



Municipal Civil Registry Office

External Services



1. Application for Marriage License

Marriage License is issued to contracting parties who filed their Sworn Application for Marriage License where one or both contracting parties resides in this municipality. A marriage license is valid in any part of the Philippines for a period of 120 days from the date of issue.

Office/Division:	Civil Registry Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Contracting parties must be of legal age 18 years old and above. Either one of the applicant must be a resident of Nueva Era, Ilocos Norte. Needs personal appearance.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Birth Certificate, 1 original copy (Local or PSA copy)	PSA or MCRO where the birth is registered.	
2. Certificate of No Marriage (CENOMAR), 1 original copy	PSA	
3. Judicial decree of the absolute divorce, declaration of nullity of previous marriage(if applicant had been previously married), 1 xerox copy	Court who issued the decree	
4. Parental Consent (if applicant is 18-20 yrs old), 2 original copies	Parents of the contracting parties	
5. Parental Advice (if applicant is age 21-25 yrs old), 2 original copies	Parents of the contracting parties	
6. Certificate of Pre-Marriage counselling, 1 original copy	MPOW office	
7. Certificate of Death (if applicant is widow), 1 xerox copy	MCRO where death is registered	
8. Affidavit of Legal Capacity to contract marriage (if applicant is foreigner), 1 original copy	At their respective embassies	
9. Affidavit that they are living together as husband and wife for more than five (5) years (ART. 34 of the Family Code., 4 original copies		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receive and verify completeness of requirements	None	20 Minutes	MCR Admin Aide VI MCRO
	1.2 Assess fees	None	15 Minutes	MCR Admin Aide VI MCRO
	1.3 Issue Order of Payment			
2. Proceed to Treasury Office to pay the fees	2.1 Issue official receipt and collect the required fees	Application for Marriage License – PHP 150.00 Marriage license fee - PHP 100.00	10 Minutes	RCC II Treasury Office
3. Review and sign the application	3.1 Prepares /Type the application for Marriage License	None	20 Minutes	MCR Admin Aide VI MCRO
	3.2 The MCR signed the form			
	3.3 Type and post the notice of the application for marriage license on the bulletin for 10 days	None	10 minutes 10 days	MCR Admin Aide VI MCRO
	TOTAL	PHP 250.00	10 DAYS 1 HOUR and 15 MINUTES	



2. Registration of Marriage

For ordinary marriages, the time for submission of the Certificate of Marriage is 15 days following the solemnization of marriage. For marriages exempt from the license requirement, the prescribed period is 30 days

Office/Division:	Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	The contracting parties themselves or the solemnizing officer who officiated the Marriage in this locality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. TIMELY REGISTRATION: 1. Certificate of Marriage (Form 97), 4 original copies B. LATE REGISTRATION: 1. Affidavit of solemnizing officer, 4 original copies 2. Joint Affidavit of the concerned person, 4 original copies 3. Affidavit of two disinterested person, 4 original copies			Solemnizing Officer Solemnizing Officer who officiated the marriage Concerned person who attended/knowledge of the event Concerned person who attended/knowledge of the event	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. FOR TIMELY REGISTRATION				
1. Submit 4 copies of duly signed marriage certificate	1.1 Review the 4 copies of the marriage certificate, if these were properly filled up and signed by the contracting parties, sponsors and solemnizing officer.	None	10 minutes	MCR Admin Aide VI MCRO
	1.2 Register the Marriage Certificate and assign registry number	None	5 minutes	MCR Admin Aide VI MCRO
	1.3 The MCR sign	None	5 minutes	MCR



	over her printed name on the received portion of the document			MCRO
	<p>1.4 Distribute the registered copies of the document bearing the civil registry number as follows:</p> <p>1st copy-the contracting parties</p> <p>2nd copy-Office of the Civil Registrar General (OCRG)</p> <p>3rd copy-retained for filing</p> <p>4th copy-solemnizing officer</p>	None	5 minutes	<p>MCR</p> <p>Admin Aide VI</p> <p>MCRO</p>
2. Receive copy of marriage certificate	Release and file the marriage certificate	None	5 minutes	<p>MCR</p> <p>Admin Aide VI</p> <p>MCRO</p>
TOTAL		None	30 MINUTES	
B. FOR LATE REGISTRATION:				
1. Submit 4 copies of duly signed marriage certificate	1.1 Review the 4 copies of the marriage certificate, if these were properly filled up and signed by the contracting parties, sponsors and solemnizing officer.	None	10 minutes	<p>MCR</p> <p>Admin Aide VI</p> <p>MCRO</p>
	1.2 Issue Order of Payment	None	5 minutes	<p>MCR</p> <p>Admin Aide VI</p>



				MCRO
2. Proceed to Treasury Office to pay the fees	2.1 Issue official receipt and collect the required fees	Delayed Registrati on Fee- PHP 300.00	10 Minutes	<i>RCC II</i> Treasury Office
	2.2 Posting period of 10 days	None	10 days	<i>MCR</i> <i>Admin Aide VI</i> MCRO
	2.3 Register the Marriage Certificate and assign registry number	None	5 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
	2.4 The MCR sign over her printed name on the received portion of the document	None	5 minutes	<i>MCR</i> MCRO
	2.5 Distribute the registered copies of the document bearing the civil registry number as follows: 1st copy-the contracting parties 2nd copy-Office of the Civil Registrar General (OCRG) 3rd copy-retained for filing 4th copy-solemnizing officer	None	5 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
2. Receive copy of marriage certificate	Release and file the marriage certificate	None	5 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO



TOTAL	PHP300. 00	10 DAYS 45 MINUTES	
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3. Registration of Death

The death of a person must be registered within the 30 days reglementary period at the office of the Municipal Civil Registrar.

Office/Division:	Civil Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	It shall be the responsibility of the spouse or any nearest relative reported at the Civil Registrar's Office.

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. FOR TIMELY REGISTRATION: 1. Certificate of Death (Form 103), 4 original copies			MHO	
C. FOR LATE REGISTRATION: 1. Certificate of Death (Form 103), 4 original copies 2. Affidavit of Delayed Registration, 4 original copies			MHO Concerned institution/person	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

A. FOR TIMELY REGISTRATION:				
1. Report the death of a person to the office of the Municipal Civil Registrar within 30 days from the time of death.	Get data from client and prepare/ type Death Certificate in four (4) copies	None	10 minutes	MCR Admin Aide VI MCRO
2. Submit duly signed Certificate of Death	2.1 Assign registry number and register the Certificate of Death	None	10 minutes	MCR Admin Aide VI MCRO



	2.2 The MCR sign over her printed name on the received portion of the document	None	5 minutes	MCR MCRO
3. Receive copy of death certificate	Release and file the Death certificate	None	5 minutes	MCR Admin Aide VI MCRO
TOTAL		None	30 MINUTES	
B. FOR LATE REGISTRATION:				
1. Report the death of a person to the office of the Municipal Civil Registrar more than 30 days from the time of death.	1.1 Get data from client and prepare/type Death Certificate in four (4) copies	None	10 minutes	MCR Admin Aide VI MCRO
	1.2 Issue Order of Payment	None	5 minutes	MCR Admin Aide VI MCRO
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	Delayed Registration Fee-PHP 300.00	10 Minutes	RCC II Treasury Office
3. Submit duly signed Certificate of Death	3.1 Posting period of 10 days	None	10 days	MCR Admin Aide VI MCRO
	3.2 Assign registry number and register the Certificate of Death	None	5 minutes	MCR Admin Aide VI MCRO
	3.3 The MCR sign over her printed name on the received portion of the document	None	5 minutes	MCR MCRO



4. Receive copy of death certificate	Release and file the Death certificate	None	5 minutes	MCR Admin Aide VI MCRO
TOTAL		PHP300.00	10 DAYS 40 MINUTES	

4. Registration of Birth

The birth of a child, being a vital event for a person, must be registered within 30 days from the time of birth at the office of the Municipal Civil Registrar of the city/municipality where the birth occurred. The declaration of the physician, midwife or “hilot” in attendance at the birth or the declaration of either parent of the newborn child and the presentation of a marriage contract in cases of married parents shall be sufficient for the registration of a birth in the civil register.

Office/Division:	Civil Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar’s Office.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR TIMELY REGISTRATION: 1. Certificate of Live Birth (Form 102), 4 original copies 2. Certificate of Marriage of Parents, 1 xerox copy 3. Birth Certificate of parents (if applicable), 1 xerox copy 4. Affidavit to use the Surname of the Father (AUSF) if the parents are not married (to be signed by the mother)(if applicable), 4 original copies	MCRO PSA/ LCR PSA/LCR MCR
C. FOR LATE REGISTRATION: 1. Certificate of Live Birth (Form 102), 4 original copies 2. Certificate of Marriage of Parents, 1 xerox copy 3. Birth Certificate of parents (if applicable), 1 xerox	MCRO PSA/ LCR PSA/LCR



copy 4. Affidavit to use the Surname of the Father (AUSF) if the parents are not married (to be signed by the mother)(if applicable), 1 original copy 5. Community Tax Certificate of parents (if applicable), 1 original/xerox copy 6. Child's immunization card, 1 xerox copy 7. Baptismal Certificate, 1 xerox copy 8. Form 137 (6 years old and above), 1` xerox copy 9. Voter's Certification (15 years old and above), 1 xerox copy 10. Negative Certification from PSA, 1 xerox copy		MCR Treasury Office RHU Church concerned School concerned COMELEC PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. FOR TIMELY REGISTRATION				
1. Submit data and requirements for registration of Certificate of Live Birth (COLB)	1.1 Review data and requirements from client and accomplish Certificate of Live Birth in four (4) copies	None	10 minutes	MCR Admin Aide VI MCRO
	1.2 Issue Order of Payment	None	5 minutes	MCR Admin Aide VI MCRO
2. Proceed to Treasury Office to pay the fees	2.1 Issue official receipt and collect the required fees	Registration - PHP100.00 AUSF registration- PHP 500 Subscription or Administering Fee - PHP 100.00	10 minutes	RCC II Treasury Office
3. Submit duly signed Certificate of Livebirth	3.1 Receives the duly signed COLB. Assign Registry Number	None	10 minutes	MCR Admin Aide VI MCRO



	3.2 The MCR sign over her printed name on the received portion of the document	None	5 minutes	MCR MCRO
4. Receive copy of Birth Certificate.	Release copy of Birth Certificate	None	5minutes	MCR Admin Aide VI MCRO
TOTAL		PHP 700.00	45 minutes	
B. FOR LATE REGISTRATION				
1. Submit data and requirements for registration of Certificate of Live Birth (COLB)	1.1 Review data and requirements from client and accomplish Certificate of Live Birth in four (4) copies	None	10 minutes	MCR Admin Aide VI MCRO
	1.2 Issue Order of Payment	None	5 minutes	MCR Admin Aide VI MCRO
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	Delayed Registration Fee - PHP 300.00 AUSF registration- PHP 500 Subscription or Administering Fee - PHP 100.00	10 minutes	RCC II Treasury Office
3. Submit duly signed Certificate	3.1 Posting period of 10 days	None	10 days	MCR



of Livebirth				<i>Admin Aide VI</i> MCRO
	3.2 Assign registry number and register the Certificate of Birth	None	10 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
	3.3 The MCR sign over her printed name on the received portion of the document	None	5 minutes	<i>MCR</i> MCRO
4. Receive copy of Birth Certificate.	Release copy of Birth Certificate	None	5 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
TOTAL		PHP 900.00	10 Days 45 minutes	

5. Legitimation Thru Subsequent Marriage of Parents

Both parents must appear personally to the Office of the Municipal Civil Registrar and submit a copy of their Marriage Certificate and the original copy of Certificate Live Birth of the Child.

Office/Division:	Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Parents of the child born illegitimate in this locality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of Live Birth (COLB) of the child to be legitimated – 3 photocopies			MCRO or PSA	
2. Marriage Contract – 3 photocopies			MCRO or PSA	
3. Community Tax Certificates of both parents, 1 original copy			Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON



		BE PAID	TIME	RESPONSIBLE
1. Submit requirements to the Office of the Municipal Civil Registrar.	1.1 Receive and review requirement	None	10 minutes	<i>MCR Admin Aide VI</i> MCRO
	1.2 Issue Order of Payment	None	5 minutes	<i>MCR Admin Aide VI</i> MCRO
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	Registration by Legitimation – PHP 800.00 Subscription Fee - PHP 100.00	10 minutes	<i>RCC II</i> Treasury Office
3. Present Official Receipt to the Office of the Municipal Civil Registrar	Prepare the Affidavit of Legitimation	None	15 minutes	<i>MCR Admin Aide VI</i> MCRO



4. Affix signature and have the affidavit be administered	4.1 Assign registry number of the Affidavit of Legitimation	None	50 minutes	MCR Admin Aide VI MCRO
	4.2 Register Affidavit of Legitimation in the Register of Legal Instruments			
	4.3 Prepare the Certificate of Registration of the Affidavit of Legitimation	None	50 minutes	MCR Admin Aide VI MCRO
	4.4 Prepare the amendments/ annotations in the Register of Births			
	4.5 Prepare the documents for endorsement to PSA, Quezon City.			
	4.6 The MCR sign over her printed name on the received portion of the document			
5. Receive copy of the amended COLB	Issue copy of the amended COLB	None	5 minutes	MCR Admin Aide VI MCRO
TOTAL		PHP 900.00	1 Hour & 40 Minutes	

6. RA 9255 Affidavit to Use of Surname of Father in Case of Unmarried Parents

The father and the mother should appear personally in the Office of the Municipal Civil Registrar and must bring with them their Community Tax Certificates and Certificate of Live Birth of the Child.



Office/Division:	Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	The mother of the minor child born illegitimate in this locality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of Live Birth (COLB) – 3 photocopies 2. Community Tax Certificates of both parents, 1 original copy			MCRO or PSA Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receive and review the requirements.	None	10 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
	1.2 Issue Order of Payment	None	5 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	AUSF Registration fee – PHP 500.00 Subscription fee – PHP 100.00	10 minutes	<i>RCC II</i> Treasury Office
3. Present Official Receipt to the Office of the Municipal Civil Registrar	Prepare the Affidavit to Use the Surname of the Father.	None	15 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
4. Affix signature and have the affidavit notarized/ administered	4.1 Assign a Registry Number of the affidavit	None	50 minutes	<i>MCR</i> <i>Admin Aide VI</i>
	4.2 Register the Affidavit in the			MCRO



	Register of Legal Instruments 4.3 Prepare Certificate of Registration 4.4 Accomplished Amended Certificate of Livebirth 4.5 Prepare the documents for endorsement to PSA, Quezon City			
	4.6 The MCR sign over her printed name on the received portion of the document	None	5 minutes	MCR MCRO
5. Receive copy of the amended COLB	Issue copy of the amended COLB	None	5 minutes	MCR Admin Aide VI MCRO
TOTAL		PHP 600.00	1 HOUR & 40 Minutes	

7. Issuance of Certifications of Birth, Marriage and Death (Transcription)

Service Information: The office will issue certifications on the record of births, marriages, and death from the registry books and Civil Registry Information System. There are three kinds of certifications that can be issued: record available, records not available and record destroyed.

Office/Division:	Civil Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen



Who may avail:		1. The owner himself or a duly representative with ID 2. Owner's legal spouse, father, mother, son or daughter of legal age		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Client Request Form, 1 original copy			MCRO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up the Client request Form	1.1 Search the requested data	None	15 minutes	MCR Admin Aide VI MCRO
	1.2 Issue Order of Payment	None	5 minutes	MCR Admin Aide VI MCRO
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	PHP 100.00	10 minutes	RCC II Treasury Office
3. Submit OR	3.1 Receive OR and type the requested data	None	10 minutes	MCR Admin Aide VI MCRO
	3.2 The MCR sign over her printed name on the received portion of the document	None	5 minutes	MCR MCRO
4. Receive the document	Release copy of certification, log out and sign the document	None	5 minutes	MCR Admin Aide VI MCRO
TOTAL		PHP 100.00	50 Minutes	



8. Application for Petition for a Change of First Name (CFN) RA9048

This service intends to enable the client to, Change the First Name (RA 9048) in the Certificate of Live Birth. This service is performed without a judicial order.

Office/Division:	Civil Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Parents/ document owners/ Attorneys-in Fact who have discrepancies in their Certificate of Livebirth.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>Submit 3 photocopies of the enumerated requirements and show original copy for authentication.</p> <ol style="list-style-type: none"> 1. Certificate of Live Birth subject for correction. Both PSA and Local copy to determine the consistency of entries in both parties 2. Baptismal Certificate/Certificate of Dedication 3. School records , i.e. diploma, transcript of Records 4. Voters registration record 5. Marriage certificate/contract (if applicable) 6. If employed :Certificate of employment with no pending case 7. If not employed: Affidavit of non-employment 8. Barangay Clearance indicating current purpose Change of first Name within 6 months validity 9. Police clearances indicating current purpose Change of First Name with 6 months validity 10. NBI Clearance indicating current purpose with 1 year validity 11. GSIS/SSS record 12. Medical record 13. Civil registry records of ascendants 14. Bank passbook 15. Passport 16. Any valid identification card (driver's license, etc.) 17. Any other document that indicate your true and official name 18. Affidavit of explanation (if necessary) 	<ul style="list-style-type: none"> - PSA and MCRO -Church where he was baptized -School last attended - COMELEC - PSA - Employer -Notary Public - Local Residence -Local Residence - NBI -GSIS/ SSS - RHU / Hospital - PSA - Depository Bank - DFA - LTO - Notary Public



19. Publication (Published in newspaper of general circulation at least once a week for two consecutive weeks.) , copy of the newspaper clippings of the published petition and affidavit of publication from the publisher 20. Other relevant documents as the MCR may require			- Newspaper Publisher	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receives and evaluates the requirement if in order	None	10 minutes	MCR Admin Aide VI MCRO
	1.2 Issue Order of Payment	None	5 minutes	MCR Admin Aide VI MCRO
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	Registration fee – Php 500.00 Filing fee – Php 3,000.00 Migrant petitioner Php 1,000.00	10 minutes	RCC II Treasury Office
3. Present the Official receipt	3.1 Prepare the Petition	None	5 minutes	MCR Admin Aide VI MCRO
4. Check and sign the Petition for filing	4.1 Prepare Notice of Posting	None	15 minutes	MCR Admin Aide VI
	4.2 Prepare notice of Publication			MCRO



	4.3 Publication in a newspaper	Publication Fee- PHP 1,000.00	2 weeks	Newspaper Publisher
	4.4 Posting period of 10 days	None	10 days	MCR Admin Aide VI MCRO
	4.5 Prepare Certificate of Posting after 10 days of posting	None	5 minutes	MCR Admin Aide VI MCRO
	4.6 Either grants or denies the petition and signs the supporting documents posting/ publication	None	5 minutes	MCR Admin Aide VI MCRO
	4.7 Forwards petition to the office of the Civil Registrar General (OCRG)	None	15 minutes	MCR Admin Aide VI MCRO
	4.8 Review the petition together with the supporting documents for affirmation	None	Minimum of 3 months	Civil Registrar General
	4.9 Processes the certificate of finality, Record Sheet and annotation of the documents corrected after affirmation by the CRG	None	30 minutes	MCR Admin Aide VI MCRO
5. Receive the certificate of finality	Prepare transmittal letter and released Certificate of finality in 3 copies: 1 st copy to be forwarded at OCRG 2 nd copy for the client	None	10 minutes	MCR Admin Aide VI MCRO



	3 rd copy for records filling			
TOTAL		PHP 5,500.0 0	Minimum of 3 months(OCRG) 2 weeks (publication) 10 days (posting) 1 hour and 50 minutes	

9. Application for a Petition for a Correction of Sex, Date or Month of Birth in the Certificate of Live Birth (RA 10172)

This service intends to enable the client to correct sex, date and month of birth in the Certificate of Live Birth. This service is performed without a judicial order.

Office/Division:	Civil Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Parents/ document owners/ Attorneys-in Fact who have discrepancies in their Certificate of Livebirth.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submit 3 photocopies of the enumerated requirements and show original copy for authentication. <ol style="list-style-type: none"> 1. Certificate of Live Birth subject for correction. Both PSA and Local copy to determine the consistency of entries in both parties 2. Baptismal Certificate/Certificate of Dedication 3. Earliest School records 4. Voters registration record 5. Marriage certificate/contract (if applicable) 6. If employed :Certificate of employment with no pending case. 7. If not employed: Affidavit of non-employment 8. Barangay Clearance indicating current purpose correction of sex, date or month of birth within 6 months validity. 9. Police clearances indicating current purpose correction of sex, date or month of birth with 6 months validity. 10. NBI Clearance indicating current purpose correction of sex, date or month of birth with 1 	<ul style="list-style-type: none"> - PSA and MCRO -Church where he was baptized -School First attended - COMELEC - PSA - Employer - Notary Public - Local Residence - Local Residence - NBI



year validity 11. GSIS/SSS record 12. Medical record 13. Civil registry records of ascendants 14. Bank passbook 15. Passport 16. Any valid identification card (driver's license, etc.) 17. Any other document that indicate your true sex, date and or month of birth 18. Affidavit of explanation (if necessary) 19. Publication (Published in newspaper of general circulation at least once a week for two consecutive weeks.) , copy of the newspaper clippings of the published petition and affidavit of publication from the publisher 20. Other relevant documents as the MCR may require		-GSIS/ SSS - RHU / Hospital - PSA - Depository bank - DFA - LTO - Newspaper Publisher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receives and evaluates the requirement if in order	None	10 minutes	<i>MCR Admin Aide VI</i> <i>MCRO</i>
	1.2 Issue Order of Payment	None	5 minutes	<i>MCR Admin Aide VI</i> <i>MCRO</i>
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	Registration fee – Php 500.00 Filing fee – Php 3000.00 Migrant petitioner Php 1000.00	10 minutes	<i>RCC II</i> Treasury Office
3. Present the Official receipt	3.1 Prepare the Petition	None	5 minutes	<i>MCR Admin Aide VI</i> <i>MCRO</i>
4. Check and sign the Petition	4.1 Prepare Notice of	None	15 minutes	<i>MCR Admin Aide VI</i>



for filing	Posting			MCRO
	4.2 Prepare notice of Publication			
	4.3 Publication in a newspaper	Publication Fee-PHP 1000.00	2 weeks	<i>Newspaper Publisher</i>
	4.4 Posting period of 10 days	None	10 days	<i>MCR Admin Aide VI</i> MCRO
	4.5 Prepare Certificate of Posting after 10 days of posting	None	5 minutes	<i>MCR Admin Aide VI</i> MCRO
	4.6 Either grants or denies the petition and signs the supporting documents posting/ publication	None	5 minutes	<i>MCR Admin Aide VI</i> MCRO
	4.7 Forwards petition to the office of the Civil Registrar General (OCRG)	None	15 minutes	<i>MCR Admin Aide VI</i> MCRO
	4.8 Review the petition together with the supporting documents for affirmation	None	Minimum of 3 months	<i>Civil Registrar General</i> <i>PSA</i>
	4.9 Processes the certificate of finality, Record Sheet and annotation of	None	30 minutes	<i>MCR Admin Aide VI</i> MCRO



	the documents corrected after affirmation by the CRG			
5. Receive the certificate of finality	Prepare transmittal letter and released Certificate of finality in 3 copies: 1 st copy to be forwarded at OCRG 2 nd copy for the client 3 rd copy for records filling	None	10 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
TOTAL		PHP 5,500.00	Minimum of 3 months(OCRG) 2 weeks (publication) 10 days (posting) 1 hour and 50 minutes	

10. Application for Correction of Clerical or Typographical Error (CCE) RA9048

This service intends to enable the client to Correct Clerical Error or typographical error on the Certificate of Live Birth, Marriage and Death. This service is performed without a judicial order.

Office/Division:	Civil Registry Office
Classification:	Simple



Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Parents/ document owners/ Attorneys-in Fact who have discrepancies in the Certificate of Births, Marriage and Death			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Submit 3 photocopies of the enumerated requirements and show original copy for authentication. 1. Certificate of Livebirth, Marriage or Death sought to be corrected. (Document (birth, marriage, death) Both PSA and local copy to determine the consistency of entries in both copies. (3 copies) 2. Baptismal Certificate/Certificate of Dedication 3. School records i.e. diploma, transcript of a. records 4. Voters registration record 5. Marriage certificate/contract (if applicable) 6. GSIS/SSS record 7. Civil registry records of ascendants 8. Passport 9. Any valid identification card (driver's license, etc.) 10. Other relevant documents as the MCR may require			-PSA & MCRO -Church where he was baptized -School last attended -COMELEC -PSA -GSIS, SSS -PSA -DFA	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receives and evaluates the requirement	None	10 minutes	<i>MCR Admin Aide VI</i>
	1.2 Issue Order of Payment	None	5 minutes	<i>MCR Admin Aide VI</i>
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	Filing fee- Php 1000.00 Registration Fee – Php 500.00 Migrant Petitioner – Php 500.00	10 minutes	<i>RCC II Treasury Office</i>



3. Present the Official receipt	Prepare the Petition	None	5 minutes	<i>MCR Admin Aide VI</i> MCRO
4. Check and sign the Petition for filing	4.1 Prepare Notice of Posting	None	15 minutes	<i>MCR Admin Aide VI</i>
	4.2 Prepare notice of Publication			MCRO
	4.3 Posting period of 10 days	None	10 days	<i>MCR Admin Aide VI</i> MCRO
	4.4 Prepare Certificate of Posting after 10 days of posting	None	5 minutes	<i>MCR Admin Aide VI</i> MCRO
	4.5 Either grants or denies the petition and signs the supporting documents posting/ publication	None	5 minutes	<i>MCR Admin Aide VI</i> MCRO
	4.6 Forwards petition to the office of the Civil Registrar General (OCRG)	None	15 minutes	<i>MCR Admin Aide VI</i> MCRO
	4.7 Review the petition together with the supporting documents for affirmation	None	Minimum of 3 months	<i>Civil Registrar General</i>
	4.8 Processes the certificate of finality, Record Sheet and annotation of the documents corrected after affirmation by the CRG	None	30 minutes	<i>MCR Admin Aide VI</i> MCRO



5. Receive the certificate of finality	Prepare transmittal letter and released Certificate of finality in 3 copies: 1 st copy to be forwarded at OCRG 2 nd copy for the client 3 rd copy for records filling	None	10 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
TOTAL		PHP 2,000.00	Minimum of 3 months(OCRG) 10 days (posting) 1 hour and 55 minutes	

11. Issuance of Certified Copy/Photo Copy Civil Records

Certified true copies are provided if the record is available in the Registry Books while Certified Machine copies are provided based on the original copy of the document from the client himself/herself.

Office/Division:	Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	1. The owner himself or a duly authorized representative with ID 2. Owner's legal spouse, father, mother, son or daughter of legal age			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Filled up request form, 1 copy			MCRO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document (for certified)	1.1 Receives and evaluates the documents	None	3 minutes	<i>MCR</i> <i>Admin Aide VI</i>



machine copy)				MCRO
	1.2 Verifies office record (for certified true copy)	None	2 minutes	MCR Admin Aide VI MCRO
	1.3 Issue Order of Payment	None	5 minutes	MCR Admin Aide VI MCRO
2. Proceed to Treasury Office to pay the fees	Issue official receipt and collect the required fees	PHP 100.00/copy	10 minutes	RCC II Treasury Office
3. Present the OR	Stamped the document for Certified copy	None	2 minutes	MCR Admin Aide VI MCRO
4. Receive the document	Signs and releases the document	None	3 minutes	MCR Admin Aide VI MCRO
TOTAL		PHP 100.00	25 Minutes	

12. Advance and Electronic Endorsement of Birth, Marriage, & Death Certificates to Philippines Statistics Authority (PSA) for Security Paper

The advance endorsement is requesting the Local Civil Registry to endorse a copy of the birth, marriage, death certificate or negative certification to PSA ahead of the regular schedule of submission of civil registry documents. After securing the endorsement, the clients may follow up the status of their application with the number provided by the PSA.

Office/Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen



Who may avail:		1. The owner himself or a duly authorized representative. 2. Owner's legal spouse, father, mother, son or daughter of legal age		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Birth/Marriage/Death Certificates, 1 original copy			Philippine Statistics Authority (PSA)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for advance or electronic endorsement of Birth/Marriage/Death Certificates	Prepare the document for endorsement to PSA	None	20 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
2. Receive the copy of endorsement letter	Release the endorsement letter	None	5 minutes	<i>MCR</i> <i>Admin Aide VI</i> MCRO
TOTAL		None	25 Minutes	