



Office of the Municipal Civil Registrar
Frontline Services



1. REGISTERING BIRTHS AND ISSUANCE OF CERTIFICATE OF LIVE BIRTH

Office or Division:	Office of the Municipal Civil Registrar			
Classification	Simple			
Type of Transaction:	G2C – Government to transacting public			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Marriage Certificate (if parents are married)		PSA/LCR		
Certificate of Live Birth with complete details		Attendant at Birth/Hospital/ Traditional Midwife		
Affidavit to use the surname of the father		Notary Public/LCR		
Valid ID's/ Cedula		Valid ID's/ Cedula		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1	Fill-out and submit application and complete requirements for birth registration.	1.1 Review COLB Submitted as to accuracy & completeness.		5 MINUTES
2	Payment of Fees	2.1 Issue order of payment AUSF		5 MINUTES
3	Registration of Birth Certificate.	3.1 Assign registry n. and registry book.	₱ 350.00	5 MINUTES
4	Release of registered documents	4.1 Issue registered COLB and certified true copy.		5 MINUTES
TOTAL			₱ 350.00 AUSF	20 MINUTES



2. DELAYED REGISTRATION (7 YEARS OLD AND ABOVE)

Office or Division:	Office of the Municipal Civil Registrar				
Classification	Simple				
Type of Transaction:	G2C – Government to transacting public				
Who may avail:	Public				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
PSA negative Result		PSA			
Baptismal Certificate/Certificate of Dedication		Church			
Affidavit of two (2) Dis-Interested Person		Notary Public/LCR			
Recent Community Tax Certificate of the Informant		Treasurer's Office			
At least three (3) documentary evidences showing correct full name; date of birth, place of birth of the child		Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Submit application of birth registration and complete required documents and provide needed information during the interview.	1.1	Review COLB Submitted as to accuracy & completeness.	For child whose parents are married ₱ 200.00	5 MINUTES <i>Registration Clerk</i> MCR
2	Inform the client date of compliance with 10 day posting period.	2.1	Posting Request for delayed registration of Certificate of Live Birth for 10 days.	For unmarried parents of child ₱ 350.00 + Documentation fee ₱ 200.00	5 MINUTES <i>Registration Clerk</i> MCR <i>Revenue Collector</i> Treasurer Office
3	Payment of fees.	3.1	Issue order of payment.		5 MINUTES <i>Registration Clerk</i> MCR
4	Release of the duly registered Certificate of Live Birth on the appointed date.	4.1	After 10 days of posting assign registry no. Affix signature and issue COLB upon payment		5 MINUTES <i>Registration Clerk</i> MCR
TOTAL				₱550.00	20 MINUTES



3. REGISTERING FOUNDLING

Office or Division:	Office of the Municipal Civil Registrar				
Classification	Complex				
Type of Transaction:	G2C – Government to transacting public				
Who may avail:	Public				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Certificate of Foundling		Case Study Report			
Affidavit of finder		Notary Public			
Affidavit of two (2) Dis-Interested Person		Notary Public/LCR			
Certificate of the Barangay Captain or Police authority regarding the report by the finder		Brgy. Hall/ Police Station			
Child Case Study		DSWD			
Publication Certificate or Media Certificate/ Affidavit of Publication		Any Newspaper in Natl. Circulation			
Certificate declaring a child legally available for adoption		DSWD			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit the Requirements for registration and provide the necessary information during the interview.	1.1 Review and check all the documents submitted -Prepares Certificate of Live Birth based on the information supplied Advise the founder or charitable institution date of issuance of registration.		5 MINUTES	Registration Clerk MCR
2	Payment of fees	2.1 order of payment	₱ 1,500.00	5 MINUTES	Registration Clerk MCR Revenue Collector Treasurer Office
4	Release registered certificate of foundling.	4.1 Issues Certificate of Foundling.		5 MINUTES	Registration Clerk MCR
TOTAL			₱ 1,500.00	15 MINUTES	



4. REGISTERING / ISSUANCE OF DEATH

Office or Division:		Office of the Municipal Civil Registrar			
Classification		Complex			
Type of Transaction:		G2C – Government to transacting public			
Who may avail:		Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Death Certificate prepared by Funeral Service or Hospital			Funeral Homes/ Hospital		
Sworn statement if registration is delayed			Notary Public		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to the Municipal Registrar Office submit accomplished Certificate of Death signed by the embalmer at the back.	1.1 Received the prepared Certificate of Death and check as to completeness of the date needed.	Burial Permit (Public Cemetery) P350.00 Transfer of Cadaver P350.00 Certified true Copy P130.00 + Photocopy P8.00	5 MINUTES	Registration Clerk MCR
2	Certification Cause of deaths.	2.1 Issues a copy of the accomplished but unregistered Death Certificate Advise the informant to go to Municipal Health Officer for review and certification of the Cause of Death.		10 MINUTES	Registration Clerk MCR
3	Payment of the corresponding fees.	3.1 Advise clients to pay the corresponding fees at the Treasures' Office (order of payment).		5 MINUTES	Registration Clerk MCR Revenue Collector Treasurer Office
4	Registration and recording of Certificate of Death.	4.1 Records and assign registry number to Death Certificate. Photocopy of Certificate of Death		5 MINUTES	Registration Clerk MCR
5	Issuance of the duly registered Death Certificate.	5.1 Issues the duly registered Death Certificate and Certified True Copy of COD		5 MINUTES	Registration Clerk MCR
TOTAL			₱ 138.00	30 MINUTES	



5. APPLICATION FOR MARRIAGE LICENSE

Office or Division:	Office of the Municipal Civil Registrar				
Classification	Simple				
Type of Transaction:	G2C – Government to transacting public				
Who may avail:	Public				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Certificate of No Marriage		PSA			
Birth Certificate of Contracting Parties/ Baptismal Certificate		PSA/LCR/Church			
Parental Consent (18-20) Parental Advice (21-24)		LCR			
Affidavit of Co-habitation for Article 34 of E.O 209		Notary Public			
2pcs. Of seedlings Ord. No. 2013-205		Gardening Store			
Pre Marriage Orientation & Counseling		PMOC Team			
Passport and legal capacity to contract marriage (for foreigner)		Embassies			
CLIENT STEPS	ANGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1	Both parties will fill-up AML upon submission of required documents (Mun. Form No. 90)	1.1	Review the documents submitted,interview to go to PMC Team Secretariat to fill-up MEI and for the PMOC schdule both parties.	(For Application of Marriage License) Pre Orientation Counseling ₱ 100.00 +	10 MINUTES <i>Registration Clerk</i> MCR
2	Pay the corresponding fees at Municipal Treasurer's Office.	2.1	Issues order of Payment.	Application for Marriage License ₱ 250.00 +	10 MINUTES <i>Registration Clerk</i> MCR <i>Revenue Collector</i> Treasurer Office
3	Posting of Notice.	3.1	Posting of Notice for 10 days.	Marriage License ₱ 50.00 +	5 MINUTES <i>Registration Clerk</i> MCR
4	Pre Marital Counseling (PMOC).	4.1	Conduct of PMOC scheduled date.	Solemnization ₱ 250.00 = ₱ 650.00 (For Article 34) Pre Orientation Counseling ₱ 100.00 +	1-4 HOURS <i>PMOC TEAM</i>
5	Release of Marriage Lices.	5.1	Marriage License released after 10 days of posting, attendance of PMOC and submission of two (2) seedlings as per Ord. #	Affidavit of Solemnizing Officer ₱ 250.00	5 MINUTES <i>Registration Clerk</i> MCR
TOTAL				₱ 600.00	270 MINUTES



6. REGISTERING MARRIAGE CERTIFICATE (ON-TIME REGISTRATION)

Office or Division:		Office of the Municipal Civil Registrar				
Classification		Simple				
Type of Transaction:		G2C – Government to transacting public				
Who may avail:		Public				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Marriage Certificate			LCR/church			
Sworn Statement			Client			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished Marriage Certificate in quadruplicate copies).	1.1	Receive, assign registry no. and record in Registry Book.	NONE	5 MINUTES	Registration Clerk MCR
2	Registration of Documents.	2.1	Review, Sign and register Marriage Certificate.		5 MINUTES	Registration Clerk MCR
3	Claim the duly registered Marriage Certificates	3.1	Release registered Marriage Certificate -sign the logbook as proof of receipt		5 MINUTES	Registration Clerk MCR
TOTAL					15 MINUTES	



7. REGISTERING MARRIAGE CERTIFICATE (ON-TIME REGISTRATION)

Office or Division:	Office of the Municipal Civil Registrar				
Classification	Simple				
Type of Transaction:	G2C – Government to transacting public				
Who may avail:	Public				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Four (4) Copies of Marriage Certificate		Client			
Affidavit of Delayed Registration of Marriage by the solemnizing officert or the person reposrting or presenting of the Marriage Certificate for registration.		Client/Notary Public			
AML bearing the date when Marriage License was issued.		Client			
If no orig or duplicate copy of Marriage Certificate , Certification by solemnizing officer indicating date of marriage based on record.		Solemnizing Officer			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit all the required documents	1.1 Review the documents for completeness. Publish request for 10 days		5 MINUTES	Registration Clerk MCR
2	Payment	2.1 Order of Payment	Documentation Fee ₱ 200.00	5 MINUTES	Registration Clerk MCR Revenue Collector Treasurer Office
3	Claim the registered Marriage Contract	3.1 Assign the registry No. release the duly registered Marriage Cetificate		5 MINUTES	Registration Clerk MCR
TOTAL			₱ 200.00	15 MINUTES	



8. PROCESSING UNDER REPUBLIC ACT 9048

8.1 (CORRECTION OF CLERIAL ERROR)

Office or Division:	Office of the Municipal Civil Registrar			
Classification	Complex			
Type of Transaction:	G2C – Government to transacting public			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate on security paper.		PSA		
Employment Record.		Client Employer		
GSIS Record or SSS.		Client		
Valid I.D's		Solemnizing Officer		
Voter's Registration Record		Comelec		
NBI/Police clearance		NBI/Police Station		
Cedula		Treasurer's Office		
CLIENT STEPS	ANGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Checklist	1.1 Gives briefing	Processing Fee ₱ 1,000.00 + Service Fee ₱ 500.00	5 MINUTES	Registration Clerk Assigned to R.A 9048/10172 MCR
2 Submit all required documents and provide the necessary information during the interview.	2.1 2. Reviews documents and undertake an interview. Prepare 9048 form 1.1 and let the petitioner sign. Inform the client about the 10 calendar days of posting of the petition and 5 days for the decision of MCR		5 MINUTES	Registration Clerk MCR
3 3. Pay the corresponding	3.1 3. Issues order of payment		5 MINUTES	Registration Clerk MCR Revenue Collector Treasurer Office
4 Approval/ Disapproval of Petition	4.1 4. MCR approves and submit to PSA legal office for affirmation on the schedule date of travel and claim upon approval of the CRG		2-3 MONTHS	OCRG
TOTAL		₱ 1,500.00	15 MINUTES	



8.2 (CHANGE OF FIRST NAME)

Office or Division:	Office of the Municipal Civil Registrar					
Classification	Complex					
Type of Transaction:	G2C – Government to transacting public					
Who may avail:	Public					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
Birth Certificate on security paper.		PSA				
Baptismal Certificate		Church				
School Records		School				
Valid I.D's		Client				
Voter's Registration Record		Comelec				
NBI/Police clearance		NBI/Police Station				
Cedula		Treasurer's Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1	Secure the checklist of documents at Municipal Civil Registrar.	1.1	Conduct briefing about the service and provides checklist to client and other instruction		5 MINUTES	Registration Clerk Assigned to R.A 9048/10172 MCR
2	Submit all required documents and provide the necessary information during the interview.	2.1	Receive and review document and undertake and interview Inform client about the required ten days posting and five days for the decision.		5 MINUTES	Registration Clerk MCR
3	Pay the corresponding fees at the treasure's office	3.1	Issues order of payment	₱ 4,000.00 Excluding Publication Fee	5 MINUTES	Registration Clerk MCR Revenue Collector Treasurer Office

4	After the termination of two week publication period, submit to the MCRO for the certification of publication and secure the approved petition. Sign the logbook as proof of receipt.	4.1 Prepared and approved petition for mailing/ submission to Legal Office- PSA 5 Treasurer's Office minutes			
5	Submission of the approved petition of the Civil Registrar General. Keep the receipt of the forwarded/ courier, together with duplicate copy of the mailed documents.	5.1 Transmit approved petition to PSA every Thursday of the week.		5 HOURS	Registration Clerk MCR
6	Follow-up the approval of the petition results at the OCRG two to three months	6.1 Decision of the Civil Registrar General.		2-3 MONTHS	OCRG
7	Certificate of Finality	7.1 Prepare Certificate of Finality for the approved petition and Motion for Reconsideration for impugned to be submitted to OCRG.		5 MINUTES	Registration Clerk Liaison Office MCR
8	Claim of affirmed petition	8.1 Issue affirmed petition for mailing to PSA OCRG together with annotated COLB and endorsement letter		5 MINUTES	Registration Clerk MCR
TOTAL				₱ 4,000.00	3 MONTHS & 30 MINUTES



9. REGISTERING LEGAL INSTRUMENT

9.1 LEGITIMATION

9.2 ACKNOWLEDGEMENT / ADMISSION OF PATERNITY

Office or Division:		Office of the Municipal Civil Registrar		
Classification		Simple		
Type of Transaction:		G2C – Government to transacting public		
Who may avail:		Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Live Birth with complete details		PSA/LCR		
Duly Notarized affidavit of acknowledgement		Notary Public		
Baptismal Certificate		Church		
Affidavit to use the surname of the father		Notary Public/LCR		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PERSON RESPONSIBLE
1	Submit all the required documents and provide the necessary information	1.1 Received and reviews documents and undertake interview and instruct the client to pay	AUSF ₱ 350.00 + Acknowledgement of paternity ₱ 500.00	Registration Clerk MCR
2	Pay the corresponding fees at the Treasurer's Office.	2.1 Issue order of payment		Registration Clerk MCR Revenue Collector Treasurer Office
3	Return the Civil REgistrar Office and present the official receipt.	3.1 Records the documents and inform the client to the date of release.		Registration Clerk MCR
4	Claimed the certified true copies of the Certificate of Live Birth of the child on the date advised. Sign the logbook as proof of the receipt.	4.1 Issue registered COLB and certified true copies of the Certificate of Live Birth		Registration Clerk MCR
			₱ 850.00	20 MINUTES



10. ISSUANCE OF CERTIFIED TRUE TRANSCRIPT OF COPIES OF BIRTH DEATH AND MARRIAGE

Office or Division:	Office of the Municipal Civil Registrar			
Classification	Simple			
Type of Transaction:	G2C – Government to transacting public			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original copy of the document requested		Client		
Special power of Attorney/ Authorization if not the owner of the document		Notary Public/Client		
Two Valid ID's		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for Certified true copy of Certificate Live Birth, Death Certificate and Marriage Certificate	1.1 Ask for the Authorization if not owner of the document.		5 MINUTES	Registration Clerk MCR
	1.2 Check the record Photocopy the documents as to no of copies requested.			
	1.3 Certify and sign the documents with office stamp			
2 Pay the corresponding fees at the Municipal Treasure's Office.	2.1 Issues order of Payment.	₱ 138.00	5 MINUTES	Registration Clerk MCR Revenue Collector Treasurer Office
3 Claim the Certified Photocopy of the document requested.	3.1 Issue Certified Photocopy of the document requested		5 MINUTES	Registration Clerk MCR
		₱ 138.00	15 MINUTES	