA (CRS Form No.1 Negative Certification on Birth) • Church/institution where the applicant was baptized • COMELEC • LCRO/PSA • School attended • Phil Health • Rural Health Unit • PAO/Notary Public • LGU 	



MARRIAGE <ul style="list-style-type: none"> - PSA Negative Certification of Marriage - Copies of Marriage Certificate (if available) - Affidavit of registrant - Joint Affidavit of Two disinterested persons - Certification from the solemnizing officer/ office/ church in case the marriage certificate is not available 		<ul style="list-style-type: none"> • PSA (CRS Form No.1 Negative Certification on Birth) • Institution where the marriage was solemnized • PAO/Notary Public • Institution where the marriage was solemnized 		
DEATH <ul style="list-style-type: none"> - PSA Negative Certification of Death (PSA Form No.2) - Joint Affidavit of Two disinterested persons - Certification from the Barangay Officials 		<ul style="list-style-type: none"> • PSA • PAO/Notary Public • Barangay Hall where the deceased resided 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer Admin. Aide III LCRO</i>
2. Submit required documents for initial assessment and verification • Secure the Order of Payment that will be issued	2.0 Receive and Interview the client then evaluate documents submitted 2.1 Let the client sign the certificate form	None	10 minutes	<i>Registration Officer II Registration Officer I Assistant Registration Officer LCRO</i>



	2.2 Issue the Order of Payment			
<p>3. Pay the required fees at the MTO by showing the OP</p> <ul style="list-style-type: none"> Secure the OR that will be issued upon payment 	<p>3.1 Accept the payment based on the OP</p> <p>3.2 Issue OR</p>	<p>PhP260.00</p> <p>PhP 50.00/ Certified True Copy</p>	30 minutes	<p><i>Revenue Collection Clerks</i></p> <p>MTO</p>
<p>4.0 Return to the LCRO for the processing of the document</p> <p>4.1 Get the document duly registered by Municipal Civil Registrar or designated assistant after the ten (10)-days posting period</p>	<p>4.0 Check the OR</p> <p>4.1 Release registered Document (<i>ask if they need a certified true copy of the document</i>)</p>	None	10 days, 2 minutes	<p><i>Municipal Civil Registrar</i></p> <p>LCRO</p>
TOTAL		PhP 310.00	10 days, 47 minutes	



3. Registration of Foundling

Certificate of foundling is issued to deserted or abandoned infant or child committed in an orphan or similar institution with unknown facts of birth and parentage.

This should be reported within thirty (30) days from the date of finding/commitment of the child by the finder/charitable institution to the C/MCR office where the child was found.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - The finder - Barangay Official of the barangay where the child was found - Police Officer of the police station where the foundling was reported - DSWD or orphanage where the child was committed 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Affidavit of the finder stating that the foundling has been reported to the Barangay Captain or to the police authority - Certification of the Barangay Captain or police authority regarding the report made by the finder, stating among others that no one has claimed the child or no one has reported a missing child whose description may be the same as the foundling as of the date of registration. 		<ul style="list-style-type: none"> • Public Attorney's Office (PAO)/ Notary Public • Barangay Hall or Police station 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer Admin. Aide III LCRO</i>



<p>2. Submit required documents</p> <ul style="list-style-type: none"> Secure the Order of Payment that will be issued 	<p>2.0 Receive documents and interview the concerned client then assess submitted requirements</p> <p>2.1 Prepare Certificate of Foundling document, record the same and affix registration number</p> <p>2.2 Hand in the OP</p>	<p>None</p>	<p>13 minutes</p>	<p><i>Registration Officer II</i></p> <p><i>Registration Officer I</i></p> <p><i>Assistant Registration Officer LCRO</i></p>
<p>3. Pay the required fees at the Municipal Treasury Office by showing the OP</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3.0 Accept payment based on the Order of Payment</p> <p>3.1. Issue OR</p>	<p>PhP 50.00/ Certified True Copy</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>4. Return to the LCRO for the processing of the document</p>	<p>4.0. Check the OR</p> <p>4.1. Release registered Document. (ask if they need a certified true copy of the document.)</p>		<p>2 minutes</p>	<p><i>Municipal Civil Registrar LCRO</i></p>
<p>TOTAL</p>		<p>PhP 100.00</p>	<p>50 minutes</p>	



4. Registrable Acts & Events Concerning Civil Status of Indigenous Cultural Communities (ICCS)/ Indigenous People (IPS) and Muslims

The Birth of a child must be registered within thirty (30) days from birth in this office as mandated in R. A. 3753. Registrations of birth and marriage certificates are free of charge, pursuant to Sec. 6, P.D. No. 651.

The Marriage of a couple whose wedding was performed in accordance with customary laws, rites, traditions, and practices must be submitted within thirty (30) days after the solemnization of marriage. The registration of Birth and Marriage is free of charge pursuant to Sec. 6, P.D. No. 651.

The registration of Death with the Civil Registry Office within the period of thirty (30) days is mandatory. In accordance with the Islamic law and jurisprudence, the dead body shall be buried as soon as possible even without the certificate of death; provided that the death shall be reported by the person who performed the burial rites (or by the nearest kin) within forty-eight (48) hours after the date of burial to the local health authority who shall certify the cause of death.

Office or Division:	Local Civil Registry Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government	
Who may avail:	<p>BIRTH</p> <ul style="list-style-type: none"> - The document owner/s - Immediate family members of the child - NCIP Field Personnel or the Barangay Health Worker, Barangay Secretary in the community; the attendant of the birth <p>MARRIAGE</p> <ul style="list-style-type: none"> - The Couple - The person authorized to solemnize marriage - Parties to the marriage (immediate family members) <p>DEATH</p> <ul style="list-style-type: none"> - The immediate family members of the family of the deceased - (For Muslim) Person who performed the burial rites 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>LIVE BIRTH</p> <ul style="list-style-type: none"> - PSA copy Marriage Certificate of the parents (if married) 		<ul style="list-style-type: none"> • LCRO/PSA (Marriage Certificate)



<ul style="list-style-type: none"> - If not married, the father must be present to acknowledge the child - List of information on the child and on the event - Accomplished Municipal Form 102 (Certificate of Live Birth) - Accomplished IP Form No. 1 / Attachment for Muslim - NCIP Certification <p>MARRIAGE</p> <ul style="list-style-type: none"> - Accomplished Marriage Certificate (5 copies) - Accomplished IP Form No. 3 / Attachment for Muslim - NCIP Certification <p>DEATH</p> <ul style="list-style-type: none"> - Information on the deceased person and its death - Medical record of the person (if available) - Identification of the deceased and the informant - Accomplished IP Form No. 2 / Attachment for Muslim - NCIP Certification 		<ul style="list-style-type: none"> • National Commission on Indigenous People (NCIP-CAR) • Person Authorized to solemnize marriage • LCRO • NCIP • From the family members or the attendant at death • Institution where the person was last checked/ admitted • Government/ private agencies • LCRO • NCIP-CAR 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> LCRO
2. Submit required documents for initial assessment and verification	2.0 Receive and evaluate documents submitted	None	13 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i>



<ul style="list-style-type: none"> Secure the Order of Payment that will be issued 	<p>2.1. Interview the client</p> <p>2.2 Prepare Certificate of Live Birth, record the same and affix registration number</p> <p>2.3 Issue the Order of Payment</p>			<p><i>Assistant Registration Officer</i></p>
<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the Official Receipt (OR) that will be issued 	<p>3.0. Accept payment based on the Order of Payment</p> <p>3.1. Issue Official Receipt (OR)</p>	<p>Birth Certificate-PhP 50.00</p> <p>Marriage Certificate-PhP 50.00</p> <p>Death Certificate-PhP 50.00</p> <p>Certified True Copy-PhP 50.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks</i> MTO</p>
<p>4. Return to the LCRO for the processing and release of the document</p>	<p>4.0 Check the OR</p> <p>4.1 Release registered Document (<i>ask if they need a certified true copy of the document</i>)</p>	<p>None</p>	<p>2minutes</p>	<p><i>Municipal Civil Registrar</i> LCRO</p>
<p>TOTAL</p>		<p>PhP100.00</p>	<p>50 minutes</p>	



5. Registration of Acts & Events Concerning Civil Status of Muslim Filipinos

The Birth of a child must be registered within thirty (30) days from birth in this office as mandated in R. A. 3753. Registrations of birth and marriage certificates are free of charge, pursuant to Sec. 6, P.D. No. 651.

The Marriage of a couple whose wedding was performed in accordance with customary laws, rites, traditions, and practices must be submitted within thirty (30) days after the solemnization of marriage. The registration of Birth and Marriage is free of charge pursuant to Sec. 6, P.D. No. 651.

The registration of Death with the Civil Registry Office within the period of thirty (30) days is mandatory

- *In accordance with the Islamic law and jurisprudence, the dead body shall be buried as soon as possible even without the certificate of death; provided that the death shall be reported by the person who performed the burial rites (or by the nearest kin) within forty-eight (48) hours after the date of burial to the local health authority who shall certify the cause of death.*

Office or Division:	Local Civil Registry Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government	
Who may avail:	<p>BIRTH</p> <ul style="list-style-type: none"> - Immediate family members (parents) of the child - Attendant at birth, the Barangay Health Worker, Barangay Secretary in the community; the attendant of the birth <p>MARRIAGE</p> <ul style="list-style-type: none"> - The Couple - The Solemnizing Officer - Immediate family members of the couple <p>DEATH</p> <ul style="list-style-type: none"> - The immediate family members of the family of the deceased - Person who performed the burial rites 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>LIVE BIRTH</p> <ul style="list-style-type: none"> - PSA copy Marriage Certificate of the parents (if married) - If not married, the father must be present to acknowledge the child. - List of information on the child and on the event 		<ul style="list-style-type: none"> • LCRO/PSA (Marriage Certificate)



<ul style="list-style-type: none"> - Accomplished Municipal Form 102 (Certificate of Live Birth) - Accomplished Attachment for Muslim 				
MARRIAGE <ul style="list-style-type: none"> - Accomplished Marriage Certificate - Accomplished Attachment for Muslim 		<ul style="list-style-type: none"> • Solemnizing Officer • LCRO 		
DEATH <ul style="list-style-type: none"> - Information on the deceased person and its death - Medical record of the person (if available) - Identification of the deceased and the informant - Accomplished Attachment for Muslim 		<ul style="list-style-type: none"> • From the family members or the attendant at death • Institution where the person was last checked/ admitted • Government/ private agencies • LCRO 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> LCRO
2. Submit required documents for initial assessment and verification • Secure the Order of Payment that will be issued	2.0. Receive and evaluate documents submitted 2.1. Interview the client 2.2 Prepare Certificate of Live Birth, record the same and affix registration number 2.3 Issue the Order of Payment	None	13 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i> <i>Assistant Registration Officer</i>



<p>3. Pay the required fees at the Municipal Treasury Office by showing the OP</p> <ul style="list-style-type: none"> Secure the Official Receipt (OR) that will be issued 	<p>3.0. Accept payment based on the Order of Payment</p> <p>3.1. Issue Official Receipt (OR)</p>	<p>Birth Certificate-PhP 50.00</p> <p>Marriage Certificate-PhP 50.00</p> <p>Death Certificate-PhP 50.00</p> <p>Certified True Copy-PhP 50.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks</i> MTO</p>
<p>4. Return to the LCRO for the processing and release of the document</p>	<p>4.0 Check the OR</p> <p>4.1 Release registered Document (<i>ask if they need a certified true copy of the document</i>)</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Municipal Civil Registrar</i> LCRO</p>
<p>TOTAL</p>		<p>PhP100.00</p>	<p>50 minutes</p>	



6. Late Registration of Marriage under Native Custom

Marriages solemnized under native custom can be registered as delayed registration with the Local Civil Registry Office provided the client will meet all the required supporting documents.

Office or Division:	Local Civil Registry Office			
Classification:	COMPLEX			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - The document owner - Immediate family member of the document owner 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - PSA Negative Certification of Marriage (PSA Form No. 3) - CENOMAR for both couple - Joint Affidavit of Two disinterested persons (Re: marriage under native custom) - Certification from NCIP on marriages solemnized according to the (IP/ICCS) custom & traditions pursuant to the provisions of RA 8371, otherwise known as the Indigenous People’s Right Act of 1997, and the New Family Code of the Philippines 		<ul style="list-style-type: none"> • PSA • PAO/Notary Public • NCIP-CAR 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III LCRO</i>
2. Submit Required Documents • Secure the order of payment that will be issued	2.0. Receive and evaluate documents submitted 2.1. Interview the client	None	10 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i> <i>Assistant Registration Officer</i>



	<p>2.2. Let the client sign the back portion of the certificate</p> <p>2.3. Prepare marriage certificate form</p> <p>2.4. Issue the Order of Payment</p>			LCRO
<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3.0. Accept payment based on the Order of Payment</p> <p>3.1. Issue OR</p>	PhP260.00	30 minutes	<i>Revenue Collection Clerks MTO</i>
<p>4.0 Return to the LCRO for the processing of the document.</p> <p>4.1 Get the document duly registered by Municipal Civil Registrar or designated assistant after ten (10)-days posting period</p>	<p>4.0 Check the OR</p> <p>4.1 Issue registered document and <i>(ask if they need a certified true copy of the document)</i></p>	None	2 minutes	<i>Municipal Civil Registrar LCRO</i>
TOTAL		PhP 260.00	47minutes	



7. Supplemental Report on Birth/Marriage/Death

A supplemental report for birth, marriage and death may be filed in the Civil Registry Office to supply information inadvertently omitted when the document was registered. Every supplemental report shall contain the following items except in the case of Certificate of Marriage wherein items (f) and (g) are not applicable:

- a) Province
- b) City/Municipality
- c) Registry No.
- d) Information inadvertently omitted in the original registration
- e) Name (of child, deceased, or contracting parties, as the case may be.)
- f) Informant (of the supplemental report)
- g) Prepared by
- h) Received at the Office of the Civil Registrar

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	<ul style="list-style-type: none"> - The document owner - Immediate family member of the document owner 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - PSA copy of Civil Registry Document subject for supplemental report - Affidavit of Supplemental Report - Other relevant supporting documents 		<ul style="list-style-type: none"> • PSA • PAO/ Notary Public • Institution where the document is issued 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the municipal lobby and in the office reception area	1. Give the Log Book to the client	None	5 minutes	Information Officer Admin. Aide III
2. Submit Required Documents	2.0. Receive and evaluate documents submitted	None	20 minutes	Registration Officer II
<ul style="list-style-type: none"> • Secure the order of payment that will be issued 	2.1. Interview the client			Registration Officer I



	2.2. Prepare/ Accomplish the Civil Registry form			Assistant Registration Officer
	2.3. Let the client sign the document			
	2.4. Hand in the Order of Payment			
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment	3.0. Accept the payment based on the Order of Payment	Supplemental Report- PhP 200.00	30 minutes	Revenue Collection Clerks
<ul style="list-style-type: none"> Secure the OR that will be issued 	3.1. Issue OR	Endorsement Fee PhP 200.00		
4. Return to the LCRO for the processing and release of the document	4. Issue the accomplishe d documents	None	2 minutes	Municipal Civil Registrar
TOTAL		PhP 400.00	57 minutes	



8. Application for Marriage License

All couples (either one or both are residents of Itogon) of legal age intending to get married must apply for marriage license at the Municipal Civil Registry Office. A marriage license is valid in any part of the Philippines for a period of 120 days from the date of issue.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All couples of legal age and who intends to get married			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - PSA or local copy of Certificate of Live Birth of both applicants - Parents' Consent/ Advice for applicants below 25 years of age - Legal capacity to contract marriage for foreigners - PSA death certificate of deceased husband/ wife if applicant is widow/ widower - CENOMAR (Certificate of No Marriage) of applicants - CEDULA of both applicants - Court Decision for the annulled 		<ul style="list-style-type: none"> • LCRO/PSA • LCRO • Embassy of the contracting foreigner • PSA • Treasury Office • Court where the annulment was filed 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> LCRO
2. Submit complete requirements then sign the application form	2.0. Interview applicants and fill up the application form 2.1. Review submitted documents	None	17 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i> <i>Assistant Registration Officer</i> LCRO



<ul style="list-style-type: none"> Secure the OP that will be issued 	<p>2.2. Issue the Order of Payment</p> <p>2.3. Advise applicants to undergo Pre-Marriage Counseling/ Family Planning Seminar on the scheduled date</p>			
<p>3. Attend Pre-Marriage Counseling/ Family Planning Seminar on the scheduled date</p>	<p>3.0. Accomplish notice of posting for 10 day</p>	<p>None</p>	<p>2 hours, 10 days (posting period)</p>	<p><i>Pre-Marriage Counseling (PMC) Team</i></p>
<p>4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>4.0. Accept payment based on the Order of Payment</p> <p>4.1. Issue OR</p>	<p>Filing fee- PhP522.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>5. Get the Marriage License after ten (10)-day posting period</p>	<p>5. Issue the Marriage License</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Municipal Civil Registrar MTO</i></p>
TOTAL		PhP 522.00	10 days, 2 hours, 54 minutes	



9. Supplemental Report on Birth/ Marriage/ Death

A supplemental report for birth, marriage and death may be filed in the Civil Registry Office to supply information inadvertently omitted when the document was registered. Every supplemental report shall contain the following items except in the case of Certificate of Marriage wherein items (f) and (g) are not applicable:

- a. Province
- b. City/Municipality
- c. Registry No.
- d. Information inadvertently omitted in the original registration
- e. Name (of child, deceased, or contracting parties, as the case may be.)
- f. Informant (of the supplemental report)
- g. Prepared by
- h. Received at the Office of the Civil Registrar

Office or Division:		Local Civil Registry Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		<ul style="list-style-type: none"> - The document owner - Immediate family member of the document owner. 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - PSA copy of Civil Registry Document subject for supplemental report - Affidavit of Supplemental Report - Other relevant supporting documents 		<ul style="list-style-type: none"> • PSA • PAO/ Notary Public • Institution where the document is issued 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III LCRO</i>
2. Submit Required Documents • Secure the OP that will be issued	4.0. Receive and evaluate documents submitted 4.1. Interview the client	None	20 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i>



	<p>4.2. Prepare/ Accomplish the Civil Registry form</p> <p>4.3. Let the client sign the document</p> <p>4.4. Hand out the Order of Payment</p>			<p><i>Assistant Registration Officer LCRO</i></p>
<p>5. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>5.0. Accept the payment based on the Order of Payment</p> <p>5.1. Issue OR</p>	<p>Supplemental Report- PhP200.00</p> <p>Endorsement Fee- PhP200.00</p>	30 minutes	<p><i>Revenue Collection Clerks MTO</i></p>
<p>6. Return to the LCRO for the processing and release of the document</p>	<p>6. Issue the accomplished documents</p>	None	2 minutes	<p><i>Municipal Civil Registrar LCRO</i></p>
Total		PhP 400.00	57 minutes	



10. Registration of Conversion to Islam

Registration of a person's conversion to Islam is *prima facie* proof that he professes the Islamic faith thus becomes a Muslim.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - The document owner - Immediate family member of the document owner. 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Accomplished Certificate of Conversion to Islam subject for supplemental report - Certification that he/she has undergone an orientation on basic principles and practices of Islam - Other relevant supporting documents 		<ul style="list-style-type: none"> • Accredited Muslim organization by the Office on Muslim Affairs • Recognized and competent <i>Ustadz</i> or <i>Ulama</i> • Institution where the document is issued 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> LCRO
2. Submit Required Documents for initial assessment and verification • Secure the order of payment that will be issued	2.0. Receive the required documents and check for completeness 2.1. Let the client sign the document 2.2. Issue the Order of Payment	None	20 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i> <i>Assistant Registration Officer</i> LCRO



<p>3. Pay the required fees at the MTO by showing the OP</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3.0. Accept the payment based on the Order of Payment</p> <p>3.1. Issue OR</p>	<p>Endorsement fee- PhP 200.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>4. Return to the LCRO for processing and release of the document</p>	<p>4.0. Issue the accomplished documents</p>		<p>2 minutes</p>	<p><i>Municipal Civil Registrar LCRO</i></p>
<p>TOTAL</p>		<p>PhP200.00</p>	<p>57 minutes</p>	



11. Filing of Petitions under Republic Act 9048 (CFN-Change of First Name/CCE- Correction of Clerical Errors) & Republic Act 10172

Republic Act 9048- authorizes the Municipal/City Civil Registrar to correct a clerical or typographical error/s in an entry and/or change of first name or nickname in the civil register without need of a judicial order.

Republic Act 10172 – further authorize the MCR/CCR to correct clerical/ typographical error/s in the day and month in the day of birth or sex of a person appearing in the civil register without need of judicial order.

However, any petition to correct error that would subsequently change the nationality, age, status (civil/ legitimacy) shall be filed with the proper court.

Office or Division:	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	<ul style="list-style-type: none"> - The document owner - Immediate family members of the document owner - Special power of attorney if petitioner is not directly related to the document owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Change of First Name (RA 9048) <ul style="list-style-type: none"> - PSA copy of Civil Registry Document - Baptismal Certificate - PSA copy of Marriage Certificate - Voter's Registration Record - Police and NBI clearances - Certificate of Employment or Affidavit of Non-Employment (if unemployed) - Valid IDs - Other relevant documents - Certificate of Indigency for Indigent client 	<ul style="list-style-type: none"> • PSA • Institution where the client was baptized • PSA • COMELEC • Municipal/City Police Station where the client Resides and NBI • Company/Agency where the client is employed, PAO/ Notary Public • Agency where the ID is issued • Institution where the document is issued



For Correction of Clerical Error (RA9048) <ul style="list-style-type: none"> - PSA copy of the Civil Registry document - PSA Marriage Certificate (if married) - PSA Birth Certificate of Children - Baptismal Certificate - Other relevant documents - Certificate of Indigency for Indigent client - Valid IDs 		<ul style="list-style-type: none"> • PSA • Institution where the client was baptized • Agency concerned • Municipal Social Welfare and Development Office(MSWDO) • Agency where the ID is issued 		
For Correction of Clerical Error (10172) <ul style="list-style-type: none"> - PSA copy of the Civil Registry document - Earliest School Record (Elementary) - Medical Record - Baptismal Certificate - Police and NBI clearances - Valid IDs - Certificate of Employment or Affidavit of Non-Employment - Valid IDs - Copy of newspaper clippings & affidavit of publication - Medical Certification by Accredited Government Physician - Other relevant documents - Certificate of Indigency for Indigent client 		<ul style="list-style-type: none"> • PSA • School where the client attended • Hospital/ Clinic where the client was admitted • Church or Institution where the client was baptized • Municipal/City Police Station where the client Resides; NBI • Company/Agency where the client is employed/ PAO/Notary Public • Agency where the ID is issued • Newspaper Company where the petition was published • Municipal/ City Health Officer • Institution where the document is issued • Municipal Social Welfare and Development Office(MSWDO) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> LCRO



<p>2. Submit required documents for initial assessment and verification</p> <ul style="list-style-type: none"> Secure the order of payment that will be issued 	<p>2.0. Receive/ examine the required documents as to completeness</p> <p>2.1. Accomplish the Petition form for Change of First Name and correction of Clerical Error under RA 1072, advise client to have it published in a newspaper of general circulation for two (2) consecutive weeks</p> <p>2.2. Let the client sign the petition</p> <p>2.3. Issue the Order of Payment (OP)</p>	<p>None</p>	<p>30 minutes</p>	<p><i>MCR</i></p> <p><i>Registration Officer II</i></p> <p><i>Registration Officer I</i></p> <p><i>LCRO</i></p>
<p>3. Pay the required fees at the MTO by showing the OP</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3.0. Accept payment based on the OP</p> <p>3.1. Issue Official Receipt (OR)</p>	<p>CCE filing fee PhP1,000.00</p> <p>CFN/ RA10172 filing fee PhP3,000.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks</i></p>



4. Return to the LCRO for the processing of the petition and Submit notice of publication to the newspaper publisher	4. Prepare Notice of Posting to be posted on the Bulletin Board for 10 days and issue Notice of Publication	None	5 minutes	MCR Registration Officer II Registration Officer I LCRO
5. Submit Proof of Publication for 2 consecutive weeks: a. Two (2) newspaper clippings b. Affidavit of publication	5.0 Receive Affidavit of publication and newspaper clippings 5.1 Prepare complete set of petition for first endorsement to the PSA Legal Department for affirmation	Mailing fee (courier)- PhP200.00	5 minutes 6 months (Affirmation process)	MCR Registration Officer II Registration Officer I LCRO
6.0 Get the affirmed petition, Certificate of Finality and annotated Civil Registry documents 6.1 Proceed to the Treasury Office and pay the required fee	6.0 Issue affirmed documents to client upon receipt from the PSA	Registration Fee- PhP500.00	30 minutes	MCR Registration Officer II Registration Officer I LCRO Revenue Collection Clerks MTO
TOTAL		PhP3,700.00	6 months, 1 hour, 45 minutes	



12. Filing of Migrant Petitions under Republic Act 9048 (CFN-Change of First Name/ CCE- Correction of Clerical Errors) & Republic Act 10172

Migrant petition allows a client who migrated to another place within the Philippines to file a petition for correction of his/her Civil Registry document with the LCRO of the place where he/she is presently residing to save transportation cost, time and effort. The said petition will be sent to the LCRO where the vital event was registered.

Office or Division:	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	<ul style="list-style-type: none"> - The document owner - Immediate family members of the document owner - Special power of attorney if petitioner is not directly related to the document owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Change of First Name (RA 9048) <ul style="list-style-type: none"> - PSA copy of Civil Registry Document - Baptismal Certificate - PSA copy of Marriage Certificate - Voter's Registration Record - Police and NBI clearances - Employer's Clearance or Affidavit of Non-Employment (if unemployed) - Valid IDs - Copy of newspaper clippings & affidavit of publication - Other relevant documents For Correction of Clerical Error (RA9048) <ul style="list-style-type: none"> - PSA copy of the Civil Registry document - PSA Marriage Certificate (if married) - PSA Birth Certificate of Children - Baptismal Certificate - Other relevant documents - Valid IDs 	<ul style="list-style-type: none"> • PSA • Institution where the client was baptized • PSA • COMELEC • Municipal/City Police Station where the client Resides • Company/Agency where the client is employed/ Notary Public • Agency where the ID is issued/Public/Private institution • Newspaper Company where the petition was published • PSA • Institution where the client was baptized • Agency where the ID is issued



For Correction of Clerical Error (10172) <ul style="list-style-type: none"> - PSA copy of the Civil Registry document - Earliest School Record (Elementary) - Medical Record - Police and NBI clearances - Employer's Certificate/ Affidavit of Non-Employment - Valid IDs - Copy of newspaper clippings & affidavit of publication - Medical Certification by Accredited Government Physician - Other relevant documents - Postal Money Order 		<ul style="list-style-type: none"> • PSA • School where the client attended • Hospital/ Clinic where the client was admitted • Municipal/City Police Station where the client Resides; NBI • Company/Agency where the client is employed/PAO/Notary Public • Agency where the ID is issued • Newspaper Company where the petition was published • Municipal/ City Health Officer • Institution where the document is issued • Postal Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Administrative Aide III LCRO</i>
2. Submit required documents for the correction • Secure the order of payment that will be issued	2.0. Receive and evaluate submitted requirements 2.1. Interview the client 2.2. Prepare/ Accomplish the Petition Form for Change of First Name and correction of Clerical Error under RA 1072	None	30 minutes	<i>MCR Registration Officer II</i> <i>Registration Officer I LCRO</i>



	<p>2.3. Advise client to publish the said petition for correction in the newspaper for two (2) consecutive weeks</p> <p>2.4. Let the client sign the petition form</p> <p>2.5. Hand out the order of payment</p>			
<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3. Accept payment and issue OR</p>	<p>Service Fee CCE - PhP500.00</p> <p>CFN/ RA 10172 - PhP1,000.00</p> <p>Filing Fee (postal money order attached with the petition to be transmitted)</p> <p>CCE – PhP1,000.00</p> <p>CFN/ RA 10172- PhP3,000.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>4.0 Present Receipt at LCRO</p> <p>4.1 Get copy of Affirmed Petition after 6 months; or will be notified</p>	<p>4.0 Prepare Notice of Posting to be posted on the Bulletin Board for 10 days and issue Notice of Publication (CFN & 10172 only)</p>	<p>None</p>	<p>2 minutes</p> <p>10 days (Posting)</p> <p>6 months (PSA Affirmation)</p>	<p><i>MCR Registration Officer II Registration Officer I LCRO</i></p>



when the petition will be Affirmed in PSA				
4.2 Submit notice of publication to the newspaper publisher				
5. Submit Proof of Publication for 2 consecutive weeks: a. Two (2) newspaper clippings b. Affidavit of publication	5. Prepare complete set of petition for first endorsement to the PSA Legal Department after the completion of requirements for affirmation	Mailing Fee (courier) PhP200.00	5 minutes 6 months (Affirmation process)	<i>MCR Registration Officer I Registration Officer II LCRO</i>
6.0 Follow-up to the LCR after 6 months 6.1 Get the affirmed petition, Certificate of Finality and annotated Civil Registry documents 6.2. Proceed to the Treasury Office and pay the required fee	6. Receive affirmed documents from the concerned LCR and issue to client	Registration fee PhP 500.00	5 minutes 30 minutes	<i>Registration Officer I Registration Officer II MCR Revenue Collection Clerks MTO</i>
TOTAL		Varies	6 months, 10 days, 1 hour, 42 minutes	



13. Filing of Petitions under Republic Act 9048 (CFN-Change of First Name/CCE- Correction of Clerical Errors) & Republic Act 10172 for a Filipino whose vital events occurred in a foreign country but is currently residing in the Philippines.

The vital event of a Filipino that occurred in a foreign country and was registered with the Philippine Consulate, however, the Filipino returned to the Philippines where he/she is presently residing. The petition shall be filed with the LCRO of the place where he/she is presently residing and that LCRO shall send the petition to the concerned Philippine Consulate. The Consul General shall render the decision.

Office or Division:	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	<ul style="list-style-type: none"> - The document owner - Immediate family members of the document owner - Special power of attorney if petitioner is not directly related to the document owner
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Change of First Name (RA 9048) <ul style="list-style-type: none"> - PSA copy of Civil Registry Document - Baptismal Certificate - PSA copy of Marriage Certificate - Voter's Registration Record - Police and NBI clearances - Employer's Clearance or Affidavit of Non-Employment (if unemployed) - Valid IDs - Other relevant documents 	<ul style="list-style-type: none"> • PSA • Institution where the client was baptized • PSA • COMELEC • Municipal/City Police Station where the client Resides • Company/Agency where the client is employed/ Notary Public • Agency where the ID is issued • Public/private institution
For Correction of Clerical Error (RA9048) <ul style="list-style-type: none"> - PSA copy of the Civil Registry document - PSA Marriage Certificate (if married) - PSA Birth Certificate of Children - Baptismal Certificate - Valid IDs 	<ul style="list-style-type: none"> • PSA • Institution where the client was baptized • Agency where the ID is issued



For Correction of Clerical Error (10172) <ul style="list-style-type: none"> - PSA copy of the Civil Registry document - Earliest School Record (Elementary) - Medical Record - Police and NBI clearances - Employer's Certificate/ Affidavit of Non-Employment - IDs - Copy of newspaper clippings & affidavit of publication - Medical Certification by Accredited Government Physician - Other relevant documents 		<ul style="list-style-type: none"> • PSA • School where the client attended • Hospital/ Clinic where the client was admitted • Municipal/City Police Station where the client Resides; NBI • Company/Agency where the client is employed/ PAO/Notary Public • Institution where the ID is issued • Newspaper Company where the petition was published • Municipal/ City Health Officer • DFA Regional Office • Institution where the document is issued 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III LCRO</i>
2. Submit required documents • Secure the order of payment that will be issued	2.0 Receive and evaluate the submitted documents 2.1. Interview the client 2.2. Prepare/ Accomplish the Petition form for Change of First Name and correction of clerical error under RA 10172	None	30 minutes	MCR Registration Officer II Registration Officer I



	2.3. Let the client sign the petition form			
	2.4 Hand in the Order of Payment			
<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	3. Accept the payment and issue OR	<p>Service Fee: PhP 500.00/ CCE</p> <p>PhP1,000.00/ CFN or RA 10172</p> <p>Filing Fee: OR issued by DFA transmitted US\$50.00/ CCE</p> <p>US\$150.00/ CFN or RA 10172</p>	30 minutes	<p><i>Revenue Collection Clerks</i></p> <p><i>DFA collection clerks</i></p>
<p>4.0 Present Receipt to LCR</p> <p>4.1 Get copy of Affirmed Petition after 6 months; or will be notified when the petition will be Affirmed</p> <p>4.2 Submit Department of Foreign Affairs (DFA) Official Receipt (OR)</p>	4. Prepare Notice of Posting to be posted on the Bulletin Board for 10 days and Notice of Publication	None	<p>2 minutes</p> <p>10 days</p> <p>6 months</p>	<p><i>Registration Officer II</i></p> <p><i>Registration Officer I</i></p> <p><i>MCR</i></p> <p><i>LCRO</i></p>



<p>5. Submit Proof of Publication for 1-time publication:</p> <p>a. Two (2) newspaper clippings</p> <p>b. Affidavit of publication</p>	<p>5. Prepare complete set of petition for first endorsement to the Legal Division of PSA for affirmation</p>	<p>Mailing fee (courier) PhP 200.00</p>	<p>5 minutes</p> <p>6 months (Affirmation process)</p>	<p><i>Registration Officer II/ Registration Officer I/ Asst. Reg. Officer MCR LCRO</i></p>
<p>6. Get the affirmed petition, Certificate of Finality and annotated Civil Registry documents</p> <p>6.1. Proceed to the Treasury Office and pay the required fee</p>	<p>6. Receive affirmed documents and issue to the client</p>	<p>Registration fee PhP 500.00</p>	<p>32 minutes</p>	<p><i>Registration Officer II</i></p> <p><i>Registration Officer I</i></p> <p><i>MCR</i></p> <p><i>Revenue Collection Clerks LCRO</i></p>
<p>TOTAL</p>		<p>Varies</p>	<p>6 months, 10 days, 1 hour, 44 minutes</p>	



14. Registration of Legal Instruments and Court Decrees

➤ Legal instruments that have to be registered:

- ✓ Admission of paternity and acknowledgement, legitimation, voluntary emancipation of minor, parental authorization or artificial insemination
- ✓ Affidavit to Use the Surname of the Father
- ✓ Legitimation of Subsequent Marriage of Parents
- ✓ Affidavit of Appearance
- ✓ Marriage settlement
- ✓ Acquisition of citizenship
- ✓ Option to elect Philippine Citizenship
- ✓ Partition and distribution of properties of spouses and delivery of the children's legitimation
- ✓ Waiver of right's interest of absolute community

➤ Court Decrees that have to be registered:

Court Decisions concerning the status of a person must be registered in the Civil Registry Office where the court is functioning within ten (10) days after the court decree/order has become final and executory. Court decisions that must be registered are the following:

- ✓ Decree of Adoption
- ✓ Decree of Nullity of Marriage/ Declaration of Nullity of Marriage
- ✓ Decree of Legal Separation
- ✓ Court Decisions or orders to correct, change, cancel or delete entries in any certificate of birth, marriage or death
- ✓ Declaration of Presumptive death
- ✓ Registration of voluntary renunciation of citizenship
- ✓ Court Decisions recognizing or acknowledging natural children or impugning or denying such recognition or acknowledgement
- ✓ Judicial determination of maternity affiliation
- ✓ Aliases



14.A Affidavit to use the Surname of the Father

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - Mother of the subject Child - Immediate family members - Subject Child of Age 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - PSA copy of Birth Certificate of the child - Affidavit of Acknowledgement/ Admission of Paternity (if the Father did not sign at the back portion of the Birth Certificate) - Affidavit to use the Surname of the Father <ul style="list-style-type: none"> ■ 0-6 y/o- Affidavit executed by the mother ■ 7-17y/o- Affidavit executed by the child with the sworn attestation of the mother ■ 18y/o & over – Affidavit executed by the child itself - Private Handwritten Instrument by the father <ul style="list-style-type: none"> ➢ Employment record ➢ SSS/GSIS record ➢ Insurance ➢ SALN (Statement of Assets, Liabilities and Net Worth) ➢ ITR (Income Tax Return) ➢ PDS (Personal Data Sheet) 		<ul style="list-style-type: none"> • PSA • PAO/Notary Public • PAO/Notary Public • Agency where the father is employed • SSS/GSIS • Insurance company • Agency where the father is employed • BIR 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide</i> <i>///LCRO</i>



<p>2. Submit Required Documents</p> <ul style="list-style-type: none"> Secure the Order of Payment that will be issued 	<p>2.0 Receive and evaluate documents submitted</p> <p>2.1 Prepare birth certificate form for proper annotation & endorsement</p> <p>2.2 Review and for signature of the Municipal Civil Registrar</p> <p>2.3 Hand in the Order of Payment</p>	<p>None</p>	<p>39 minutes</p>	<p><i>Registration officer II</i></p> <p><i>Registration Officer I</i></p> <p><i>Asst. Reg. Officer</i></p>
<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3. Accept payment and issue OR</p>	<p>PhP400.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks</i> <i>MTO</i></p>
<p>4. Get the annotated document</p>	<p>4. Issue the duly annotated documents</p>	<p>None</p>	<p>2 minutes</p>	<p>Municipal Civil Registrar</p>
<p>TOTAL</p>		<p>P 500.00</p>	<p>1 hour, 58 minutes</p>	



14.B Legitimation of Natural Children

Legitimation is a remedy by which those who were born out of wedlock of parents to be considered legitimate. Children conceived and born out of wedlock of parents, who, at the time of conception of the former, were not disqualified by any legal impediment to marry each other, may be legitimated. Legitimation of children by subsequent marriage of parents shall be recorded in the civil registry office where the birth was registered.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - Parents of the subject child - Subject child if of age 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - PSA/LCRO copy Certificate of Live Birth - PSA/LCRO/ Certified True Copy of Marriage Certificate of Parents - Joint Affidavit of Legitimation of parents - Death Certificate of a deceased parent - CENOMAR (Certificate of No Marriage)/ Marriage Advisory of both parents 		<ul style="list-style-type: none"> • LCRO/PSA • PAO/Notary Public • LCRO/PSA • PSA 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III LCRO</i>
2. Submit required documents for initial assessment and verification • Secure the order of payment that will be issued	2.0. Receive and evaluate documents submitted 2.1. Prepare the document	None	30 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i> <i>Assistant Registration Officer LCRO</i>



	<p>2.2. Review the document and endorse for signature of the Municipal Civil Registrar</p> <p>2.3. Issue the order of payment</p>			
<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3.0. Accept the payment based on the Order of Payment</p> <p>3.1. issue OR</p>	PhP400.00	30 minutes	<i>Revenue Collection Clerks MTO</i>
<p>4. Return to the LCRO for the processing and release of the document</p>	<p>4.0. Check the OR</p> <p>4.1. Issue the Document</p>	None	2 minutes	<i>Municipal Civil Registrar LCRO</i>
TOTAL		PhP400.00	1 hour, 7 minutes	



14.C Legitimation of Children Born to Minor Parents

Legitimation of children born to minor parents amended Art. 177 of the Family Code which states that: “Children conceived and born outside of wedlock of parents who, at the time of conception of the former, were not disqualified by any impediment to marry each other or so disqualified only because either or both of them were below (18) years of age may be legitimated.”

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - Parents of the subject child - Subject child if of age 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - PSA Certificate of Live Birth - LCRO/PSA copy of Marriage Certificate of Parents - Joint Affidavit of Legitimation of parents stating that at the time the child was conceived, the aforesaid parent/s were not disqualified by any impediment to marry each other except the minority age of either or both parents. - Death Certificate of deceased parent - CENOMAR (Certificate of No Marriage)/ Marriage Advisory of both parents 		<ul style="list-style-type: none"> • PSA/LCRO • PAO/Notary Public • PSA/LCRO • PSA 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> LCRO
2. Submit required documents for initial assessment and verification	2.0. Receive and evaluate documents submitted	None	40 minutes	<i>Registration Officer II</i>



<ul style="list-style-type: none"> Secure the order of payment that will be issued 	<p>2.1. Prepare birth certificate form for proper annotation & endorsement</p> <p>2.2. Review document and endorse for signature of the Municipal Civil Registrar</p> <p>2.3. Issue the order of payment</p>			<p><i>Registration Officer I</i></p> <p><i>Assistant Registration Officer LCRO</i></p>
<p>3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3.0. Accept the payment based on the Order of Payment</p> <p>3.1. Issue OR</p>	PhP400.00	30 minutes	<p><i>Revenue Collection Clerks MTO</i></p>
<p>4. Return to the LCRO for the processing and release of the document</p>	<p>4. Issue the Document</p>	None	2 minutes	<p><i>Municipal Civil Registrar LCRO</i></p>
TOTAL		PhP400.00	1 hour, 17 minutes	



14.D Endorsement of Court Decrees

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - The document owner - Immediate family member of the document owner. - Special power of attorney if petitioner is not directly related to the document owner 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Certificate of Finality - Court Decision - PSA copy of the affected Civil Registry document - Certificate of Registration & Certificate of Authenticity - Certified True Copy of the Decisions - Other relevant supporting documents 		<ul style="list-style-type: none"> • Court where the case was filed • PSA • LCRO where the court order/decision was granted • Proper Court where the case was filed • Institution where the document is issued 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the municipal lobby and in the office reception area	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer Admin. Aide III LCRO</i>
2. Submit Required Documents • Secure the order of payment that will be issued	2.0. Receive and evaluate documents submitted 2.1. Interview the client 2.2. Prepare/ Accomplish the annotated Civil Registry documents	None	1 hour 20 minutes	<i>MCR Registration Officer I Registration Officer II LCRO</i>



	2.3. Process the document for annotation and for MCR signature 2.4. Hand in the Order of Payment			
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment • Secure the OR that will be issued	3. Accept payment and issue OR	Adoption- PhP 500.00 Annulment- PhP 500.00 Correction of entry- PhP 500.00	30 minutes	<i>Revenue Collection Clerks MTO</i>
4. Get the annotated document	4. Issue the duly annotated documents	None	3 minutes	<i>Municipal Civil Registrar LCRO</i>
TOTAL		PhP 500.00	1 hour, 58 minutes	



15. Registration of Divorces among Muslim Filipinos

Divorce is the formal dissolution of the marriage bond in accordance with P.D. 1083 to be granted only after the exhaustion of all possible means of reconciliation between the spouses.

Certificate of Divorce or Court Decree shall be submitted for registration within thirty (30) days after the date of divorce.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - The document owners (Husband or wife) - Immediate family member of the document owners 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 5 copies of Certificates of Divorce or Court Decree - Certificate of Marriage and Marriage Register - PSA copy of the affected Civil Registry document - Certificate of Registration & issued by LCR where the dissolution of marriage was made. - Other relevant supporting documents 		<ul style="list-style-type: none"> • Court where the case was filed • NCIP • PSA • LCRO where the dissolution of marriage was done • Institution where the document is issued 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> LCRO
2. Submit Required Documents • Secure the order of payment that will be issued	2.0. Evaluate documents submitted 2.1. Interview the client 2.2. Prepare/ Accomplish the annotated Civil Registry documents	None	1 hour, 20 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i> <i>Assistant Registration Officer</i> LCRO



	2.3. Process the document for annotation and for MCR signature 2.4. Hand in the Order of Payment			
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment • Secure the OR that will be issued	3. Accept the payment and issue OR	Registration Fee- PhP 500.00	30 minutes	<i>Revenue Collection Clerks</i> MTO
4. Get the annotated document	4. Issue the duly annotated documents	None	3 minutes	<i>Municipal Civil Registrar</i> MCRO
TOTAL		PhP 500.00	1 hour, 58 minutes	



16. Registration of Dissolution of Marriages for ICC/IP

Dissolution of marriages refers to the termination of marriage as declared in a ruling or decision of the Council of Elders, Council of Timuays, Bodong Holders, or other tribunal and body authorized under the indigenous political structure of the ICC/IP for causes sanctioned by established customary law or practice after exhaustion of all possible means of reconciliation between the spouses.

Certificate of dissolution of marriage shall be registered within thirty (30) days after the date of the dissolution of marriage.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<ul style="list-style-type: none"> - The document owners (Husband or wife) - Immediate family member of the document owners 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 5 copies of the Certificate of Dissolution of Marriage (IP Form No. 4) - NCIP Certification of being a member of ICC/IP - PSA copy of the affected Civil Registry document - Certificate of Registration & issued by LCR where the dissolution of marriage was made. - Other relevant supporting documents 		<ul style="list-style-type: none"> • Court where the case was filed • NCIP • PSA • LCRO where the dissolution of marriage was done • Institution where the document is issued 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> <i>LCRO</i>
2. Submit Required Documents	2.0 Evaluate documents submitted	None	1 hour, 20 minutes	<i>Registration Officer II</i> <i>Registration Officer I</i>



<ul style="list-style-type: none"> Secure the order of payment that will be issued 	2.1 Interview the client 2.2 Prepare/ Accomplish the annotated Civil Registry documents 2.3 Process the document for annotation and for signature MCR 2.4 Hand in the Order of Payment			<i>Assistant Registration Officer LCRO</i>
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment <ul style="list-style-type: none"> Secure the OR that will be issued 	3. Accept the payment and issue OR	Registration Fee- PhP 500.00	30 minutes	<i>Revenue Collection Clerks MTO</i>
4. Get the annotated document	4. Issue the duly annotated documents	None	3 minutes	<i>Municipal Civil Registrar MCRO</i>
TOTAL		PhP 500.00	1 hour, 58 minutes	



17. Issuance of Certified Copies of Civil Registry (CR) Documents

Civil Registry documents such as birth, marriage and death certificates may be availed of by securing a certified transcript from the Civil Registry Office.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	<ul style="list-style-type: none"> - The document owner - Immediate family member of the document owner. - Anyone authorized by the document owner. 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If client is the document owner: <ul style="list-style-type: none"> - Information on the vital event registered - Old copy of the Civil Registry document (if available) - ID of the document owner and the claiming family member Additional Requirement if the Client is a representative: <ul style="list-style-type: none"> - Authorization letter of the document owner and the ID of the claiming party. 		<ul style="list-style-type: none"> • LCRO/PSA • Institution where the ID is issued • Written and signed by the document owner 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> <i>LCRO</i>
2. Fill-up Request Form • Secure the order of payment that will be issued	2.0 Receive Request Form 2.1 Verify documents in the computer database, If negative, verify in the index	None	4 minutes (w/o Annotation) 10 minutes (w/ Annotation)	<i>Registration Officer I</i> <i>Registration Officer II</i> <i>Assistant Registration Officer</i>



	<p><i>Note:</i> If both, results to negative, advice client to get copy at the PSA, Regional Office</p> <p>2.2 Prepare the needed documents, if available</p> <p>2.3 Let the MCR sign the Certified True Copy of the document, enter in the log book and put seal</p> <p>2.4 Hand in Order of Payment</p>			Admin. Aide III LCRO
<p>3. Pay the required fees at the MTO by showing the OP</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3. Accept the payment and issue OR</p>	<p>Certification Fee PhP 50.00</p> <p>Verification Fee PhP 50.00</p>	30 minutes	All LCR Personnel LCRO
<p>4. Get Certified True Copy/copies of Civil Registry document/s</p>	<p>4. Issue the duly certified document</p>	None	2 minutes	Municipal Civil Registrar
TOTAL		PhP 100.00	47 minutes	



18. Out-of-Town Registration of Vital Events

Late registration of birth is prepared in the civil registrar of a city or a municipality which is not the place of birth, not for registration but to be forwarded where the birth occurred and where it should be registered.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	<p>BIRTH</p> <ul style="list-style-type: none"> - the document owner/s - Immediate family members of the child - the attendant of the birth (if applicable) <p>MARRIAGE</p> <ul style="list-style-type: none"> - The Couple - The Solemnizing Officer - Secretary/ Staff of the Solemnizing Officer (Church/Institution) <p>DEATH</p> <p>The immediate family members of the family of the deceased</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - PSA Negative Certification of Birth - Baptismal Certificate - Voters Registration Record - LCRO/PSA copy of Certificate of Marriage of applicant - School Record - Member Data Record from PHIC - Under 5 card (for children below 10 years old) - Affidavit for out-of-town delayed registration of birth - Residence Certificate of registrant 		<ul style="list-style-type: none"> • PSA (CRS Form No.1 Negative Certification on Birth) • Church/institution where the applicant was baptized • COMELEC • LCRO/PSA • School attended • Phil Health • Rural Health Unit • PAO/Notary Public • LGU 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal lobby and in the office lobby	1. Give the Log Book to the client	None	5 minutes	<i>Information Officer</i> <i>Admin. Aide III</i> LCRO



<p>2. Submit required documents</p> <ul style="list-style-type: none"> Secure the order of payment that will be issued 	<p>1.0 Receive and evaluate documents submitted</p> <p>1.1 Review filled-up information sheet</p> <p>1.2. Prepare birth certificate form</p> <p>1.3. Issue the OP</p>	<p>None</p>	<p>10minutes</p>	<p><i>Registration Officer II</i></p> <p><i>Registration Officer I</i></p> <p><i>Assistant Registration Officer LCRO</i></p>
<p>3. Pay the required fees at the MTO by showing the OP</p> <ul style="list-style-type: none"> Secure the OR that will be issued 	<p>3.0. Accept payment based on the OP</p> <p>3.1. Issue OR</p>	<p>PhP100.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>4.0 Return to the LCRO For the processing of your document.</p> <p>4.1. Follow-up at the LCRO only after six (6) months.</p>	<p>4.0 Transmit the document to the concerned LCR after the ten-day posting period</p>	<p>PhP500.00- filing fee in postal money order (PMO)</p>	<p>6 months, 2 minutes</p>	<p><i>Municipal Civil Registrar LCRO</i></p>
<p>5. Get the document duly registered by Municipal Civil Registrar or designated assistant after the six (6) months</p>	<p>5. Issue the registered document and ask if they need a certified true copy of the document</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Municipal Civil Registrar LCRO</i></p>
<p>TOTAL</p>		<p>PhP 600.00</p>	<p>6 months, 10 days, 49 minutes</p>	