

# **CITY CIVIL REGISTRAR'S OFFICE EXTERNAL SERVICES**

## 1. REGISTRATION OF BIRTH, MARRIAGE, AND DEATH CERTIFICATES (TIMELY)

**Birth** – It's complete expulsion or extraction of a duration of conception from its mother, irrespective of the duration of pregnancy, which after such separation, breathes or shows any other evidences of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut off or the placenta is still attached; each product of such birth is considered alive.

**Marriage** – is a special contract of permanent union between a man and a woman entered into in accordance with law of the establishment of conjugal and family life.

**Death** – is a permanent disappearance of all evidence of life at any time after live birth has taken place (postnatal cessation of vital functions without capability of resuscitation).

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Four (4) copies of birth, marriage, and death certificates, which must be accomplished correctly and completely		<b>Birth</b> (Hospital, Lying-In Clinics and Health Center) <b>Marriage</b> (Church, Pastor, Judge and Mayor) <b>Death</b> (Hospital and Funeral Services)		
<b>Additional Requirements for Certificate of Death</b>				
Transfer Permit of Cadaver		City Health Office Centers (Tahimik Poblacion, Velarde Medicion, Greengate Malagasang, Plaridel Bayan Luma and Carsadang Bago)		
Entrance Permit of Cadaver		Different Municipalities and Cities		
Exhumation Permit		Building Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the requirements.	1.1 Interview the client.	None	20 minutes	<b>(Birth)</b> Celia M. Sapida Jett S. San Jose Glenn Paul L. Villarosa Ariel Mari C. Camerino Rolly R. Melitante <b>(Marriage)</b> Carolina S. Saria Renato B. Pangilinan Renalyn Q. Topacio <b>(Death)</b> Debbie Jane S. Melo
	1.2 Examine and check the documents.	None		

				Michael R. Miranda City Treasurer's Office
2. Payment of Fees	2. Receive payment.	<ul style="list-style-type: none"> <li>Burial Permit – P 500.00</li> <li>Transfer Permit – P 100.00</li> <li>Transfer of Ashes - P 100.00</li> <li>Transfer/exhumation of Cadaver - P100.00</li> <li>Cremation Permit – P 1,000.00</li> <li>AUSF – P200.00</li> </ul>	10 minutes (stop time)	
3. Present Official Receipt (OR)	3.1 Registration of document with registry number.	None	5 minutes	<b>(Birth)</b> Celia M. Sapida Jett S. San Jose Glenn Paul L. Villarosa Ariel Mari C. Camerino Rolly R. Melitante <b>(Marriage)</b> Carolina S. Saria Renato B. Pangilinan Renalyn Q. Topacio <b>(Death)</b> Debbie Jane S. Melo Michael R. Miranda
	3.2 Sign the document.	None	5 minutes	Randy Gonzales OIC – Civil Registrar
4. Claim the registered documents.	4. Release the document.	None	5 minutes	CCRO Personnel
Fil-out Client Satisfaction Rating Form				
		<b>TOTAL</b>	<b>Based on assessment</b>	<b>45 minutes</b>

NOTE : Additional payment for Certification - Documentary Stamp Tax (P 30.00)

## 2. ISSUANCE OF CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATES AND OTHER CIVIL REGISTRY DOCUMENTS

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Birth, marriage and death certificates and other civil registry documents		City Civil Registrar Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request slip.	1.1 Database/ archive search. 1.2 Issuance of order payment.	None None	10 minutes	Joselito S. Camia Maricia S. Gonzales Shanielyn H. Ramirez Glenn Paul L. Villarosa
2. Payment of Fees	2. Receive payment.	P 100.00 P30.00 (Documentary Stamp Tax)	5 minutes	City Treasurer's Office
3. Present Official Receipt (OR)	3.1 Check and certify the documents. 3.2 Record the OR. 3.3 Sign the document.	None None	5 minutes	CCRO Personnel  CCRO Personnel Randy Gonzales OIC – Civil Registrar
4. Claim the Certified Copy	4. Release the document.	None	5 minutes	CCRO Personnel
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>P 130.00</b>	<b>25 minutes</b>	

### 3. REGISTRATION OF COURT ORDERS (CO)/DECREES AND REQUEST OF ANNOTATED RECORD

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.

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Original/certified photo copy of the court order/decision			Court where he/she can file order/decision	
Certificate of Finality			Court where he/she can file order/decision	
Certificate of Authenticity			Court where he/she can file order/decision	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements.	1.1 Check and examine the documents for registration and annotation.	None	10 minutes	Cynthia E. Ochoa
	1.2 Issuance of order payment.	None		
2. Payment of fees.	2. Receive payment.	<ul style="list-style-type: none"> <li>• Annulment- P500.00</li> <li>• Adoption- P 500.00</li> <li>• Correction- P500.00</li>   <li>• Certified photocopy of court order (CO)- P100.00</li> <li>• Endorsement- P100.00</li> <li>• Certified photocopy of Annotated Record P130.00</li> </ul>	10 minutes (stop time)	City Treasurer's Office
3. Present Official Receipt.	3.1 Registration of Court Order and Annotation to the Affected Civil Registry Record.	None	20 minutes	CCRO Personnel
	3.2 Prepares certificate of court registration, annotated Civil Registry record and certified photocopy of CO and			

	endorsement letter to PSA, Sta. Mesa, Manila			
4.1 Claim the Requested Record	4.1 Review, approve and sign the documents.	None	5 minutes	Randy B. Gonzales OIC – City Civil Registrar
4.2 Sign the logbook.	4.2 Record and release court registration.	None	5 minutes	Cynthia E. Ochoa
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	50 minutes	

NOTE : Additional payment for Certification - Documentary Stamp Tax (P 30.00)

#### 4. REGISTRATION OF LEGAL INSTRUMENTS/LEGITIMATION OF NATURAL CHILD

Legitimation is a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married.

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen
<b>WHO MAY AVAIL THE SERVICE</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
CENOMAR (Certificate of No Marriage) of Husband and Wife	Philippine Statistics Authority (PSA)
Marriage Contract (PSA copy) if not solemnized in Imus, Cavite	Philippine Statistics Authority (PSA)
Birth Certificate	City Civil Registrar Office
Affidavit of Legitimation	City Civil Registrar Office/ Notary Public
Affidavit of Acknowledgement if father is N/A on COLB	City Civil Registrar Office/ Notary Public
Residence Certificate	City Treasurer's Office
Appearance of Parents	
<b>Republic Act 9255 - Affidavit to Use the Surname of the Father (AUSF)</b>	City Civil Registrar Office/ Notary Public
1. a. affidavit of paternity / acknowledgement, voluntary emancipation/parental authorization,	City Civil Registrar Office/ Notary Public
* all legal instruments executed abroad must be registered at the city civil registry office of Manila	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Check and verify the requirements for registration and annotation.	None	5 minutes	Celia M. Sapida Ariel Mari C. Camerino
	1.2 Issuance of order payment.	None		
2. Payment of fees	2. Receive payment.	<ul style="list-style-type: none"> <li>• Legitimation Fee – P 500.00</li> <li>• Certification - P 100.00</li> <li>• Deed of Legitimation - P 100.00</li> <li>• Registration Fee - P 200.00</li> <li>• Affidavit of Acknowledgement - P 200.00</li> <li>• AUSF P200.00</li> </ul>	10 minutes (stop time)	City Treasurer's Office
3. Present the OR.	3.1 Prepare certificate, endorsement letter and annotate registered documents.	None	20 minutes	CCRO Personnel
	3.2 Review, approve and sign the documents.	None	5 minutes	Randy B. Gonzales OIC – City Civil Registrar
4. Claim the document.	4. Release the document	None	5 minutes	CCRO Personnel
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>45 minutes</b>	

NOTE : Additional payment for Certification - Documentary Stamp Tax (P 30.00)

## 5. ENDORSEMENT OF REGISTRY RECORDS TO THE CIVIL REGISTRAR-GENERAL

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PSA-Negative Result Certification		Philippine Statistics Authority (PSA)		
Certified true copy/photocopy of Civil registry documents		City Civil Registrar Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for an endorsement of his/her record to PSA.	1.1 Database/ Archive search.	None	10 minutes	Celia M. Sapida Rolly R. Melitante Jett S. San Jose Ariel Mari C. Camerino Glenn Paul L. Villarosa
	1.2 Issuance of order payment.	None		
2. Payment of fees	2. Receive payment	P 100.00 P 30.00 (Documentary Stamp Tax)	10 minutes (stop time)	City Treasurer's Office
3. Present the Official Receipt (OR)	3.1 Prepare the endorsement letter.	None	5 minutes	CCRO Personnel Randy B. Gonzales OIC – City Civil Registrar
	3.2 Review and approval.	None	3 minutes	
4. Claim the endorsement.	4. Release the document	None	2 minutes	CCRO Personnel
Fill-out Client Satisfaction Rating From				
<b>TOTAL</b>			<b>30 minutes</b>	

Note: Mail the documents to Provincial Statistics Office (PSA) follow-up after 5 days to 7 working days by the client.



## 6. DELAYED AND OUT OF TOWN REGISTRATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATE OF CIVIL REGISTRY RECORDS

A report of vital event made beyond the reglementary period is considered delayed.

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Highly-Technical			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Birth Certificate:</b>				
Philippine Statistics Authority (PSA) Negative Result	Philippine Statistics Authority (PSA)			
Affidavit of Two (2) Disinterested Persons	Notary Public			
Voter's Affidavit	COMELEC			
Baptismal Certificate	Church where he/she baptized			
School Records	School			
Marriage Certificate (if married)	Philippine Statistics Authority (PSA) or Civil Registrar Office			
Residence Certificate of Parents	Treasurer's Office			
Medical Records	Hospitals/Clinics			
<b>For Marriage and Death Certificate:</b>				
Philippine Statistics Authority (PSA) Negative Result	Philippine Statistics Authority (PSA)			
Affidavit of Delayed Registration	Notary Public			
Affidavit of Two (2) Disinterested Persons	Notary Public			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements.	1.1 Interview the client and evaluate the submitted requirements.	None	15 minutes	<b>(Birth)</b> Celia M. Sapida Ariel Mari C. Camerino Jett S. San Jose
	1.2 Database / Archive search.	None		
	1.3 Issuance of claim stub.	None		
	1.4 Process, record, and register the documents	None		
	1.5 Issuance of order payment.	None		
2. Payment of fees.	2. Receive payment.	• P 200.00	10 minutes (stop time)	<b>(Marriage)</b> Carolina S. Saria  <b>(Death)</b> Debbie Jane S. Melo Michael R. Miranda City Treasurer's Office

		• P 300.00 - Out of town		
3.1 Present the Official Receipt (OR)	3.1 Approve and sign the documents.	None	3 minutes	Randy B. Gonzales OIC – City Civil Registrar
	3.2 Publication Posting day	None	10 days	
3.2 Present claiming stub and get the document.	3.3 Release the document	None	2 minutes	CCRO Personnel
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>10 days and 30 minutes</b>	

**Note:** Out of Town Registration are forwarded to the corresponding towns/cities for registration by the client. Release documents after 10 calendar days. (Administrative Order No. 1 Series of 1993)

## 7. ISSUANCE OF MARRIAGE LICENSE

A license contains important details of marriage, such as the wedding date and place, and is a formal requirement to marry anywhere in the Philippines. It is proof that your marriage took place and that your partner is your legal spouse.

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certified True/Xerox copy of birth certificate of applicants		Philippine Statistics Authority (PSA) or Civil Registrar Office		
Certificate of No Marriage (CENOMAR)		Philippine Statistics Authority (PSA)		
Barangay Clearance		Respective Barangay		
Pre-Marriage Counseling Certificate		PopCom Office		
Family Planning Seminar		PopCom Office		
Certificate of Death (if widowed)		Philippine Statistics Authority (PSA)		
Annotated Certificate of Marriage (if annulled)		Philippine Statistics Office (PSA)		
Legal capacity to marry from respective embassy in the Philippines (if foreigner)		Respective Embassy		
Judicial Decree of absolute divorce (if divorced)		Court		
Parental consent (if applicant is 18 years old but below 20 years old)		City Civil Registrar Office		
Parental Advice (if applicant is 21 years old but below 25 years old)		City Civil Registrar Office		
••At least one of the contracting parties must be a resident of the place where the local civil registry office is located.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Submit complete requirements.	1.1 Assess the documents.	None	5 minutes	Carolina S. Saria Renato B. Pangilinan Renalyn Q. Topacio
1.2 Fill out the application form. (Contracting parties both sign the application form)	1.2 Receive, review and check the accomplished application.	None	5 minutes	
	1.3 Issuance of order payment.	None	2 minutes	
2. Payment of fees	2. Receive payment	<ul style="list-style-type: none"> <li>Application - P 300.00</li> <li>License - P 50.00</li> </ul>	10 minutes (stop time)	City Treasurer's Office

		• Pre-Nuptial Agreement - P 200.00		
3.1 Present the Official Receipt (OR)	3. Issuance of referral stub for Pre Marriage Counselling (PMC) Seminar. (POPDEV Office)	None	3 minutes	CCRO Personnel
3.2 Receive referral stub				
4. Attend Pre-Marriage Counselling (PMC) Seminar	4. Conduct Pre-Marriage Counselling (PMC) Seminar.	None	(stop time)	Population Development Office
5. Submit PMC Seminar certification	5.1 Receive PMC certificate. Issuance of claim stub.	None	10 minutes	Carolina S. Saria Renato B. Pangilinan
	5.2 Prepare documents <ul style="list-style-type: none"> <li>• Marriage license application</li> <li>• Advice upon intended marriage</li> <li>• Consent to marriage of a person underage</li> </ul>	None	5 minutes	
	5.3 Publication Posting Day	None	10 days	
	5.4 Review and sign.	None	5 minutes	Randy B. Gonzales OIC – City Civil Registrar
	5.4 Record in the logbook.	None	5 minutes	CCRO Personnel
6. Present claiming stub and get the license.	6. Release the license.	None	5 minutes	CCRO Personnel
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>10 days and 45 minutes</b>	

Note: Release after 10 days publication period. (Administrative Order No. 1 Series of 1993)  
Additional payment for Certification - Documentary Stamp Tax (P 30.00)

## 8. MARRIAGE LICENSE VERIFICATION

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
PSA Marriage Contract			Philippine Statistics Authority (PSA)	
Letter Request			Client	
Valid ID of the Requestor			Client	
Authorization letter (if the applicant is not the owner)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Marriage contract and Letter Request	1.1 Receive Marriage contract and Request Letter 1.2 Issuance of order payment.	None	3 minutes	Deborah C. Achas Marianne E. Alcoseba
2. Payment of Fees	2. Receive payment	P 100.00 P 30.00 (Documentary Stamp Tax)	10 minutes (stop time)	City Treasurer's Office
3. Present the Official Receipt (OR)	3.1 Verification of marriage license in the registry book of application for marriage licenses. 3.2 Prepare the certification 3.3 Approval and sign the certification	None	3 days	Deborah C. Achas  Randy B. Gonzales OIC – City Civil Registrar
4. Claim the document	4.1a Issue certification of no record if the verified license is not in the registry book.	None	2 minutes	Marianne E. Alcoseba
	4.1b Issue certification if has record in the registry book. 4.2 Record in the logbook.	None	5 minutes	
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>			<b>3 days and 20 minutes</b>	

**9. PROCESSING OF PETITION FOR CHANGE OF FIRST NAME (CFN) AND CORRECTION OF CLERICAL ERROR/S (CCE) PURSUANT TO REPUBLIC ACT NO. 9048 (DIRECT OR MIGRANT)**

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office	
<b>CLASSIFICATION</b>	Simple	
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen	
<b>WHO MAY AVAIL THE SERVICE</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Petition for Change of First Name</b>		
PSA & CCR copies of Birth Certificate	Philippine Statistics Authority (PSA)	
Baptismal Certificate	Church	
School records or medical records	School	
Marriage Contract, if applicable	Philippine Statistics Authority (PSA)	
Birth Certificates of children, if applicable	Philippine Statistics Authority (PSA)	
Barangay Clearance	Barangay	
NBI Clearance	NBI Offices	
Police Clearance	Police	
Clearance or Certificate of no pending administrative or criminal case from employment (affidavit of non-employment if not employed)	Employer/Notary Public	
Affidavit of Discrepancy	Notary Public	
Valid IDs	Client	
Affidavit of publication with newspaper clipping	Publishing Company	
Note: Subject for publication for at least once a week for two (2) consecutive weeks in a newspaper of general circulation.		
Note: Three (3) Photocopies of each document (if registered in Imus), Four (4) Photocopies of each document (if migrant)		
Note: Transmittal of Petition to PSA/concerned Local Civil Registrar. Follow –up after 2 months.		
<b>Petition for Correction of Clerical Errors in Middle Name, Last Name and other pertinent entries</b>		
PSA & CCR copies of document to be corrected	Philippine Statistics Authority (PSA)	
Baptismal Certificate	Church	
Birth Certificate of Mother/Father	Philippine Statistics Authority (PSA)	
Marriage Contract of Parents,( if applicable)	Philippine Statistics Authority (PSA)	
Birth Certificates of brothers and sisters,( if applicable)	Philippine Statistics Authority (PSA)	
Birth Certificates of children, (if applicable)	Philippine Statistics Authority (PSA)	
Marriage Contract (if married)	Philippine Statistics Authority (PSA)	
Affidavit of Discrepancy	Notary Public	
Valid IDs	client	
<b>Note:</b> Three (3) Photocopies of each document (if registered in Imus), Four (4) Photocopies of each document (if migrant)		

<b>Note:</b> Transmittal of Petition to PSA/concerned Local Civil Registrar. Follow –up after 2 months.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. File and submit required petition.	1. 1 Checking of submitted supporting documents  1.2 Issuance of order payment	None	5 minutes	Deborah C. Achas Marianne E. Alcosoba Michael I. Caguyong
2. Payment of fees  Present the OR	2. Receive payment	<ul style="list-style-type: none"> <li>• Petition for CFN - P3,000.00</li> <li>• Petition for CCE - P1,000.00</li> <li>• Migrant Petition for CFN - P1,000.00</li> <li>• Migrant Petition for CCE - P500.00</li> </ul>	10 minutes (stop time)	City Treasurer's Office
3. Present the Official Receipt (OR)	3.1 Prepares petition and ask the petitioner to sign	None	30 minutes	Deborah C. Achas Marianne E. Alcosoba Michael I. Caguyong
	3.2 Give the petitioner a stub as to how and when to follow up the petition	None	15 minutes	
	3.3 Signing of Approved petition by the Civil Registrar	None	5 minutes	Randy B. Gonzales OIC – City Civil Registrar
	3.4 Publication for CFN and posting for clerical error	None	10 days	Publishing Company
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>10 days, 1 hour and 5 minutes</b>	

Note : Additional payment for Certification - Documentary Stamp Tax (P 30.00)



**10. PROCESSING OF PETITION FOR CORRECTION OF CLERICAL/TYPOGRAPHICAL ERRORS IN MONTH AND DATE OF BIRTH AND SEX OF A PERSON APPEARING IN CERTIFICATE OF LIVE BIRTH PURSUANT TO REPUBLIC ACT No. 10172) (DIRECT OR MIGRANT)**

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office	
<b>CLASSIFICATION</b>	Highly-Technical	
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen	
<b>WHO MAY AVAIL THE SERVICE</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Petition for Correction of Clerical Errors in Month and Date of Birth</b>		
PSA & CCR copies of Birth Certificate	Philippine Statistics Authority (PSA)	
Baptismal Certificate	Baptismal	
School Records/Medical Records/Certificates	School	
Barangay Clearance	Barangay	
NBI Clearance	NBI Offices	
Police Clearance	Police	
Clearance Certificate of no pending administrative or criminal case from employment (affidavit of non-employment if not employed)	Notary Public	
Affidavit of Discrepancy/Two Disinterested Persons	Notary Public	
Marriage Contract (if married)	Philippine Statistics Authority (PSA)	
Valid IDs	Client	
Affidavit of publisher with newspaper clipping	Publishing Company	
<b>Note:</b> Subject for publication for at least once a week for two (2) consecutive weeks in a newspaper of general circulation.		
<b>Note:</b> Three (3) Photocopies of each document		
<b>Note:</b> Transmittal of Petition to PSA/concerned Local Civil Registrar. Follow –up after 2 months.		
<b>Petition for Correction of Child's Sex</b>		
PSA & CCR copies of Birth Certificate	Philippine Statistics Authority (PSA)	
Baptismal Certificate	Church	
School records	School	
Medical records	Hospitals and Clinics	
Barangay Clearance	Barangay	
NBI Clearance	NBI Offices	
Police Clearance	Police	
Clearance Certificate of no pending administrative or criminal case from employment (affidavit of non-employment if not employed)	Notary Public	



Medical Certification (City Health Center) attesting that owner of the document has not undergone sex change/transplant)	City Health Office			
Marriage Contract (if married)	Philippine Statistics Authority (PSA)			
Affidavit of Discrepancy	Client			
Valid IDs	Notary Public			
Affidavit of publisher with newspaper clipping	Publishing Company			
<b>Note:</b> Subject for publication for at least once a week for two (2) consecutive weeks in a newspaper of general circulation.				
<b>Note:</b> Three (3) Photocopies of each document				
<b>Note:</b> Transmittal of Petition to PSA/concerned Local Civil Registrar. Follow –up after 2 months for the result and decision of the OCRG				
<b>Note:</b> Transmittal of Certificate of Finality and annotated civil registry document to PSA Regional Office for final annotation.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File and submit required petition.	1.1 Checking of submitted supporting documents 1.2 Issuance of order payment	None None	5 minutes	Deborah Achas Marian E. Alcoseba Michael I. Caguyong
2. Payment of fees.	2. Receive payment.	<ul style="list-style-type: none"> <li>Petition for CCE RA 10172 P3,000.00</li> <li>Migrant Petition for CCE RA 10172 P1,000.00</li> </ul>	10 minutes (stop time)	City Treasurer's Office
3. Present the Official Receipt	3.1 Prepares petition and ask the petitioner to sign  3.2 Give the petitioner a stub as to how and when to follow up the petition  3.3 Review and sign the petition  3.4 Publication for CCE under R.A. 10172 and posting for clerical error	None  None  None  None	20 minutes	Deborah Achas Marian E. Alcoseba  Deborah Achas Marian E. Alcoseba  Randy B. Gonzales OIC – City Civil Registrar  Publishing Company
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>35 minutes</b>	

Note : Additional payment for Certification - Documentary Stamp Tax (P 30.00)

## 11. REGISTRATION OF FOUNDLING/ABANDONED CHILDREN

Foundling is a deserted or abandoned infant or a child found, with parents, guardian, orphanage or charitable or similar institution with unknown facts of birth and parentage.

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished certificate of Foundling		DSWD		
Police Report		Police		
Affidavit of finder stating the facts and circumstances surrounding the finding of the child		Notary Public		
Barangay Report		Barangay		
DSWD Certificate		DSWD		
Certificate of Foundling		DSWD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements.	1.1 Receive and evaluate the documents.	None	5 minutes	Debbie Jane S. Melo Michael R. Miranda
	1.2 Check and sign for approval.	None		Randy B. Gonzales OIC – City Civil Registrar
2. Claim the document	2. Register and Release the document.	None	5 minutes	Randy B. Gonzales OIC – City Civil Registrar
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

## 12. REGISTRATION OF SUPPLEMENTAL REPORT

The Supplemental Report may be filed by the parent/guardian or the party concerned, if of age, who shall execute an affidavit indicating the entry/ies missed in the registration and the reason/s why there was a failure in supplying the required entry.

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Affidavit for Supplemental Report			Notary Public	
PSA Birth Certificate/Death Certificate/Marriage Certificate			Philippine Statistics Authority (PSA)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements.	1.1 Check and verify the requirements	None	5 minutes	Celia M. Sapida Jett S. San Jose
	1.2 Issuance of order payment			
2. Payment of fees.	2. Receive payment	P 200.00	10 minutes (stop time)	City Treasurer's Office
3. Present Official Receipt (OR)	3.1 Prepare supplemental report and endorsement letter.	None	10 minutes	CCRO Personnel  Randy B. Gonzales OIC – City Civil Registrar
	3.2 Review and sign the documents.	None		
	3.3 Sort and file the supplemental report.	None		
4. Claim the document.	4. Release the document.	None	5 minutes	CCRO Personnel
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>P 200.00</b>	<b>30 minutes</b>	

### 13. ISSUANCE OF AUTHENTICATED CIVIL REGISTRY DOCUMENTS SUCH AS BIRTH, MARRIAGE, DEATH CERTIFICATE AND CERTIFICATE OF NO MARRIAGE (CENOMAR)

The PSA is mandated by law to keep and preserve the birth, marriage, and death certificates of a Filipino citizen. These certificates are the bases for establishing the legal status of each and every Filipino.

<b>OFFICE OR DIVISION</b>	City Civil Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Birth, Marriage and Death Certificate		Philippine Statistics Authority (PSA)		
Certificate of No Marriage (CENOMAR)		Philippine Statistics Authority (PSA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Philippines Statistics Authority (PSA) form.	1.1 Check if information is complete and readable.	None	8 minutes	Maricia S. Gonzales Shanielyn H. Ramirez Joselito S. Camia
	1.2 Issuance of order payment.	None		
2. Payment of fees.	2. Receive of payment.	<ul style="list-style-type: none"> <li>• City - P100.00</li> <li>• PSA - Birth, Marriage and Death - P155</li> <li>• CENOMAR – P 210</li> </ul>	10 minutes (stop time)	City Treasurer's Office
3.1 Present the Official Receipt (OR)	3. Release the document	None	2 minutes	Maricia S. Gonzales Shanielyn H. Ramirez Joselito S. Camia
3.2 Present the Claim Stub				
Fill-out Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>Based on assessment</b>	<b>20 minutes</b>	

Note: Release after 2 to 3 weeks PSA copy.