



MUNICIPAL CIVIL REGISTRAR EXTERNAL SERVICES

1. TIMELY REGISTRATION OF BIRTH OF LEGITIMATE CHILDREN

The birth of the child, being a vital event, should be registered at the Office of the Civil Registrar within a thirty (30) day reglementary period from the time of birth. Other than serving identification purposes, a birth certificate is also required by various agencies and instrumentalities in availing of their services.

Office or Division:	Municipal Civil Registrar			
Classification:	HighlyTechnical			
Type of Transaction:	G2C–GovernmenttoCitizen			
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 Office.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Accomplished 4 copies of Certificate of Live Birth - Marriage Certificate of Parents - Valid ID of informant 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit application and requirements for birth registration and provide needed information during the interview.	Prepare a Certificate of Live Birth based on the information supplied. If born in the hospital, receive the 4 copies of accomplished Certificate of Live Birth.	None.	15 minutes.	Asst. Registration Officer
2. Review the document and affix signature on the space provided.	Check the correctness/completeness of entries, sign and advise the client to pay the corresponding fee/s to the Office of the Municipal Registrar.	None.	5 minutes.	

3. Pay the corresponding fees at the Municipal Treasurer's office.	Issue official receipt.	100.00	5 minutes.	Collection Officer/Clerk
	Assign registry number and affix official seal.		3 minutes.	Asst. Registration Officer
4. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and attach to his/her application then endorse to the department head for signature.		2 minutes.	Asst. Registration Officer
5. Wait as Municipal Civil Registrar sign the certificate and the clerk records the registered COLB.	Check/review the entries and sign the document for registration.		3 minutes.	Municipal Civil Registrar
	Transcribe the registered document in the civil registry book.		5 minutes.	LCR Clerk
6. Claim the duly registered Certificate of Live Birth.	Release the document.		1 minute.	Asst. Registration Officer
TOTAL		100.00	39 minutes.	

2. TIMELY REGISTRATION OF BIRTH OF ILLEGITIMATE CHILDREN

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
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 Office.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 4 copies of accomplished Certificate of Live Birth - Accomplished Affidavit of Admission of Paternity if the child was born on or before August 3, 1988/Acknowledgment if the child was born before August 3, 1988, at the back of the COLB. - Affidavit to Use the Surname of the Father executed by the child with his/her ID and with attestation of the mother if the child is seven years old and above. - Valid ID of informant/affiant 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit application and requirements for birth registration and provide needed information during the interview.	Prepare a Certificate of Live Birth based on the information supplied. If born in the hospital, receive the 4 copies of accomplished Certificate of Live Birth.	None.	25 minutes	Asst. Registration Officer
2. Review the document and affix signature on the space provided.	Check the correctness /completeness of entries, sign and advise the client to pay the corresponding fee/s to the Office of the Municipal Treasurer.	None.	5 minutes	

3. Pay the corresponding fees at the Municipal Treasurer's Office.	Issue official receipt.	475.00	5 minutes.	
	Assign registry number and affix official seal.		3 minutes.	
4. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the receipt and attach to his/her application then endorse to the department head for signature.		2 minutes	Collection Officer Clerk
				Asst. Registration Officer
5. Wait as Municipal Civil Registrar sign the certificate and the LCR clerk records the document in the Civil Registry Book.	Check/review the entries and sign the document for registration. Transcribe the registered document in the civil registry book.	None.	3 minutes	Municipal Civil Registrar
			5 minutes	
6. Claim the duly registered COLB.	Released the document		1 minute	Asst. Registration Officer
TOTAL		475.00	49 minutes.	

3. DELAYED REGISTRATION OF LEGITIMATE CHILDREN

The birth of the child, being a vital event, should be registered at the Office of the Civil Registrar within a thirty (30) day reglementary period from the time of birth. Other than serving identification purposes, a birth certificate is also required by various agencies and instrumentalities in availing of their services.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
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 Office.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Accomplished 4 copies of Certificate of Live Birth - Marriage Certificate of Parents - Joint affidavit for delayed registration of birth. - Negative Certification of Birth from PSA - Two (2) documentary evidence which may show the facts of birth of the child. - Valid ID and community tax certificate of informant/affiant. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for birth registration and other required document and provide needed information during the interview.	Prepare Certificate of Live Birth based on the information supplied. If born in the hospital, receive the 4 copies of accomplished Certificate of Live Birth.		20 minutes.	Asst. Registration Officer
2. Review the document and affix signature on the space provided.	Check the correctness/completeness of entries, sign and require the client to pay the corresponding fee/s to the Office of the Municipal Treasurer.	None.	5 minutes	

3. Pay the corresponding fees at the Municipal Treasurer's Office.	Issue official receipt.	475.00	5 minutes	
	Prepare notice of Posting and post it in the bulletin board.		5 minutes	Collection Officer/Clerk Asst. Registration Officer
4. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and attach to the document. Since the application for delayed registration must be posted for ten (10) consecutive days. Inform the client on the date of release of his/her copy.		2 minutes	Asst. Registration Officer
5. Return to the Office of the Municipal Civil Registrar to claim the copy of registered document after the posting of ten (10) consecutive days.	Assign registry number, affix official seal then endorse to the department head for the signature.		3 minutes.	Asst. Registration Officer
6. Wait as the Municipal Civil Registrar sign the certificate and the LCR clerk records the document in the book.	Check/review and sign the document for registration		3 minutes.	Municipal Civil Registrar
	Transcribe the registered document and annotate the same in the civil registry		5 minutes	LCR Clerk

	book.			
7. Claim the duly registered Certificate of Live Birth	Release the document.		1 minute.	Asst. Registration Officer
TOTAL		475.00	49 minutes.	

4. DELAYED REGISTRATION OF ILLEGITIMATE CHILDREN

The birth of the child, being a vital event, should be registered at the Office of the Civil Registrar within a thirty (30) day reglementary period from the time of birth. Other than serving identification purposes, a birth certificate is also required by various agencies and instrumentalities in availing of their services.

Office or Division:	Municipal Social Welfare and Development			
Classification:	Highly Technical			
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 Office.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 4 copies of accomplished Certificate of Live Birth - Accomplished Affidavit of Admission of Paternity if the child was born on or before August 3, 1988. Acknowledgment if the child was born before August 3, 1988, at the back of the COLB. In all cases the consent of the child is required if the child is of age. - Affidavit to Use the Surname of the Father executed by the mother if the child is 0-6 yrs. Of age and executed by the child with his/her ID and with attestation of the mother if the child is seven (7) yrs. old and above. - Joint Affidavit for delayed registration of Birth. - Negative Certification of Birth from PSA - Two (2) documentary evidence which may show the facts of birth of the child. - Valid ID and community tax certificate of informant/affiant. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for birth registration and other required document and provide needed information during the interview.	Prepare Certificate of Live Birth based on the information supplied. If born in the hospital, receive the 4 copies of accomplished Certificate of Live Birth.	None.		

	Prepare Affidavit to Use the Surname of the Father and Affidavit of Admission if Paternity/Acknowledgment at the back of the COLB if acknowledgment by the father.		25 minutes	
2. Review the document and affix signature on the space provided.	Check the correctness/completeness of entries, sign and require the client to pay the corresponding fee/s to the Office of the Municipal Treasurer.	None.	5 minutes.	Asst. Registration Officer
3. Pay the corresponding fees at the Municipal Treasurer's Office.	Issue official receipt.	775.00	5 minutes.	Collection Officer/Clerk
	Prepare notice of Posting and post it in the bulletin board.	None.	5 minutes.	Asst. Registration Officer
4. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and attached to his/her application. Since the application for delayed registration must be posted for ten (10) consecutive days, inform the client in the date of release of his/her copy.	None.	2 minutes.	Asst. Registration Officer

5. Return to the office of the Municipal Civil Registrar to claim the copy of registered document after the posting of ten (10) consecutive days.	Assign registry number, affix official seal then endorse to the department head for signature.	None.	3 minutes.	Asst. Registration Officer
6. Wait as Municipal Civil Registrar sign the certificate and the LCR clerk records the document in the Civil Registry Book.	Check/review and sign the document for registration	None.	3 minutes.	Municipal Civil Registrar
	Transcribe the registered document and annotate the same in the civil registry book.	None.	5 minutes.	LCR Clerk
7. Claim the duly registered Certificate of Live on the appointed date.	Release the document.	None.	1 minute.	Asst. Registration Officer
TOTAL		775.00	54 minutes	

5. CERTIFICATE OF FOUNDLING

A foundling is a deserted or abandoned infant/child whose relatives are unknown, or a child committed in an orphanage or similar institution and whose facts of birth and parentage are unknown. The Civil Registry Law provides that the registration of foundling in the city/municipality where the child was found shall be made by the finder/charitable institutions within thirty (30) days from the date of finding/commitment of the child.

Office or Division:	Municipal of Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Finder or charitable institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Accomplished 4 copies of Certificate of Foundling. - Affidavit of the founder stating the facts and circumstances surrounding the finding. - Certification of the barangay captain or police authority regarding the report made by the finder. 				
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.	Conducts an interview and prepare COLB.	None.	20 minutes	Registration Officer II
2. Review the document and affix signature on the space provided.	Check the correctness/completeness of entries sign and require the client to pay the corresponding fee/s to the Office of the Municipal Treasurer.	None.	5 minutes	
3. Pay the corresponding fees at the Municipal Treasurer's Office.	Issue official receipt.	825.00	5 minutes	Collection Officer/Clerk

4. Return to the Municipal Civil Registrar's Office and present the official receipt.	Assign registry number and affix official seal then endorse to the department head for signature. Check and verify the sign the document	None.	3 minutes.	Registration Officer II
	for registration	None.	3 minutes.	Municipal Civil Registrar
5. Wait as the Registration Officer records the registered COLB.	Transcribe the registered document.	None.	5 minutes.	LCR Clerk
6. Claim the duly registered Certificate of Live on the appointed date.	Release the document.	None.	1 minute.	Registration Officer II
TOTAL		825.00	42 minutes	

6. TIMELY REGISTRATION OF DEATHS

It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical assistance. The Health Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of the death certificate to the Officer of the Civil Registrar within the reglementary period of thirty (30) days.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Spouse/Children/Relatives of the deceased or the nearest person or barangay official.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- 4 copies of accomplished Certificate of Death				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the 4 copies of accomplished Certificate of Death prepared by the Rural Health Unit personnel of hospital authorities.	Receive 4 copies of accomplished Certificate of Death and check the signatures and correctness/completeness of entries then require the client to pay the corresponding fee/s to the Office of Municipal Treasurer.	None.	10 minutes.	Asst. Registration Officer
2. Pay the corresponding fees at the Municipal Treasurer's Office.	Issue official receipt.	100.00	5 minutes.	Collection Officer Clerk
	Assign registry number, affix official seal and signature on the space provided then endorse to the department head for signature.	None.	5 minutes.	Asst. Registration Officer

3. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and attached to the document then endorse for the department head for signature.	None.	2 minutes	Asst. Registration Officer
4. Wait as Municipal Civil Registrar sign the certificate and the LCR Clerk records the registered COD.	Check/review the entries and sign the document for registration. Transcribe the registered	None.	3 minutes.	Municipal Civil Registrar
	document in the civil registry book. Release the document.	None.	5 minutes.	LCR Clerk
5. Claim the duly registered Certificate of Death.		None	1 minute.	Asst. Registration Officer
TOTAL		100.00	31 minutes	

7. DELAYED REGISTRATION OF DEATHS

It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical assistance. The Health Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of the death certificate to the Officer of the Civil Registrar within the reglementary period of thirty (30) days.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–GovernmenttoCitizen			
Who may avail:	Spouse/Children/Relatives of the deceased or the nearest person or barangay official.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 4 copies of accomplished Certificate of Death - Affidavit for delayed registration - Negative Certification of Death from PSA - 2 documentary evidences showing the facts of deaths of the deceased person to be registered. - Valid ID and community tax certificate of informant. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the 4 copies of accomplished Certificate of Death prepared by the Rural Health Unit personnel or hospital authorities.	Receive 4 copies of accomplished Certificate of Death and check the signatures and correctness/completeness of entries then require the client to pay the corresponding fee/s to the Office of the Municipal Treasurer's Office.	None.	10 minutes	Asst. Registration Officer
2. Pay the corresponding fees at the Municipal Treasurer's Office.	Issue official receipt. Prepare Notice of Posting and post it in the bulletin board	475.00	30 minutes	
		None	5 minutes.	Collection Officer/Clerk

3. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and note the date of release at the back. Since the application for delayed registration must be posted for ten (10) consecutive days, inform the client on the date of release if his/her application.	None.	2 minutes	Asst. Registration Officer
				Asst. Registration Officer
4. Return to the Office of the Municipal Civil Registrar to claim the copy of registered document after the posting of ten (10) consecutive days.	Assign registry number, affix official seal and signature then endorse to the department head for signature.	None	5 minutes	Asst. Registration Officer
5. Wait as Municipal Civil Registrar signs the certificate and the LCR Clerk records the registered COD in the Registry Book.	Check/review and sign the document for registration	None.	3 minutes.	Municipal Civil Registrar
	Transcribe the registered document and annotate in the civil registry book.	None.	5 minutes.	LCR Clerk
6. Claim the duly registered Certificate of Death	Release the document.	None	1 minute	Asst. Registration Officer
TOTAL		475.00	38 MINUTES	

8. APPLICATION FOR MARRIAGE LICENSE

Where a marriage license is required, each of the contracting parties shall file separate sworn. Application for such license with the proper local civil registrar of the place where either or both contracting parties reside.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	A man and woman, of legal age, and with no legal impediment to marry, who wish to enter into a special contract of permanent union for the establishment of conjugal family life.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Original birth certificate or baptismal certificate - Certificate of No Marriage Record (CENOMAR) - Certificate of Pre-Marriage Counselling if the contracting parties are 18-20 years of age and Certificate of Family Planning if 25 years old and above. - Parental Consent if any of the contracting party is 18-20 years of age and parental advice if 25 years old and above. - Community Tax certificate of applicant - Valid ID of the contracting parties and parents - Legal capacity to contract marriage issued by their respective diplomatic or consular officials when either or both of the contracting parties are residents of a foreign country. - Death certificate of the deceased spouse or the judicial decree of absolute divorce or judicial decree of annulment or nullity of marriage in case either of the contracting parties has been previously married. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out one copy of application form as basis for the preparation of the application and submit with the requirements to the personnel assigned.	Receive the documents needed, interview the contracting parties then accomplish the 5 copies of application.	None.	20 minutes	

2. Review the entries and affix signature.	Receive the application, let the applicants sign the application and require them to pay the corresponding fees in the Office of the Municipal Treasurer.	None.	5 minutes.	Asst. Registration Officer
3. Pay the fee at the Office of the Municipal Treasurer.	Issue official receipt.	625.00 for Religious Rites 1,125.00 for Mayor	5 minutes	Collection Officer/Clerk
	Prepare the Notice of Posting and post it in the bulletin board.	None	5 minutes	Asst. Registration Officer
4. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and note the date of release at the back. In case where the parental consent or advise is needed, prepare the prescribed forms and require the parents to sign in the presence of the Municipal Civil Registrar. Forward the application to the department head for signature.	None	10 minutes.	Asst. Registration Officer

5. Wait as the Municipal Civil Registrar sign the certificate and the Registration Officer records the registered COD in the Registry Book.	Check/review the entries and sign the application	None	5 minutes.	Municipal Civil Registrar
	Record the application in the Civil Registry Book and inform the client on the date of release of their marriage license.	None	5 minutes.	Asst. Registration Officer
6. After the completion of the ten (10) days posting, return to the Municipal Civil Registrar's Office and present the official receipt to the personnel assigned.	Get the OR and check for the date of release. Endorse the documents to the department head for issuance of marriage license.	None	2 minutes.	Asst. Registration Officer
7. Claim the Marriage License.	Sign the Marriage License.	None	2 minutes.	Municipal Civil Registrar
	Release the license.	None	1 minute.	Asst. Registration Officer
TOTAL		None	1 hour	

9. TIMELY REGISTRATION OF CERTIFICATE OF MARRIAGE

Civil Registry documents such as birth, marriage and death certification may be availed of by securing a certified true transcription copy from the office.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Owner or relatives of those whose marriage happened in Calatagan, Batangas.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 4 copies of accomplished Certificate of Marriage - Notarized request of the contracting parties to the solemnizing officer if the marriage will be performed outside the church. - Authority to solemnize marriage of the solemnizing officer. - Valid ID of the person cause for the registration. 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Marriage Certificate in quadruplicate copy.	Receive the 4 copies of accomplished Certificate of Marriage. Check/review the correctness/completeness of entries and signature. Require the client to pay the prescribed fees.	None.	10 minutes	Asst. Registration Officer
2. Pay the corresponding fees at the Municipal Treasurer's Office.	Issues Official Receipt.	100.00	5 minutes	
3. Return to the Municipal Civil Registrar's Office and present the official	Get the official receipt. Assign registry number, affix official seal and signature	None	2 minutes.	Asst. Registration Officer

receipt.	on the space provided then endorse to the department head for signature.			
4. Wait as the Municipal Civil Registrar sign the certificate and the LCR clerk records the registered COD in the Registry Book.	Check/review the entries and sign the documents.	None	3 minutes	Municipal Civil Registrar
	Transcribe the registered document in the civil registry book and release.	None	5 minutes.	LCR Clerk
5. Claim the copy of the Certificate of Marriage.	Release the document	None	1 minute	Asst. Registration Officer
TOTAL		100.00	26 minutes	

10. DELAYED REGISTRATION OF CERTIFICATE OF MARRIAGE

Civil Registry documents such as birth, marriage and death certification may be availed of by securing a certified true transcription copy from the office.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Owner or relatives of those whose marriage happened in Calatagan, Batangas.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Original 4 copies of accomplished Certificate of Marriage - Notarized request of the contracting parties to the solemnizing officer if the marriage will be performed outside the church - Authority to solemnizing officer - Valid ID of the person reporting the marriage - Affidavit for delayed registration - Copy of application for marriage license - PSA negative certificate of marriage 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Marriage Certificate in quadruplicate copy.	Receive the 4 copies of accomplished Certificate of Marriage. Check/review the correctness/completeness of entries and signature. Require the client to pay the prescribed fees.	None.	10 minutes	Asst. Registration Officer
2. Pay the corresponding fees at the Municipal Treasurer's Office.	Issues Official Receipt. Prepare Notice	475.00	5 Minutes	Collection Officer/Clerk
	for Posting and post it in the bulletin board.	None	5 minutes	Asst. Registration Officer

3. Return to the Municipal Civil Registrar 's Office and present the official receipt.	Get the official receipt. Assign registry number, affix official seal and signature on the space provided then endorse to the department head for signature.	None	2 minutes.	Asst. Registration Officer
4. Return to the Office of the Municipal Civil Registrar to claim the copy of registered document after the posting of ten (10) consecutive days.	Assign registry number, affix official seal and signature then endorse to the department head for signature.	None	5 minutes	Asst. Registration Officer
5. Wait as the Municipal Civil Registrar sign the certificate and the LCR clerk records the registered COD in the Registry Book.	Check/review the entries and sign the documents.	None	3 minutes	Municipal Civil Registrar
	Transcribe the registered document in the civil registry book and release.	None	5 minutes.	LCR Clerk
6. Claim the copy of the Certificate of Marriage.	Release the document	None	1 minute	Asst. Registration Officer
TOTAL		475.00	36 minutes	

11. INSUANCE OF TRANSCRIPTION COPIES OF BIRTHS, MARRIAGE & DEATHS

Transcribe and enter immediately upon the receipt the registrable documents and judicial decrees affecting the civil status of persons in the appropriate civil registry book.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Document owner or his/her peer representative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>- If the requester is not the document owner, Valid ID (with picture and signature)/ Authorization Letter/Special Power of Attorney (SPA) as per PD 603 and Data Privacy Act of 2012.</p> <p>- Accomplished application form</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the verification slip/application with required information.	Check and verify in the files the availability of the record. If found available, prepare the certificate and require the client to pay the prescribed fees at the Office of the Municipal Treasurer.	None.	15 minutes	Casual Employee
2. Pay the corresponding fees at the Municipal Treasurer's Office.	Issues Official Receipt.	105.00	5 minutes	Collection Officer/Clerk
3. Return to the Municipal Civil Registrar 's Office and present the official receipt.	Get the official receipt. Assign registry number, affix official seal and signature on the space provided then endorse to the department	None	2 minutes.	Asst. Registration Officer

	head for signature.			
	Check/review the entries and sign the documents.			Municipal Civil Registrar
4. Claim the copy of the Certificate of Marriage.	Release the certificate.	None	1 minute	Casual Employee
TOTAL		105.00	23 minutes	

12. PETITION FOR CORRECTION OF CLERICAL ERROR/CHANGE OF NAME (R.A. 9048/R.A.10172)

Republic Act No. 9048 authorizes the City or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order. An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in civil registry documents. It is aimed at according to petitioners an expeditions and cheaper way of correcting errors found in her/his record,

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Document owner, owner’s spouse children, parents, brothers, sisters, and grandparents, guardians or any other persons duly authorized by law or by the owner of the document.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 3 copies of Petition - Copy of the document to be corrected from PSA & LCRO - Not less than 2 public or private documents to be used as basis for the correction. - Clearances from authorities and proof of publication in case of Change of First Name, Correction of Date of Birth and Correction of Sex/Gender - Notice & Certificate of Posting - Community Tax Certificate of Petitioner - Special Power of Attorney if the petitioner is not the document owner or a person who do not have the direct and personal interest 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements in the filing petition.	Examine the document, determine if petition part of civil register.	None.	15 minutes	Municipal Civil Registrar
2. Wait as Registration Officer prepares the petition.	Prepare the petition to be signed by the petitioner.	None	10 minutes	Municipal Civil Registrar

3. Check/review the entries, then sign.	Get the signed petition and require the petitioner to pay the prescribed fees at the Office of the Municipal Treasurer.	None	2 minutes.	Municipal Civil Registrar
4. Pay the corresponding fees at the Municipal Treasurer's Office.	Issue official receipt.	1200.00	5 minutes	Municipal Treasurer's Office/Collection Officer
5. Return to Municipal Civil Registrar's Office and submit the official receipt.	Get the official receipt and record the petition in the record book. Interview the petitioner and check the correctness/completeness of entries. Advise the petitioner to see the notary public/Municipal Mayor who may subscribed the petition.	None	10 minutes	Municipal Civil Registrar
6. See the Municipal Mayor/Notary Public to subscribe the petition.	Subscribe the petition	None	10 minutes	Notary Public/Municipal Mayor
7. Return to the Office of the Municipal Civil Registrar	Get the copy of the duly subscribed petition and inform the petitioner on the date of release of his/her petition.	None	2 minutes	Municipal Civil Registrar
8. Return to the Office of the Municipal Civil Registrar after the posting of ten (10) consecutive	Prepare Certificate of Posting, Record Sheet, Endorsement and attached Affidavit of Publication in case of change			

days and five (5) working days for LCR decision.	of first name then endorse the documents to the department head for his/her decision and signature.	None	10 minutes	Municipal Civil Registrar
9. Wait as Municipal Civil Registrar review and sign the petition.	Check/review and sign the petition	None	5 minutes	Municipal Civil Registrar
10. Claim the approved petition to transmit to PSA	Release the document in a sealed envelope. Require the petitioner to mail it thru LBC and remind his/her that the copy of official receipt as proof of mailing should be attached to his/her copy for follow-up purposes. Instruct the petitioner to wait for the notification regarding his/her petition.	None	3 minutes	Municipal Civil Registrar
TOTAL		1200.00	1 hour & 9 minutes	

13. APPROVED PETITION FOR CORRECTION OF CLERICAL ERROR/CHANGE OF FIRST NAME (R.A. 9048)

Republic Act No. 9048 authorizes the City or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order. An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in civil registry documents. It is aimed at according to petitioners an expeditions and cheaper way of correcting errors found in her/his record,

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Document owner, owner’s spouse children, parents, brothers, sisters, and grandparents, guardians or any other persons duly authorized by law or by the owner of the document.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Copy of approved petition - Photocopy of the certificate - Valid ID of the requester 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. PSA sent back the petition.	Record the approved/impu gned petition in the record book and notify the petitioner.	None.	5 minutes	Municipal Civil Registrar
2. Return to the Office after he/she received a notification from the Office of the LCR regarding his/her petition.	<p>If approved, instruct the petitioner to have the copy of the approved petition and the document to be corrected the photocopied.</p> <p>Prepare Certificate of Finality, un-annotated and annotated certificate and endorsement then forward the document to the</p>	None	15 minutes	Municipal Civil Registrar

	department head for the signature. If impugned, advise the petitioner to file a Motion of Reconsideration.			
3. Wait as the Municipal Civil Registrar sign the documents and the Registration Officer records the Certificate of Finality. File a Motion for Reconsideration if impugned.	<p>Check/review the documents, then sign the approved petition. If impugned, advise the petitioner to file a Motion for Reconsideration.</p> <p>Record the date of Finality</p>	None	5 minutes.	Municipal Civil Registrar
	in the record book and require the petitioner to pay the prescribed fees at the Office of the Municipal Treasurer. If impugned prepare 3 copies of Motion of Reconsideration and advise the petitioner to see the notary public/Municipal Mayor to subscribed the petition.	None	10 minutes	Municipal Civil Registrar
4. Pay the corresponding fees.	Issue official receipt	500.00	5 minutes	Municipal Treasurer's Office/Collection Clerk

5. Return to the Office of the Municipal Civil Registrar	Get the official receipt and require the petitioner to sign in the logbook for release	None		Municipal Civil Registrar
6. Claim the copy of endorsement to PSA of the approved petition. If impugned submit the duly subscribed MFR.	Release the petitioner's copy and copy of endorsement to PSA and advise the petitioner to mail for the issuance of PSA copy of annotated certificate. Also instruct his/her to follow up after 3 months of the annotated certificated is already uploaded to the system and ready for request. Prepare documents for MFR to be submitted to PSA.	None	10 minutes	Municipal Civil Registrar
7. Claim the copy of the MFR with the supporting documents to be transmitted to PSA	Release the documents for transition to PSA and advise the petitioner to follow up after 3 or more months	None	2 minutes	Municipal Civil Registrar
8. PSA sent back the petition.	Record the approved petition in the logbook and notify the petitioner.	None	5 minutes	Municipal Civil Registrar

9. Return to the office after he/she received a notification from the Office of the LCR regarding his/her petition.	If approved, instruct the petitioner to have the copy of the approved petition and the document to be corrected be photocopied. Prepare Certificate of Finality, unannotated and annotated certificate and endorsement the forward the document to the department head for signature.	None	10 minutes	Municipal Civil Registrar
10. Wait as Municipal Civil Registrar sign the documents and the Registration Officer records the Certificate of Finality.	Check/review the documents, then sign the approved petition. Record the	None	3 minutes	Municipal Civil Registrar
	date of Finality in the record book and advised the petitioner to pay the prescribed fees at the Treasurer's Office.	None	5 minutes	Municipal Civil Registrar
11. Pay the corresponding fees.	Get the official receipt and require the petitioner to sign in the logbook for release.	500.00	5 minutes	Municipal Treasurer's Office/Collection Clerk
TOTAL		1000.00	1 hour & 4 minutes	

14. REGISTRATION OF LEGAL INSTRUMENT

Like court decrees/ orders, legal instruments are also registerable in the civil registrar where the birth certificate of the child was registered.

Office or Division :	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction :	G2C–Government to Citizen			
Whom may avail:	Parents of illegitimate children.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 6 copies affidavit of Legal instrument - 6 copies of un-annotated COLB - 6 copies of annotated COLB - Certificate of registration of legal instrument - Endorsement Letter 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents required for registration and provide needed information during the interview.	Receive the documents, check and review. If no Affidavit attached, prepare 5 copies of affidavit and instruct the client to pay the corresponding fee at the Office of the Municipal Treasurer.	None.	20 minutes	Registration Officer II
2. Pay the corresponding fees at the Municipal Treasurer's Office	Issues Official Receipt.	825.00	5 minutes	Collection Officer/Clerk
3. Return to the Municipal Civil Registrar 's Office and present the official receipt.	Get the official receipt and have the affidavit be signed by the affiant in the presence of the Municipal			

	Civil Registrar. Assign registry number and record in the book of Legal Instrument. Prepare the annotated certificate bearing the annotation then endorse to the department head for signature.	None	10 minutes.	Registration Officer II
4. Wait as the Municipal Civil Registrar sign the documents and the Registration Officer prepare and endorsement to PSA	Check/review and sign the document for registration	None	5 minutes	Municipal Civil Registrar
	Prepare an endorsement to PSA for the issuance of PSA annotated certificate and instruct the client to return to the office after 3 months to request for annotated certificate.	None	5 minutes	Registration Officer II
5. Claim the copy of endorsement.	Release the document	None	2 minutes	Registration Officer II
TOTAL		825.00	40 minutes	

15. REGISTRATION OF COURT DECREE/ORDER

Legal instruments are registerable in the civil registrar where the birth certificate of the child was registered.

Office or Division:	Municipal Social Welfare and Development			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Parents of illegitimate children.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit court's decision with finality and other requirements for registration.	Check/review the submitted documents. Instruct the client to have the documents be photocopied for issuance of annotated certificate and to pay the prescribed fees at the Office of the Municipal Treasurer.	None.	20 minutes	Registration Officer II
2. Pay the corresponding fees at the Municipal Treasurer's Office.	Issues Official Receipt.	1000.00 Correction of Entry, Adoption 1800.00 Annulment of Marriage	5 minutes	
3. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and attached to documents. Prepare annotated certificate and endorsement to PSA then endorse the documents to the department	None	10 minutes.	Collection Office/Clerk
				Registration Officer II

	head for signature.			
4. Wait as the Municipal Civil Registrar sign the documents and the Registration Officer records the document in the civil registry book.	Check/review and sign the document for registration	None	5 minutes	Municipal Civil Registrar
	Record the court decree and annotate in the civil registry book. Advise the client to follow up on the issuance of PSA the annotated certificate.	None	5 minutes	Registration Officer II
TOTAL			40 minutes	

16. SUPPLEMENTAL REPORT OF BIRTH, DEATHS AND MARRIAGE

Supplemental report shall not be used in any manner to change or to correct any entry which was previously entered in the civil register, it is use to supply the missing entry information which are inadvertently omitted when the document was registered.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Document owner or his/her representative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Affidavit of supplemental report with the affixed registry number of the affected documents - Certified copy of the document with omitted entry. - Certified true copy of the Certificate of Marriage of the parents of the document owner, of the document affected is Certificate of Live Birth - Valid ID and community tax certificate of information/affiant 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements needed.	Check/review the submitted requirements. Instruct the client to have the documents be photocopied for issuance of annotated certificate and to pay the prescribed fees at the Office of the Municipal Treasurer	None.	20 minutes	Registration Officer II
2. Pay the corresponding fees at the Municipal Civil	Issues official receipt.	825.00	5 minutes	Collection Officer/Clerk

Treasurer's Office				
3. Return to Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and attached to documents. Prepare 5 copies of the certificate with the given and supplied the inadvertently omitted information and endorsement to PSA then forward the documents to the department head for signature.	None	10 minutes.	Registration Officer II
4. Wait as the Municipal Civil Registrar sign the documents and the Registration Officer records the documents in the civil registry book.	Check/review and sign the document for registration Record the court decree and annotate in the civil registry book.	None	5 minutes	Municipal Civil Registrar
	Advise the client to follow up on the issuance of PSA the annotated certificate.	None	5 minutes	Registration Officer II
5. Claim the copy of endorsement	Release the document	None	2 minutes	Registration Officer II
TOTAL		825.00	40 minutes	

17. CORRECTION OF REGISTRY NUMBER AND GEOGRAPHIC AND STATISTICAL PORTION (Circular 2010-04)

It is manner to correct the entries that cannot be corrected by judicial means or by R.A. 9048/R.A. 101 72 such as geographical and statistical portion and registry number.

Office or Division:	Municipal Civil Registrar			
Classification:	HighlyTechnical			
Type of Transaction:	G2C–GovernmenttoCitizen			
Who may avail:	Indigent individuals and families			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Written request of the document owner or his/her authorized person. - 6 copies each of un-annotated and annotated certificate - Endorsement letter to PSA - Community tax certificate - Valid ID 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Written request and supporting documents.	Check/review the submitted requirements. Instruct the client to have the documents be photocopied for issuance of annotated certificate and to pay the prescribed fees at the Office of the Municipal Treasurer.	None.	10 minutes	Registration Officer II
2. Pay the corresponding fees at the Municipal Civil Treasurer's Office	Issues official receipt.	500.00	5 minutes	Collection Officer/Clerk

3. Return to Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt and attached to documents. Prepare 5 copies of the certificate with the given and supplied the inadvertently omitted information and endorsement to PSA then forward the documents to the department head for signature.	None	10 minutes.	Registration Officer II
4. Wait as the Municipal Civil Registrar sign the documents and the Registration Officer records the documents in the civil registry book.	Check/review and sign the document for registration	None	5 minutes	Municipal Civil Registrar
	Record the court decree and annotate in the civil registry book. Advise the client to follow up on the issuance of PSA the annotated certificate.	None	5 minutes	Registration Officer II
5. Claim the copy of endorsement	Release the document	None	2 minutes	Registration Officer II
TOTAL		500.00	30 minutes	

18. PSA COPY OF BIRTH, DEATHS, MARRIAGES, CEMAR, & CENOMAR (BREQS)

A document issued to client from PSA thru BRQS of Municipality of Calatagan.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Any person who wants to have a copy of Birth/Marriage/Death Certificate from PSA			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
- Filled out the application form - Valid ID of the document owner if authorized persons, authorization letter and valid ID of the document owner and the requester.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the application form and provide necessary information.	Check/review the application form and instruct the client, pay the prescribed fees at the Office of the Municipal Treasurer.	None	5 minutes	LCR Clerk
2. Pay the corresponding fees at the Municipal Treasurer's Office	Issues official receipt.	305.00 for Births, Deaths and Marriages 380 for CENOMAR	5 minutes	Collection Officer/Clerk
3. Return to the Municipal Civil Registrar's Office and present the official receipt.	Get the official receipt. Record in the record book and encode the application for batch request to PSA. Advise the client on the date of release of the certificate and also to bring the official receipt for verification.	None	10 minutes	LCR Clerk

4. Return to the Office of the Municipal Civil Registrar on the given scheduled date of release.	Get the official receipt for verification and require the client to sign the received portion at the back of the AF	None	3 minutes	LCR Clerk
5. Claim the document	Release the PSA certificate	None	2 minutes	LCR Clerk
TOTAL		825.00	40 minutes	