

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

FRONT LINE SERVICES

	SERVICES	REQUIREMENTS	SERVICE PROVIDER	TRANSACTION TIME	FEES
B I R T H S	Timely registration of children of married parents	<ol style="list-style-type: none"> 1. Marriage Certificate of parents 2. Signature of Attendant at birth 	MCR Staff Ms. KAREN A. GONZALES	25 minutes	75.00
	Timely registration of children born at home of unmarried parents (If acknowledged by the father)	<ol style="list-style-type: none"> 1. Community Tax Certificate and signature of father 2. Signature of attendant at birth 	MCR Staff Ms. KAREN A. GONZALES	25 minutes	330.00
	Timely Registration of Illegitimate children	<ol style="list-style-type: none"> 1. Affidavit of acknowledgment if child was born prior to August 3, 1988 2. Affidavit of Admission of Paternity if the child was born on or after August 3, 1988 	MCR Staff Ms. KAREN A. GONZALES	25 minutes	75.00
	Delayed registration of children of married parents	<ol style="list-style-type: none"> 1. Duly accomplished in quadruplicate copies of COLB signed by the hospital authorities 2. Signature of attendant at birth 4. Negative Certification of birth from NSO 5. Affidavit of two (2) disinterested person 6. If the applicant is the person himself, Certificate of Marriage if married 7. Any two (2) valid identification showing the child's date of birth, birthplace and name of parents such as: <ol style="list-style-type: none"> a. Baptismal Certificate b. Voter's Reg. Record or ID c. School Record 137 d. Medical Record e. Barangay Certification f. Income Tax Return of parents And others 	MCR Staff Ms. MA. TONET G. GAMEZ Ms. KAREN A. GONZALES	30 minutes	330.00

B I R T H S	Delayed registration of children of un-married parents	<ol style="list-style-type: none"> 1. Community Tax Certificate and signature of Father 2. Signature of attendant at birth 3. Negative Certification of birth from NSO 4. Affidavit of two (2) disinterested person 5. Affidavit of acknowledgment/Admission of paternity whichever is applicable (in all case, the consent of the child is required if the child is of age) 6. If the applicant is the person himself, Certificate of Marriage if married 7. Any two (2) valid identification showing the child's date of birth, birthplace and name of parents such as: <ol style="list-style-type: none"> g. Baptismal Certificate h. Voter's Reg. Record or ID i. School Record 137 j. Medical Record k. Barangay Certification l. Income Tax Return of parents <p>And others</p>	MCR Staff Ms. MA. TONET G. GAMEZ Ms. KAREN A. GONZALES	30 minutes	330.00
	Supplemental Report	<ol style="list-style-type: none"> 1. Four copies of Certificate of Live Birth on file 2. Four copies of Certificate of Live Birth with Supplemental report 3. Affidavit of supplementl report 4. Marriage Contract of Parents. 5. If more tow (2) items are missing, request from PSO For supplemental report 	MCR Staff Ms. KAREN A. GONZALES Ms. MA. TONET G. GAMEZ	30 minutes	350.00
	Out-of Town Registration of Birth, (Delayed)	<ol style="list-style-type: none"> 1. Four copies of the Certificate of Live Birth/ 2. Affidavit of applicant/informant which must be attested by at least two (2) witnesses 3. Community Tax Certificate and signature of Applicant/informant 4. Signature of attendant at birth 5. Negative Certification of the document sought to be registered from NSO 6. Affidavit of two (2) disinterested person 7. Two (2) supporting evidence or documents 8. If the parents are not married, Affidavit of 	MCR Staff Ms. MA. TONET G. GAMEZ Ms. KAREN A. GONZALES	35 minutes	425.00-Receiving Civil Registrar 500.00-Receord Keeping Civil Registrar

		acknowledgment/Admission of paternity whichever is applicable (in all case, the consent of the child is required if the child if of age)			
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<i>L E G A L I N S T R U M E N T</i>	Legitimation with information about the father	1.Cenomar of parents 2. Community Tax Certificate(Cedula) of parents 3. Marriage Certificate of parents	MCR Staff Ms. PURIFICACION A. REYES Ms. MA. TONET G. GAMEZ MR. ELISEO O. RENDON	25 minutes	550.00
	Legitimation without information about the father	1.Cenomar of parents 2. Community Tax Certificate(Cedula) of parents 3. Marriage Certificate of parents 4. Affidavit of acknowledgment/Admission of Paternity whichever is applicable	MCR Staff Ms. PURIFICACION A. REYES MS. MA. TONET G. GAMEZ MR. ELISEO O. RENDON	30 minutes	550.00
	R.A. 9255Affidavit to Use the Surname of the Father (AUSF)- For births not yet registered	1.Affidavit of Admission of paternity either at the back of the COLB or in a separate document 2.Consent of the child, if 18 years old and over at the time of the filing, it may be in a separate instrument duly notarized 3.Any two of the following documents showing clearly the paternity between the father and the child: a. Employment records b. SSS/GSIS records c. Insurance d. Certification of membership in any organization e. Statement of Assets and Liability f. Income Tax Return (ITR)	MCR Staff Ms. PURIFICACION A. REYES MS. M. TONET G. GAMEZ	30 minutes	650.00
	R.A. 9255Affidavit to Use the Surname of the Father (AUSF)- For births previously registered under the surname of the mother	1.Affidavit to use the surname of the father(AUSF) if the child was acknowledged by the father at the back of the COLB 2. Duly notarized Affidavit of Admission of Paternity if the child was not acknowledged by the father at the back of the COLB 3. Community Tax Certificate of Father	MCR Staff Ms. PURIFICACION A. REYES MS. MA. TONET G. GAMEZ MR. ELISEO O. RENDON	30 minutes	650.00

D	Timely registration of death occurred at home	1.Duly accomplished Certificate of Death signed by the RHU staff/doctor and embalmer	MCR Staff Mr. ELISEO O. RENDON Ms. KAREN A. GONZALES	15 minutes	75.00
	Timely registration of death occurred in the hospital	1.Duly accomplished Certificate of Death signed by the hospital authorities, embalmer and RHU doctor	MCR Staff Mr. ELISEO O. RENDON Ms. KAREN A. GONZALES	15 minutes	75.00
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A	Delayed registration of death occurred at home and hospital	1.Duly accomplished Certificate of Death signed by the RHU staff/doctor and/or hospital authorities and embalmer 2. Affidavit for delayed registration executed by hospital/clinic administrator if the person died in the hospital/clinic/or nearest relative of the deceased 3. Community Tax Certificate of the informant	MCR Staff Ms. KAREN A. GONZALES	25 minutes	180.00
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H	Out-of Town Registration of birth, death & marriage (Timely)	1. Four copies of the Certificate of Death 2. Affidavit of applicant which must be attested by at least two (2) witnesses	MCR Staff Ms. KAREN A. GONZALES Ms. MA. TONET G. GAMEZ	25 minutes	125.00-RCR 100.00-RKCR
S	Out-of Town Registration Death (Delayed)	1. Four copies of the Certificate of Death 2. Affidavit of applicant/informant which must be attested by at least two (2) witnesses 3. Community Tax Certificate and signature of Applicant/informant 4. Negative Certification of the document sought to be registered from NSO 5. Affidavit of two (2) disinterested person 6. Two (2) supporting evidence or documents	MCR Staff Ms. MA. TONET G. GAMEZ Ms. KAREN A. GONZALES	40 minutes	425.00-Receiving Civil Registrar 500.00-Receord Keeping Civil Registrar

MARRIAGES	Application for Marriage License	<ol style="list-style-type: none"> 1. Birth Certificate or Baptismal Certificate and Cenomar of applicant 2. Certificate of Family Planning/Pre-marriage counseling of the applicant 3. Consent of Father and valid ID if the applicant is 19-20 years of age 4. Advice of parents and valid ID if the applicant is 21-24 years of age 	<p>MCR Staff Ms. CRISTETA H. MARTINEZ</p>	25 minutes	495.00- if to be solemnized by priest, judge and other religious sect 795.00- if to be solemnized by the mayor
	Timely Registration of Certificate of Marriage	<ol style="list-style-type: none"> 1. Duly accomplished in quadruplicate copy of Certificate of Marriage 	<p>MCR Staff Ms. CRISTETA H. MARTINEZ</p>	10 minutes	75.00
	Delayed registration of marriage	<ol style="list-style-type: none"> 1. Copy of the Certificate of Marriage 2. Affidavit of the person reporting or presenting the marriage certificate 3. Copy of application for marriage license bearing the date when the marriage license was issued 	<p>MCR Staff Ms. CRISTETA H. MARTINEZ</p>	20 minutes	225.00
CERTIFICATES	Issuance of Certified transcription copies of birth, marriage and deaths	<ol style="list-style-type: none"> 1. Valid ID of the requester 	<p>MCR Staff Ms. MARIBETH A. MEDENILLA</p>	10 minutes	75.00
	Issuance of negative certificate of birth, marriages & deaths	<ol style="list-style-type: none"> 1. Valid ID of the requester 2. Baptismal certificate of the document owner and or Affidavit of birth 			
	Issuance destroyed certificate of births, marriages & deaths	<ol style="list-style-type: none"> 1. Valid ID of the requester 2. Baptismal certificate of the document owner and or Affidavit of birth 			

R A 9 0 4 8	Correction of Clerical Error (RA9048)	1.3 copies of petition 2.Community Tax certificate of petitioner 3.Copy of the document to be corrected from NSO 4. At least 3 supporting evidence such as: R.A. 9048 (Correction of Clerical Error –CCE): a. School records 137 or the report card or TOR b. Driver’s license c. Baptismal Certificate d. Voter’s Registration e. Insurance policy f. Professional license g. BIR, SSS, Pag-ibig, Philhealth, GSIS records h. Credit Card, Bank account i. Land title, seaman’s book and passport	MCR Staff Ms. PURIFICACION A. REYES	40 minutes	1,000.00-filing fee 500.00-miscellaneous
	Change of Name (RA 9048)	1.3 copies of petition 2.Community Tax certificate of petitioner 3.Copy of the document to be corrected from NSO 4. At least 3 supporting evidence such as: a. School records 137 or the report card or TOR b. Driver’s license c. Baptismal Certificate d. Voter’s Registration e. Insurance policy f. Professional license g. BIR, SSS, Pag-ibig, Philhealth, GSIS records h. Credit Card, Bank account i. Land title, seaman’s book and passport 5. NBI & Police Clearance 6. Employer’s clearance if employed or affidavit of non-employment if not employed 7. Affidavit of publication and newspaper clippings	MCR Staff Ms. PURIFICACION A. REYES	40 minutes	3,000.00-filing fee 500.00-miscellaneous 2,000.00-publication

R. A. I 0 I 7 2	<p>Correction of Sex/Gender (RA 10172)</p>	<ol style="list-style-type: none"> 1. Birth certificate issued by the NSO & LCRO 2. Earliest School record(Elementary) 3. Baptismal Certificate 4. NBI & Police clearance 5. Employer's clearance if employed or affidavit of unemployment if not employed 6. Medical certification issued by an accredited government physician 7. Certificate of authenticity of the certification issued by the accredited government physician 8. Certificate of authenticity of the certification issued by the accredited government physician 9. affidavit of publication & Newspaper clippings 	<p>MCR Staff Ms. PURIFICACION A. REYES</p>	<p>40 minutes</p>	<p>3,000.00-filing fee 500.00-miscellaneous 2,000.00-publication</p>
	<p>Correction of date & month in the date of birth (RA 10172)</p>	<ol style="list-style-type: none"> 1. Birth certificate from NSO& LCRO 2. Earliest school record or document 3. Medical records 4. Baptismal certificate 5. NBI & Police Clearance 6. Employer's clearance if employed or affidavit of unemployment if not employed 7. Affidavit of publication & newspaper clippings 	<p>MCR Staff Ms. PURIFICACION A. REYES</p>	<p>40 minutes</p>	<p>3,000.00-filing fee 500.00-miscellaneous 2,000.00-publication</p>
B R E Q S	<p>Request for copy of certificate of births, marriages, deaths and Cenomar to NSO thru BREQS (Batch Request Entry System)</p>	<p>Filled-up application form of births, marriages, deaths or cenomar whichever is applicable</p>	<p>MCR Staff Mr. ELISEO O. RENDON</p>	<p>10 minutes</p>	<p>290.00-for births, marriages and deaths 365.00-for Cenomar</p>