



City Civil Registrar's Office Frontline Services



1. Registration of Birth, Marriage and Death Certificates

The local registrars shall keep and preserve in their offices the following books, in which they shall, respectively make the proper entries concerning the civil status of persons. In the Philippines, the Civil Registry Law (Act No. 3753), which mandates the registration in appropriate civil registry books of all facts and acts concerning the civil status of persons from birth to death including the changes taking place therein.

Office or Division:	City Civil Registrar's Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Duly accomplished Certificate of Live Birth - (4 original copies)	City Civil Registrar's Office
	Marriage Certificate of Parents - (1 photocopy)	Client
	Official Receipt - (1 original copy)	City Treasurer's Office
	Situational Requirements:	
	A. Timely Registration of Birth for Illegitimate Child	
	Valid ID Cards (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD) / CEDULA - (1 photocopy)	Client
	Affidavit of Acknowledgement/Admission of Paternity - (5 original copies)	Law Office
	Affidavit to Use the Surname of the Father (AUSF) (if the child is/are 0-6 years old) by the Mother, if availing RA 9255 - (5 original copies)	Law Office
	Affidavit to Use the Surname of the Father (AUSF) (if the child is/are (7) years old to seventeen (17) years of age) by the Child, duly attested by mother or guardian - (5 original copies)	Law Office



Affidavit of Guardianship, in the absence of mother if availing RA 9255 - (2 original copies)	Law Office
B. Late Registration of Birth for Legitimate / Illegitimate Child	
Marriage Certificate of Parents (for legitimate child only) - (1 photocopy)	Philippine Statistics Authority
PSA/LCR of No Record (6 mos. old and above) - (1 original copy)	Philippine Statistics Authority/Local Civil Registrar Offices
Affidavit of Delayed Registration of Birth to be executed by applicant, parents, attendant during Birth, guardian, etc., with Corroboration of two (2) Disinterested Persons, (if no other document to support) – (2 original copies)	Law Office
C. Timely Registration of Marriage Certificate	
Accomplished Marriage Certificate - (4 original copies)	City Civil Registrar's Office
Application for Marriage License - (1 photocopy)	City Civil Registrar's Office
Marriage License - (1 photocopy)	City Civil Registrar's Office
Certificate of Registration Authorize to Solemnize Marriage (CRASM) for Solemnizing Officer except Mayor or Judge - (1 photocopy)	Philippine Statistics Authority
D. Late Registration of Marriage Certificate	
Duly Accomplished Marriage Certificate/ Reconstructed Marriage Certificate, Affidavit with Corroboration and Affidavit at the back of Marriage Certificate – (4 original copies)	City Civil Registrar's Office
Certificate of No Records of Marriage issued by PSA and LCR (6 mos. and above) – (1 original copy)	Philippine Statistics Authority/ City Civil Registrar's Office
Any other corroborating documents (if applicable)	
<ul style="list-style-type: none"> Marriage License - (1 photocopy) 	Client



<ul style="list-style-type: none"> • Birth Certificate of Children and other relevant documents - (1 photocopy) 	Client
Church Certification on record / Certified Copy of Registry Book, pictures, invitation and other relevant documents that maybe allowed by Law - (1 photocopy)	Client
E. Timely Registration of Death	
Duly accomplished Certificate of Death – (4 original copies)	City Civil Registrar’s Office
CEDULA / Valid ID Card/s (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver’s License, Company ID, Senior Citizen, Barangay, PWD of Informant / Applicant- (1 photocopy)	Client
Medical Certification (died at the hospital) or Barangay Certification (if died at home) - (1 original copy)	Hospital / Barangay Hall
Police Report for Medico Legal Cases only - (1 original copy)	Police Station
F. Late Registration of Death	
Duly accomplished Certificate of Death - (4 original copies)	City Civil Registrar’s Office
CEDULA / Valid ID Card (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver’s License, Company ID, Senior Citizen, Barangay, PWD of Informant / Applicant- (1 photocopy)	Client
Certification from Cemetery Caretaker / Picture of Tombstone (Lapida) - (1 original copy)	CEEMDO – Cemetery Operations
Burial Permit / Burial Receipt - (1 photocopy)	City Treasurer’s Office
Certification from the Church - (1 original copy)	Church
Certification of No Record of Death from PSA & LCR – (1 original copy)	City Civil Registrar’s Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill-out the information sheet and submit the complete requirements</p>	<p>1. Receive and assess the accomplished information sheet and requirements and attached the barcode for tracking purposes.</p> <p>1.1 Issue Order of Payment & direct Client to pay at the City Treasurer's Office</p>	<p>Timely Registration :</p> <p>Certificate of Live Birth & Death Certificate – FREE</p> <p>Marriage Certificate – Php 250.00</p> <p>Late Registration (Birth, Marriage and Death Certificate) - Php 450.00</p> <p>CTC (Birth, Marriage and Death Certificate) - Php 60.00/copy</p>	<p>30 Minutes</p>	<p><i>Clerk III</i> CCRO</p> <p><i>Local Revenue Collection Clerk</i> CTO</p>



<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay the assigned fees</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the Order of Payment</p> <p>2.2 Issue the Official Receipt</p>		<p>35minutes</p>	<p>Clerk CTO</p> <p>Revenue Collection Clerk III CTO</p>
<p>3. Return to CCRO and submit the Official Receipt, undergo image capturing and registration of biometrics</p>	<p>3. Receive the Official Receipt and prepare the Certificate</p> <p>3.1 Capture image and biometrics of information</p> <p>3.2 Review as to correctness/completeness of the documents and validate the document thru image and biometrics</p> <p>3.3 Approve the documents</p> <p>3.4 Assign registry number of documents</p>	<p>None</p>	<p>30 Minutes</p> <p>17 Minutes</p> <p>30 Minutes</p> <p>3 Minutes</p> <p>5 Minutes</p>	<p>Clerk III CCRO</p> <p>Admin. Aide I CCRO</p> <p>Registration Officer III CCRO</p> <p>City Civil Registrar CCRO</p> <p>Records Officer II CCRO</p>



4. Claim the owner's copy of the certificate	4. Release the owner's copy of the certificate	None	5 Minutes	Registration Officer // CCRO
	TOTAL:	Php 760.00	2 Hours and 35 minutes	



2. Application for Marriage License

The Municipal Form No. 90 Revised January 2007, or the Application for Marriage License (AML), is an application in writing setting forth if each of the contracting party has the necessary qualifications for contracting marriage and this writing is subscribed and sworn by the parties separately before any public official authorized to administer oaths or before the local civil registrar who shall then issue the proper license (Article 59, Family Code of the Philippines).

Office or Division:	City Civil Registrar's Office (CCRO)	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Certificate of No Marriage (CENOMAR) - <i>(1 original copy & 1 photocopy)</i>	Philippine Statistics Authority	
Certificate of Attendance in Pre-Marriage Counselling Seminar by CHO - <i>(1 original copy)</i>	City Health Office/SPS	
Birth Certificate / Baptismal Certificate / Voter's Certification – <i>(2 photocopies)</i>	Philippine Statistics Authority / LCROs / Church / COMELEC	
Barangay Certification- <i>(1 original & 1 photocopy)</i>	Barangay Hall	
Recent CEDULA - <i>(2 photocopies)</i>	Barangay Hall or Issuing Agency	
Valid Id Card (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD) – <i>(2 photocopies)</i>	Client	
Situational Requirements:		
A. For Applicants aged 18 years old – 25 years old		
Appearance of the parents for subscription of the consent / advice to marry	City Civil Registrar's Office	
Valid ID card of parents (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD) - <i>(2 photocopies)</i>	Client	



B. For Widow / Widower Applicants				
Death Certificate of Deceased Spouse - (2 <i>photocopies</i>)		Philippine Statistics Authority / Local Civil Registrar Office		
C. For Applicants with Annulled & Divorced Marriage				
Annotated Marriage Certificate (PSA / LCR Certificate of Registration – (2 <i>photocopies</i>)		Philippine Statistics Authority/Local Civil Registrar Office		
D. For a Foreigner Applicant				
Certificate of Legal Capacity - (1 <i>original copy</i> & 1 <i>photocopy</i>)		Applicant's Embassy in the Philippines		
Passport showing the date of arrival - (2 <i>photocopies</i>)		Client		
Divorce Decree for Divorced Applicants – must be translated into English for Non-English content - (1 <i>original copy</i>)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the application form for Marriage License and submits the complete requirements	1. Receives and assesses the accomplished application form & requirements: attached the barcode for tracking purpose 1.1 Issues Order of Payment & direct clients to pay at the City Treasurer's Office	Marriage License Form Fee Php 2.00 Applicants are both	30 Minutes	<i>Clerk III</i> CCRO



		resident of Panabo City Php 525.00 Only One (1) Applicant is resident of Panabo City Php 600.00 One (1) Applicant is a Foreigner Php 750.00		
2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay the assigned fees *Make sure to secure Official Receipt that will be issued upon payment	2.1 Provide priority number from the queuing machine 2.2 Accept payment based on the Order of Payment 2.3 Issue the Official Receipt		35 Minutes	Clerk CTO RCC III CTO
3. Submit the Official Receipt, undergo image capturing and registration of biometrics	3. Receives the Official Receipt and prepares the Marriage License thru Automated Application for Marriage License 3.1 Reviews as to correctness and completeness of the documents and validates the document thru	None	30 Minutes 30 Minutes	Clerk III CTO Registration Officer III CTO



	<p>Image and Biometrics</p> <p>3.2 Subscribes the Application for Marriage License</p> <p>2.3 Posts the Application for Marriage License</p> <p># If with written opposition: Refer to EO # 209 Series of 1987 Family Code of the Philippines Article 17 & 18</p> <p>2.4 Approves the Marriage License</p>		<p>30 Minutes</p> <p>10 days</p> <p>3 Minutes</p>	<p><i>City Civil Registrar CCRO</i></p> <p><i>City Civil Registrar CCRO</i></p>
3. Claim the owner's copy of Marriage License	3. Releases the Marriage License thru Biometric	None	5 Minutes	<i>Registration Officer // CCRO</i>
	TOTAL:	PHP 1,877.00	10 Days, 2 hours and 43 minutes	



3. Out of Town Registration of Live Birth

Born outside Panabo City and register after the 30-day reglementary period.

Office or Division:	City Civil Registrar's Office (CCRO)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Certificate of Live Birth (<i>4 original copies</i>)		City Civil Registrar's Office		
2. Certificate of No Record (<i>1 original copy</i>)		Philippine Statistics Authority		
3. Any two (2) of the following documentary evidences (<i>1 photocopy</i>)				
a. Immunization Card (<i>1 photocopy</i>)		Barangay Health Center/ Public or Private Hospital		
b. Earliest School Record (<i>1 photocopy</i>)		School		
c. Baptismal Record (<i>1 photocopy</i>)		Church		
d. Medical Record (<i>1 photocopy</i>)		Hospital		
e. Barangay Certification of Birth (<i>1 photocopy</i>)		Barangay		
f. Voter's Certification (<i>1 photocopy</i>)		COMELEC		
g. MDR (<i>1 photocopy</i>)		Philhealth		
h. SSS-E1 (<i>1 photocopy</i>)		SSS		
4. Affidavit of Delayed Registration of Birth with Corroboration of Two (2) Disinterested persons (<i>1 original copy</i>)		Law Office		
5. Valid ID Card (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD) (<i>1 photocopy</i>)		Client		
6. Recent CEDULA (<i>1 photocopy</i>)		Barangay Hall or Issuing Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the application form and submits the complete requirements	1. Receives and assesses the accomplished information sheet		20 Minutes	Clerk III CCRO



	<p>and submitted supporting documents.</p> <p>1.1 Issues Order of Payment and directs Client to pay at the City Treasurer's Office</p>	Service Fee Php 200.00		
<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay the assigned fees</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the Order of Payment</p> <p>2.2 Issue the Official Receipt</p>		35minutes	<p>Clerk CCRO</p> <p>Revenue Collection Clerk III CTO</p>
<p>2. Submits the Official Receipt and takes oath on the application for birth certificate</p>	<p>2. Receives the Official Receipt and prepares the Birth Certificate</p> <p>2.1 Review as to correctness/completeness of the documents</p> <p>2.2 Subscribe the Birth Certificate and Administers Oath</p> <p>2.3 Mails the document/s to the designated Local</p>	None	<p>30 Minutes</p> <p>30 Minutes</p> <p>5 Minutes</p>	<p>Clerk III CCRO</p> <p>Registration Officer II CCRO</p> <p>City Civil Registrar CCRO</p> <p>Registration Officer II CCRO</p>



	Civil Registrar and advises client that he/she will be notified once the document is available			
	TOTAL:	PHP 200.00	1 Hour and 45 minutes	



4. Petition for Correction of Clerical Error (CCE), Petition for Change of First Name (CFN) and Petition for Correction of Clerical Error in Sex and Day and Month of Birthdate

The clearance shall be required from the appointee in support of his/her application for leave of absence (Vacation Leave and Sick Leave) for thirty (30) calendar days and this shall be retained in the agency and filed in the employee's 201 File.

Office or Division:	City Civil Registrar's Office (CCRO)	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Accomplished Petition Form under RA 9048 / RA 10172 (<i>1 original copy</i>)	City Civil Registrar's Office
	2. PSA Copy of Birth/Marriage/Death of the document owner to be corrected (<i>1 photocopy</i>)	Philippine Statistics Authority (PSA)
	3. LCR copy of Birth/Marriage/Death of the document owner to be corrected	Local Civil Registry Offices
	4. Birth/Marriage/Death Certificate of the Father, Mother, Brother/Sister, Children	Philippine Statistics Authority/ Local Civil Registry Offices
	5. Voter's Registration Record	Client
	6. School Records	Client
	7. NBI Clearance (New)	Client
	8. Police Clearance (New)	Client
	9. Employment Certificate / Affidavit of Non Employment (<i>1 original copy</i>)	Issuing Employer/Law Office
	10. Valid IDs Card: (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD / CEDULA (<i>1 photocopy</i>))	Client
	11. Recent CEDULA	Client



12. Prepaid Mailing Envelope or Postage Stamps (for mailing of the 1 st & 2 nd Endorsement)		Issuing Couriers		
Situational Requirements:				
1. Special Power of Attorney, if document owner is represented by nearest of kin		Law Office		
2. For Correction of Clerical or Typographical Errors in the Day and Month in the Date of Birth or Sex of person under RA 10172				
a.) Medical Certificate from City Health Office of Panabo (indicating the sex) for Sex Correction		City Health Office		
b.) Other Medical Records (indicating the sex) for Sex Correction		Clinics/Hospitals		
c.) Land Title, Passbook, Passport, Diploma or any analogue document to collaborate claim for correction		Client		
d.) Publication of the Petition in a National Newspaper circulation for One (1) week; Two (2) consecutive weeks if the petition is for PSA, Central Office, Quezon City		Publishing House		
e.) Publication of Petition for Local Newspaper in General Circulation for One (1) Week; Two (2) consecutive weeks for Migrant Petition		Publishing House		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Petition Form with Subscription and submits the complete requirements	1. Receives and assesses the accomplished petition and submitted requirements 1.1 Issues Order of Payment and directs Client to pay at the City Treasurer's Office	Change of First Name (CFN)-RA 9048 Correction of Entry of	2 Hours	<i>Records Officer III</i> CCRO



		Gender Date &Month of Birthdate – RA 10172 Php 3,190.00 Correction of Clerical Error (CCE)-RA 9048 Php 1,170.00		
2. Go to the City Treasurer’s Office and secure priority number at queuing machine and wait for the number to be called to pay the assigned fees *Make sure to secure Official Receipt that will be issued upon payment	2. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt		35 Minutes	Clerk CTO Revenue Collection Clerk III CTO
3. Submits the Official Receipt	3. Receives the Official Receipt and prepares the petition documents thru Electronic Petition Management System for tracking purposes 3.1 Posting/Public ation of petition documents	None	10 Days	Registration Officer III CCRO City Civil Registrar CCRO



	<p>*if</p> <p>3.3 Approves the Petition</p> <p>3.4 Transmit and mails the petition documents for 1st Endorsement to Philippine Statistics Authority (PSA), Central Office, Quezon City for approval of the OCRG</p> <p>3.5 Advises the client of the duration process – approximate 3 months</p> <p>3.6 Notifies Client of the Affirmation of the Petition</p> <p>3.7 Issues Order of Payment & directs client to pay at the City Treasurer's Office</p>	<p>2nd Endorsement Fee Php 650.00</p>	<p>3 Minutes</p>	<p><i>Registration Officer I</i> CCRO</p> <p><i>Assistant</i> <i>Registration Officer</i> CCRO</p>
<p>4. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay the assigned fees</p>	<p>4. Provide priority number from the queuing machine</p> <p>4.1 Accept payment based on the Order of Payment</p>		<p>35 Minutes</p>	<p><i>Clerk</i> CTO</p>



*Make sure to secure Official Receipt that will be issued upon payment	4.2 Issue the Official Receipt			Revenue Collection Clerk III CTO
5. Present the Official Receipt	<p>5. Receive and inform the Client of the duration process – may be requested at PSA approximately after 3 months</p> <p>5.1 Prepares documents for 2nd Endorsement</p> <p>5.2 Annotates the Documents</p> <p>5.3 Transmit and mails the 2nd Endorsement to PSA, Quezon City</p>			<p>City Civil Registrar CCRO</p> <p>Assistant Registration Officer CCRO</p>
	TOTAL:	<p>Change of First Name (CFN)-RA 9048</p> <p>Correction of Entry of Gender Date & Month of Birthdate – RA 10172</p> <p>Php 3,190.00</p> <p>Correction of Clerical Error (CCE)-RA 9048</p> <p>Php</p>	10 Days, 3 hours and 13 minutes	



		1,170.00 2nd Endorsement Fee Php 650.00		
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5. Issuance of Certified True Copy (CTC) of Birth, Marriage and Death Certificates

Request for a Certified True Copy of Civil Registry documents made in person by the owner or by his/her representatives will be received at different LCROs .

Office or Division:	City Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD of the Document Owner - <i>(1 original copy)</i>		Client		
2. Authorization Letter from the Document Owner if requested by representative - <i>(1 original copy)</i>		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit requirements	1. Receives and verifies the filled-out form and submitted requirements 1.1 Verifies Office Records 1.2 Issues Order of Payment and directs the Client to pay at the City Treasurer's Office 1.3 Prepare the requested document	Service Fee Php 60.00/copy	10 Minutes	<i>Records Officer III</i> CCRO



<p>2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay the assigned fees</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the Order of Payment</p> <p>2.2 Issue the Official Receipt</p>		<p>35 Minutes</p>	<p><i>Clerk CTO</i></p> <p><i>Revenue Collection Clerk III CTO</i></p>
<p>3. Submits the Official Receipt and Claims the certified true copy of birth/marriage/death certificate</p>	<p>3. Issues certified true copies of the requested document and attached official receipt</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Records Officer II CCRO</i></p>
	<p>TOTAL:</p>	<p>Service Fee Php 60.00/copy</p>	<p>50 Minutes</p>	



6. Request for Authenticated (PSA) Copy of Birth, Marriage, Death & CENOMAR Certificates

Request for Authenticated Copy of Civil Registry documents made in person by the owner or by his/her representatives will be received at different LCROs of the land.

Office or Division:	City Civil Registrar's Office (CCRO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Form <i>(1 original copy)</i>		City Civil Registrar's Office		
2. Valid ID Card (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD of the Document Owner - <i>(1 photocopy)</i>)		Client		
Situational Requirement:				
if requested by a Representative / Court Order / Letter requests from Line or National Government Agencies: Authorization Letter from the document Owner – <i>(1 original copy)</i>		Court / Requesting Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out PSA Form	1. Receives the accomplish PSA Form and Issues Acknowledgement Receipt 1.1 Issues Order of Payment & directs the client to pay at the City Treasure's Office	Birth/ Marriage/ Death Certificates Php 155.00	10 Minutes 7 Days for Birth/ Marriage/ Death Certificates	<i>Admin. Officer 1</i> CCRO



		CENOMAR Php 210.00	14 Days for CENOMAR	
		Service Fee Php 150.00		
2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for the number to be called to pay the assigned fees *Make sure to secure Official Receipt that will be issued upon payment	2. Provide priority number from the queuing machine 2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt		35 Minutes	Clerk CTO Revenue Collection Clerk III CTO
3. Present OR *Make sure to secure the BREQS receipt for the scheduled date of release	3. Attaches OR in the request form & encodes the request thru Batch Request Entry Query System (BREQS) which also indicates the release date of the document	None	5 Minutes	Records Officer II CCRO
4. Return to claims the PSA copy of Birth/Marriage/Death/ CENOMAR	4. Releases the request of Birth/ Marriage/ Death Certificate/ CENOMAR	None	5 Minutes	Records Officer II CCRO
	TOTAL:	Birth/ Marriage/ Death Certificates Php 155.00	21 Days and 55 minutes	



		CENOMAR Php 210.00		
		Service Fee Php 150.00		



7. Registration of Legal Instruments

As a general rule, all legal instruments shall be registered in the civil registry of the place where they were executed .

Office or Division:	City Civil Registrar's Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Situational Requirements:	
	1. Legitimation a. PSA/LCR Copy of Birth of the Child – <i>(1 photocopy)</i> b. Marriage Contract of Parents – <i>(3 photocopies)</i> c. CENOMAR of both Parents – <i>(3 photocopies)</i> d. Affidavit of Legitimation – <i>(5 original copies)</i> e. Affidavit of Admission of Paternity (if applicable) – <i>(5 original copies)</i> f. Valid Id (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD) & CEDULA of Parents - <i>(1 photocopy)</i> g. Payment (OR) - <i>(1 original copy)</i>	Philippine Statistics Authority / LCROs Philippine Statistics Authority / LCROs Philippine Statistics Authority Law Office Law Office Client City Treasurer's Office
	2. Affidavit To Use The Surname of the Father (AUSF) – Admission of Paternity by Mother or Guardian a. Affidavit To Use the Surname Of The Father (AUSF) – <i>(5 original copies)</i> b. Valid ID Card (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD) - <i>(1 photocopy)</i>	Law Office Client



c. Payment (OR) - (1 original)		City Treasurer's Office		
3. Supplemental Report		Law Office		
a. Affidavit of Supplemental Report – (5 original copies)		Philippine Statistics Authority		
b. PSA copy of Civil Registry documents (Birth, Marriage & Death Certificate) to be Supplemented – (5 original copies)		Client		
c. Valid ID Card (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD) - (1 photocopy)		City Treasurer's Office		
d. Payment (OR) - (1 original)		City Treasurer's Office		
4. Wrongly Registered		Law Office		
a. Affidavit of Wrongly Registered		Client		
b. Physical copy of Annotated Birth Certificate from LCRO origin – (1 original copy)		Client		
c. Valid ID Card (National ID, UMID, SSS, Pag-ibig, Philhealth, Voter, Postal, PRC, Passport, Driver's License, Company ID, Senior Citizen, Barangay, PWD) - (1 photocopy)		City Treasurer's Office		
d. Payment (OR) - (1 original copy)		City Treasurer's Office		
5. Legal Capacity		Client		
a. Legal Capacity Form from country of origin - (1 original copy & 3 photocopies)		Client		
b. Valid ID Card (Passport) - (1 photocopy)		City Treasurer's Office		
c. Payment (OR) (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete requirements	1. Assesses the requirements 1.1 Issues Order of Payment & directs the client	Legitimation Php 200.00	30 Minutes	Admin. Officer 1 CCRO



	to pay at the City Treasurer's Office	Acknowledgment Php 200.00		
2.Go to the City Treasurer's Office and secure priority number at the queuing machine and wait for the number to be called to pay the assigned fees *Make sure to secure the Official Receipt that will be issued upon payment	2. Provide priority number from queuing machine 2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt	Supplemental Report Php 200.00 Wrongly Registered Php 200.00 Legal Capacity Php 200.00		
3.Return to CCRO and submit the Official Receipt, undergo Image Capturing and Registration of Biometrics	3. Receive the Official Receipt and prepare the documents 3.1 Assigns Registry Number to the document and enters in the Registry Book 3.2 Process Annotation 3.3 Approves the document		35 Minutes 5 Minutes 25 Minutes 5 Minutes	
	TOTAL:	Legitimation Php 200.00 Acknowledgment Php 200.00	1 Hour and 50 minutes	



		Supplemental Report Php 200.00		
		Wrongly Registered Php 200.00		
		Legal Capacity Php 200.00		



8. Registration of Court Decree/s

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 in the civil registrar's office where the court is functioning, within ten (10) days after the decree/order has become final.

The civil registry office where the event of the decree/order was registered shall forward a certified true copy of the decision to the Office of the Civil Registrar where an event affected was originally registered. The latter shall make the proper annotations in the document and in the applicable registry book. He shall likewise send a certified true copy of the annotated document and the registered court decree to the Office of the Civil Registrar-General within ten (10) days after the decree/order has become final.

Office or Division:	City Civil Registrar's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Court Order - <i>(5 Certified True Copies from the Court)</i>		Court		
2. Certificate of Finality - <i>(5 Certified True Copies from the Court)</i>		Court		
3. Entry of Judgment - <i>(5 Certified True Copies from the Court)</i>		Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete requirements	1. Assesses the requirements 1.1 Issues Order of Payment & directs the Client to pay at the City Treasure's Office	Judicial Correction of Clerical Error Php 300.00	30 Minutes	Assistant Registration Officer CCRO
		Annulment Php 325.00	35 Minutes	Clerk



<p>2.Go to the City Treasurer's Office and secure priority number at the queuing machine and wait for the number to be called to pay the assigned fees</p> <p>*Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Provide priority number from queuing machine</p> <p>2.1 Accept payment based on the Order of Payment</p> <p>2.2 Issue the Official Receipt</p>	<p>Legal Separation Php 525.00 Cancellation of Double Registration Php 300.00</p> <p>Presumptive Death Php 400.00</p> <p>Adoption Php 500.00</p>	<p>5 Minutes</p>	<p>CTO <i>Revenue Collection Clerk III</i> CTO</p>
<p>3.Return to CCRO and submit the Official Receipt, undergo Image Capturing and Registration of Biometrics</p>	<p>3. Receive the Official Receipt and prepare the documents</p> <p>3.1 Assigns Registry Number to the document and enters in the Registry Book</p> <p>3.2 Process Annotation</p> <p>3.3 Certify the documents</p>		<p>25 Minutes</p> <p>5 Minutes</p>	<p><i>Assistant Registration Officer</i> CCRO</p> <p><i>Assistant Registration Officer</i> CCRO</p> <p><i>Assistant Registration Officer</i> CCRO</p> <p><i>City Civil Registrar</i> CCRO</p>
<p>4. Claims the Owner's Copy</p>	<p>4. Releases the documents</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Registration Officer II</i> CCRO</p>
	<p>TOTAL:</p>	<p>Judicial Correction of Clerical Error Php 300.00</p> <p>Annulment Php 325.00</p>	<p>1 Hour and 50 Minutes</p>	



		Legal Separation Php 525.00 Cancellation of Double Registration Php 300.00 Presumptive Death Php 400.00 Adoption Php 500.00		
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