

**ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE
AND DEATH CERTIFICATES
(At the Office of the Civil Registrar)**

Requirements to be submitted by Clients:

- a. Residence Certificate (Cedula)
- b. Official Receipt issued by the Treasury Office

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Signs client log book for documents to be requested	Ask the client what we can do to help him/her 2 minutes	
2	Waits for the verification of availability of the civil registry documents in the computer database	Manual verification of the requested document in Registry Book of in Computer database 12 minutes	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C. Indic
3	Pays the required fees at the Mun. Treasury Office	Ask the client to pay the necessary fee at the Treasury Office and ask for official receipt 5 minutes	Eugenio C. Custodio
4	Issuance of the requested document duly signed by the Civil Registrar or authorized signatories.	Give the requested document to the requesting party with official seal. 1 minute	Wilma V. Calugay
Total Service Time per Client: 20 minutes			
END OF TRANSACTION			

**REGISTRATION OF BIRTH AND MARRIAGE
CERTIFICATES
HOW TO AVAIL OF THE SERVICE**

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Signs client log book for documents to be requested	Ask the client what we can do to help him/her 2 minutes	
2	Submits documents for review	For registration of birth *Certificate of Live Birth (COLB) For registration Marriage 12 minutes	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C. Indic
3	Pays the required fees at the Mun. Treasury Office	Ask the client to pay the necessary fee at the Treasury Office and ask for official receipt. 5 minutes	Eugenio C. Custodio
4	Gets the Certificate of Live Birth or Certificate of Marriage duly signed by the Municipal Registrar	Apply dry seal on the Certificate of Live Birth and Marriage Certificate issued 1 minute	Wilma V. Calugay
Total Service per Client: 20 minutes			
END OF TRANSACTION			

REGISTRATION OF DEATH CERTIFICATES

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Signs client log book for documents to be requested	Ask the client what we can do to help him/her 2 minutes	
2	Submits documents for review	1. Death Certificate 2. Approved Transfer Permit from the Mun. Health Office for the transfer of cadaver and get of payment 2 minutes	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C. Indic
3	Pays the required fees at the Mun. Treasury Office	Ask the client to pay the necessary fee at the Treasury Office and ask for official receipt. 5 minutes	Eugenio C. Custodio
4	Waits for the preparation and registration of the Death Certificate	Encoding the Certificate of Death using Philcris application in computer and print 12 minutes	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C. Indic
5	Gets approved Death Certificate	Give the Certificate to the requesting party duly signed and sealed. 1 minute	Wilma V. Calugay
Total Service per Client: 22 minutes			
END OF TRANSACTION			

APPLICATION FOR DELAYED REGISTRATION OF BIRTH MARRIAGE & DEATH

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Signs client log book for documents to be requested	Ask the client what we can do to help him/her. 2 minutes	
2	Submits documents for review	For delayed registration of Birth *Philippine Statistics Authority negative result of registration *Affidavit of two disinterested persons (If the registrant is not the informant) *Certificate of Live Birth (prepared by hospitals, midwives, nurses or attending physicians) For delayed registration of Marriage *Philippine Statistics Authority negative result of registration *Copy of certificate of marriage *Affidavit of husband and wife *Affidavit of two disinterested persons *Wedding pictures 12 minutes	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C. Indic

3	Returns after 10 days and get order of payment	Ask the client to pay the necessary fee at the Treasury Office and ask for official receipt 1 minute	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C. Indic
4	Pays the required fees at the Treasurer's Office	Wait for the Official Receipt payed by the client 5 minutes	Eugenio C. Custodio
5	Gets delayed registered document & endorsement letter Note: Submit to Philippine Statistics Authority Office, Calasiao, Pangasinan for endorsement and request for Security Paper	Give the registered document with official seal. 1 minute	Wilma V. Calugay
Total Service Time per Client: 21 minutes			
END OF TRANSACTION			

APPLICATION FOR MARRIAGE LICENSE

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Signs client log book	Ask the applicants to fill up application form 2 minutes	
2	Fill up form for marriage license	Secure marriage application form 5 minutes	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C. Indic
3	Submit application and requirements for review and get order of payment	*Birth certificate of applying couple *Parental consent for applicant 18 - 20 years old *Birth certificate of applying couple *Parental Advice for applicant 23 - 24 years old Other requirements *Death certificate of deceased spouse, Decree of divorce or annulment, for applicant who has been previously married *Certificate of No Marriage (CENOMAR) for 23 years old above couples *Certificate of Legal Capacity to contract marriage issued by the diplomative or consular official in case the applicant/s is a citizen of foreign country *Parental Advice for applicant 23-24 10 minutes	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C. Indic
4	Pays the required fees at the	Ask the client to pay the necessary fee at the Treasury	

	Treasurer's Office	Office	Eugenio C. Custodio
		5 minutes	
5	Go back to the Mun. Civil Registrar for interview and subscription	Wait and ask for the Official receipt	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victroria C.Indic
		20 minutes	
6	Attends the Pre-marriage counseling (PMC) at DSWD and Family planning seminar at the Rural Health Unit which is conducted every Thursday of the week	Wait for the applicants	Mercedes R. Bigay Mun. Social & Dev't Officer Dra. Catherine B. Licuanan Mun. Health Office
		1 hour	
7	Returns after 10 days to get marriage license	Certificate of attendance to Pre-marriage Counseling Seminar	Geraldo C. Agbuya Jr. Evangeline C. Ursua Zenaida C. Vinoya Maria Victoria C.Indic
		10 days	
Total Service Time per Client: 10 days, 1 hour & 42 minutes			
END OF TRANSACTION			

**CHANGE OF FIRST NAME, NICKNAME AND FOR
CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR**

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Signs client log book	Ask the client what document he/she wants to be corrected 2 minutes	
2	Inform the personnel the name to be changed in his/her birth certificate and the name he/she is using or the clerical error/s to be corrected	Verify the Documents to be corrected 15 minutes	Wilma V. Calugay
3	Fill up the petition form Fill up the petition form and submit the required documents for review and get order of payment	Change of First name (R.A. 9048) *Certificate of Live Birth PSA Security Paper *Certificate of Baptism or school records (Form 137, diploma) *Police Clearance *NBI Clearance *Employer's Clearance with no pending administrative case, if employed or affidavit of no income/Affidavit of unemployment, if not employed	Wilma V. Calugay Mun. Civil Registrar

		<p>*Additional Requirements:</p> <ul style="list-style-type: none"> *Voter’s registration record/ID or any valid ID *Driver’s license, if applicable *Marriage contract (if applicable) *Birth certificate of children (if applicable) *Business permit, if self-employed *School clearance with a pending administrative case, if student <p>Correction of Clerical Error (R.A.9048)</p> <p>A. Certificate of Live Birth</p> <ul style="list-style-type: none"> *Certificate of Live Birth in PSA Security Paper *Certificate of baptism School record (Form 137/diploma) *Marriage contract if applicable *Birth certificate of children if applicable <p>Additional Requirements for correction of parent name</p> <ul style="list-style-type: none"> *Birth certificate of father or mother *Marriage contract of parents and petitioner *Birth certificate of at least 2 siblings of father or mother *Voter’s registration record or valid of petitioner *Certificate of death of father or mother <p>B. Certificate of marriage</p> <ul style="list-style-type: none"> *Certificate of Marriage PSA Security Paper *Certificate of Live Birth in PSA Security Paper *Certificate of Baptism of petitioner 	
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		<ul style="list-style-type: none">*Birth certificate of at least 2 siblings*School records (Form 137/diploma)C. Certificate of Death*Certificate of Death PSA Security Paper*Certificate of Live Birth in PSA Security Paper*Certificate of Death from hospital*Certificate of burial rites from church*Certificate of baptismCorrection of Gender/Day & Month of Birth under R.A. 10172*Certified true copy of the birth certificate or certified transcription or the certified true copy of the page of the registry book containing the entry or entries sought to be corrected. Both the PSA copy and LCRO copy shall be submitted to determine the consistency of entries in both copies.*Earliest school documents. In case where the petitioner/document owner never entered school, an affidavit attesting to the facts shall be submitted.*Medical records, in case where the petitioner/document owner has no medical records, an affidavit attesting to the facts shall be submitted.*Baptismal certificate and other documents issued by religious authorities. In case where the	
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		<p>petitioner/document owner has no baptismal certificate or similar documents, an affidavit attesting to the facts shall be submitted.</p> <p>*Clearance or a certification that the owner of the document has no pending administrative, civil or criminal case, or no criminal record, which shall be obtained from the following:</p> <ul style="list-style-type: none"> * Employee. If employed; *National Bureau of investigation; and *Philippine National Police *Medical Certification issued by an accredited government physician in the case of correction of sex, the petitioner shall be supported with a certification issued by an accredited government physician that the petitioner has not undergone sex change or sex transplant. *Order documents which the petitioner or the C/MCR, or the CG may consider relevant and necessary for the approval of the petition. * Marriage Contract *Birth Certificate of Children *Voter’s registration record *Community Tax Certificate of Petitioner <p style="text-align: center;">10 minutes</p>	
4	Pays the required fees at the Treasurer's Office	Ask the client to pay the necessary fee at the Treasury Office and ask for official receipt.	Eugenio C. Custodio

		5 minutes	
5	Returns to the Mun. Civil Registrar's Office to submit proof of payment Note: For petition for change of first name/correction of gender/day & month of birth get notice for publication	Ask the Original Official receipt and get 2 Xerox copy of original receipts 5 minutes	
6	For petition of change of first name. Have your petition published in a local newspaper of general circulation for two consecutive weeks	Notice for publication	
7	Returns to the Mun. Civil Registrar's Office after two weeks to submit proof of publication	Ask for the client of Proof of publication *Affidavit of Publication Editor *Newspapers where petition was published 5 minutes	
8	After three months from submission of Proof of Publication, get affirmed petition with the certificate of finality to be	Process the certificate of finality and thereafter ask the party concerned to submit the latte to Philippine Statistics Authority for the issuance of SECPA.	

	submitted to Philippine Statistics Authority for SECPA request		
		1 minutes	
Total Service Time per Client: 43 minutes			
END OF TRANSACTION			

APPLICATION FOR LEGITIMATION OF NATURAL CHILD

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Signs client log book	Ask the client the document to be processed for legitimation 2 minutes	
2	Submits accomplished documents for review as to completeness and authenticity	*Joint Affidavit of legitimation of parents *Certificate of Live Birth in PSA Security paper *Marriage contract of parents *Affidavit of Paternity if child is not acknowledged *Certificate of No Marriage of both parents (CENOMAR) 10 minutes	Geraldo C. Agbuya Jr.
3	Pays the required fees at the Mun. Treasury Office	Ask the client to pay the necessary fee at the Treasury Office and ask for official receipt. 5 minutes	
4	Waits for the processing of the annotated registry documents & endorsement letter addressed to PSA	Process the document to be legitimated 30 minutes	
5	Gets approved Death Certificate	Give the processed document and ask the client to submit to Philippine Statistics	Wilma V. Calugay

		Authority for the Issuance of SECPA	
		1 minute	
Total Service Time per Client: 48 minutes			
END OF TRANSACTION			

**REGISTRATION OF AFFIDAVIT TO USE THE SURNAME
OF THE FATHER (R.A.9255)
HOW TO AVAIL OF THE SERVICE**

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Signs client log book	Ask the client the document he/she wants to be processed and verify 2 minutes	
2	Submits accomplished documents for review	*Certificate of Live Birth in PSA Security paper *Affidavit to use the surname of the father executed by the mother if the child is 6 years old & below or AUSF executed by the child if 7 to 17 years old with the attestation of the mother or AUSF executed by the child if 18 yrs. Old and above *Affidavit of acknowledgement 10 minutes	Geraldo C. Agbuya Jr.
3	Pays the required fees at the Mun. Treasury Office	Ask the client to pay the necessary fee at the Treasury Office and ask for official receipt. 5 minutes	Eugenio C. Custodio
4	Waits for the processing of the annotated registry documents & endorsement letter addressed to PSA	Process the document with the proper remarks/annotation 30 minutes	Wilma V. Calugay Mun. Civil Registrar
Total Service Time per Client: 47 minutes			
END OF TRANSACTION			

