City Civil Registrar's Office
External 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) • Marriage License - *(1 photocopy)*	Client

• Birth Certificate of Children and other relevant documents - *(1 photocopy)* Church Certification on record / Certified Copy of Registry Book, pictures, invitation and other relevant documents that maybe allowed by Law - *(1 photocopy)*	Client 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
1. Fill-out the information sheet and submit the complete requirements	1. Receive and assess the accomplished information sheet and requirements and attached the barcode for tracking purposes. 1.1 Issue Order of Payment & direct Client to pay at the City Treasurer's Office	Timely Registration : Certificate of Live Birth & Death Certificate – FREE Marriage Certificate – Php 250.00 Late Registration (Birth, Marriage and Death Certificate) - Php 450.00 CTC (Birth, Marriage and Death Certificate) - Php 60.00/copy	30 Minutes	*Clerk III* CCRO *Local Revenue Collection Clerk* CTO

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		35minutes	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Return to CCRO and submit the Official Receipt, undergo image capturing and registration of biometrics	3. Receive the Official Receipt and prepare the Certificate 3.1 Capture image and biometrics of information 3.2 Review as to correctness/completeness of the documents and validate the document thru image and biometrics 3.3 Approve the documents 3.4 Assign registry number of documents	None	30 Minutes 17 Minutes 30 Minutes 3 Minutes 5 Minutes	*Clerk III* CCRO *Admin. Aide I* CCRO *Registration Officer III* CCRO *City Civil Registrar* CCRO Records Officer II CCRO

4. Claim the owner's copy of the certificate	4. Release the owner's copy of the certificate	None	5 Minutes	*Registration Officer II* 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) - *(1 original copy & 1 photocopy)*	Philippine Statistics Authority
Certificate of Attendance in Pre-Marriage Counselling Seminar by CHO - *(1 original copy)*	City Health Office/SPS
Birth Certificate / Baptismal Certificate / Voter's Certification – *(2 photocopies)*	Philippine Statistics Authority / LCROs / Church / COMELEC
Barangay Certification-(*1 original & 1 photocopy)*	Barangay Hall
Recent CEDULA - *(2 photocopies)*	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 – *(2 photocopies)*	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) - *(2 photocopies)*	Client

B. For Widow / Widower Applicants				
Death Certificate of Deceased Spouse - *(2 photocopies)*		Philippine Statistics Authority / Local Civil Registrar Office		
C. For Applicants with Annulled & Divorced Marriage				
Annotated Marriage Certificate (PSA / LCR Certificate of Registration – *(2 photocopies)*		Philippine Statistics Authority/Local Civil Registrar Office		
D. For a Foreigner Applicant				
Certificate of Legal Capacity - *(1 original copy & 1 photocopy)*		Applicant's Embassy in the Philippines		
Passport showing the date of arrival - *(2 photocopies)*		Client		
Divorce Decree for Divorced Applicants – must be translated into English for Non-English content - *(1 original copy)*		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	*Clerk III* 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

	Image and Biometrics 3.2 Subscribes the Application for Marriage License 2.3 Posts the Application for Marriage License # If with written opposition: Refer to EO # 209 Series of 1987 Family Code of the Philippines Article 17 & 18 2.4 Approves the Marriage License		30 Minutes 10 days 3 Minutes	*City Civil Registrar* CCRO *City Civil Registrar* CCRO
3. Claim the owner's copy of Marriage License	3. Releases the Marriage License thru Biometric	None	5 Minutes	*Registration Officer II* CCRO
	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 *(4 original copies)*	City Civil Registrar's Office
2. Certificate of No Record *(1 original copy)*	Philippine Statistics Authority
3. Any two (2) of the following documentary evidences (*1 photocopy)*	
a. Immunization Card *(1 photocopy)*	Barangay Health Center/ Public or Private Hospital
b. Earliest School Record *(1 photocopy)*	School
c. Baptismal Record *(1 photocopy)*	Church
d. Medical Record *(1 photocopy)*	Hospital
e. Barangay Certification of Birth *(1 photocopy)*	Barangay
f. Voter's Certification *(1 photocopy)*	COMELEC
g. MDR *(1 photocopy)*	Philhealth
h. SSS-E1*(1 photocopy)*	SSS
4. Affidavit of Delayed Registration of Birth with Corroboration of Two (2) Disinterested persons *(1 original copy)*	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) *(1 photocopy)*	Client
6. Recent CEDULA *(1 photocopy)*	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

	and submitted supporting documents. 1.1 Issues Order of Payment and directs Client to pay at the City Treasurer's Office	Service Fee Php 200.00		
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		35minutes	*Clerk* CCRO *Revenue Collection Clerk III* CTO
3. Submits the Official Receipt and takes oath on the application for birth certificate	3. Receives the Official Receipt and prepares the Birth Certificate 3.1 Review as to correctness/completeness of the documents 3.2 Subscribe the Birth Certificate and Administers Oath 3.3 Mails the document/s to the designated Local	None	30 Minutes 30 Minutes 5 Minutes	*Clerk III* CCRO *Registration Officer II* CCRO *City Civil Registrar* CCRO *Registration Officer II* CCRO

	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 *(1 original copy)*	City Civil Registrar's Office
2. PSA Copy of Birth/Marriage/Death of the document owner to be corrected *(1 photocopy)*	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 *(1 original copy)*	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 *(1 photocopy)*	Client
11. Recent CEDULA	Client

12. Prepaid Mailing Envelope or Postage Stamps (for mailing of the 1st & 2ndEndorsement)		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	*Records Officer III* 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 3.1Posting/Publication of petition documents	None	10 Days	*Registration Officer III* CCRO *City Civil Registrar* CCRO

	*if 3.3 Approves the Petition 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 3.5 Advises the client of the duration process – approximate 3 months 3.6 Notifies Client of the Affirmation of the Petition 3.7 Issues Order of Payment & directs client to pay at the City Treasurer's Office	2nd Endorsement Fee Php 650.00	3 Minutes	*Registration Officer I* CCRO *Assistant Registration Officer* CCRO
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	4. Provide priority number from the queuing machine 4.1 Accept payment based on the Order of Payment		35 Minutes	*Clerk* CTO

*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	5. Receive and inform the Client of the duration process – may be requested at PSA approximately after 3 months 5.1Prepares documents for 2nd Endorsement 5.2 Annotates the Documents 5.3 Transmit and mails the 2nd Endorsement to PSA, Quezon City			*City Civil Registrar* CCRO *Assistant Registration Officer* CCRO
	TOTAL:	**Change of First Name (CFN)-RA 9048 Correction of Entry of Gender Date &Month of Birthdate – RA 10172 Php 3,190.00** **Correction of Clerical Error (CCE)-RA 9048 Php**	**10 Days, 3 hours and 13 minutes**	

		1,170.00 **2nd Endorsement Fee Php 650.00**		

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 - *(1 original copy)*	Client
2. Authorization Letter from the Document Owner if requested by representative - *(1 original copy)*	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	*Records Officer III* CCRO

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 and Claims the certified true copy of birth/marriage/ death certificate	3. Issues certified true copies of the requested document and attached official receipt	None	5 Minutes	*Records Officer II* CCRO
	TOTAL:	**Service Fee Php 60.00/copy**	**50 Minutes**	

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 *(1 original copy)*	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 - *(1 photocopy)*	Client
Situational Requirement:	
if requested by a Representative / Court Order / Letter requests from Line or National Government Agencies: Authorization Letter from the document Owner – *(1 original copy)*	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** CENOMAR Php 210.00	10 Minutes 7 Days for Birth/ Marriage/ Death Certificates 14 Days for CENOMAR	*Admin. Officer 1* CCRO

		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** **CENOMAR Php 210.00**	**21 Days and 55 minutes**	

		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 – *(1 photocopy)* b. Marriage Contract of Parents – *(3 photocopies)* c. CENOMAR of both Parents – *(3 photocopies)* d. Affidavit of Legitimation – *(5 original copies)* e. Affidavit of Admission of Paternity (if applicable) – *(5 original copies)* 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 - *(1 photocopy)* g. Payment (OR) - *(1 original copy)*	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) – *(5 original copies)* b. 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)*	Law Office Client

c. Payment (OR) - *(1 original)*		City Treasurer's Office		
3. Supplemental Report a. Affidavit of Supplemental Report – *(5 original copies)* b. PSA copy of Civil Registry documents (Birth, Marriage & Death Certificate) to be Supplemented – *(5 original copies)* 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)* d. Payment (OR) - *(1 original)*		Law Office Philippine Statistics Authority Client City Treasurer's Office		
4. Wrongly Registered a. Affidavit of Wrongly Registered b. Physical copy of Annotated Birth Certificate from LCRO origin – *(1 original copy)* 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)* d. Payment (OR) - *(1 original copy)*		Law Office Client Client City Treasurer's Office		
5. Legal Capacity a. Legal Capacity Form from country of origin - (1 original copy & 3 photocopies) b. Valid ID Card (Passport) - *(1 photocopy)* c. Payment (OR) *(1 original copy)*		Client Client 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 Treasure's Office	Acknowledgement Php 200.00 Supplemental Report Php 200.00 Wrongly Registered **Php 200.00** Legal Capacity **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			
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** **Acknowledgement 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 advice 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 - *(5 Certified True Copies from the Court)*	Court
2. Certificate of Finality - *(5 Certified True Copies from the Court)*	Court
3. Entry of Judgment - *(5 Certified True Copies from the Court)*	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
2.Go to the City Treasurer's Office and secure priority	2. Provide priority number from queuing machine	Annulment Php 325.00	35 Minutes	*Clerk* CTO

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	2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt	Legal Separation Php 525.00 Cancellation of Double Registration Php 300.00 Presumptive Death Php 400.00 Adoption Php 500.00		*Revenue Collection Clerk III* CTO
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 Certify the documents		5 Minutes 25 Minutes 5 Minutes	*Assistant Registration Officer* CCRO *Assistant Registration Officer* CCRO *Assistant Registration Officer* CCRO *City Civil Registrar* CCRO
4. Claims the Owner's Copy	4. Releases the documents	None	5 Minutes	*Registration Officer II* CCRO
	TOTAL:	**Judicial Correction of Clerical Error Php 300.00** **Annulment Php 325.00** **Legal Separation**	**1 Hour and 50 Minutes**	

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