

Citizen's Charter



Local Civil Registry Office

**2nd Floor, Municipal Hall Building,
Malilipot, Albay**

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Municipal Civil Registrar



Office of the Municipal Civil Registrar

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CITIZEN'S CHARTER

LOCAL CIVIL REGISTRY OFFICE

The Local Civil Registry Office is responsible for the civil registration programs in the Municipality, pursuant to the Civil Registration Law (Act No. 3753), the Civil Code (R.A. No. 386), the Family Code (E.O. No. 209 as amended by E.O. No. 227) and, other pertinent laws, rules and regulations issued to implement the same.

This Office registers, stores and manages civil registry records and judicial decrees affecting the civil status of persons. As such, this office develops plans and strategies towards excellent and efficient civil registry system in the Municipality of Malilipot, Albay.

FUNCTIONAL STATEMENT

The **Local Civil Registry Office** shall:

1. Develop plans and strategies and upon approval thereof by the Honorable Municipal Mayor, as the case may be, implement the same, particularly those which have to do with civil registration programs and projects which the Honorable Municipal Mayor is empowered to implement and which the Sanggunian Bayan is empowered to provide for appropriate legislation;
2. Accept all registrable documents and judicial decrees affecting the civil status of a person;
3. File, keep and preserves in a secured place the Registry Books required by law;
4. Transcribe and enter as soon as possible upon receipt of all registrable documents and annotations affecting the civil status of persons in the appropriate Civil Registry Books;
5. Transmit to the office of the National Statistician and Civil Registrar General copies of registered documents required by law within the prescribed period.;
6. Issue certified transcription of copies of any registered documents (like Certificate of Live Birth(COLB), Certificate of Marriage(COM), Certificate of Death(COD), etc.) with payment of the proper applicable fees to the Office of the Municipal Treasurer.;
7. Receive Application for a Marriage License after determining the veracity and completeness of the requirements and supporting certificates have been complied with and administer oath free of charge on it and release the Marriage License after posting thereof for the prescribed period of ten (10) days.;
8. Accept and decide on Petitions for Clerical Errors and Change of Child's First Name and correction of sex, day and month in the date of birth of a person after payment of the applicable filing fees to the Office of the Municipal Treasurer;
9. Coordinate with the Philippine Statistics Authority (PSA) in conducting educational campaigns for vital registration and assist in the preparation of demographic and other statistics needed by the local government unit concerned;
10. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance or as may be directed by the Local Chief Executive for the efficient office management; and
11. Attend hearing regarding annulment/adoption and other proceedings upon official receipt of subpoena or court order.



FRONTLINE SERVICES OFFERED

- ☐ Registration of Birth, Marriage and Death Certificates (either timely or delayed registration);
- ☐ Registration of Foundling/Abandoned Children;
- ☐ Registration of Legal Instruments/Legitimation of Natural Child and Affidavit to Use the Surname of the Father (AUSF; under Republic Act No. 9255);
- ☐ Registration of other registrable civil registry documents not mentioned in the preceding paragraphs;
- ☐ Issuance of certified transcription of birth, marriage and death certificate and other recorded civil registry documents;
- ☐ Request for annotation and Issuance of Annotated Record by virtue of Court Decisions/Orders/Decrees;
- ☐ Endorsement of registry records to the Office of the National Statistician and Civil Registrar General, Quezon City;
- ☐ Processing of request for advance endorsement of registered civil registry documents as well as endorsement of available registered civil registry documents or certified transcription of record of those with no available records in the PSA Archives;
- ☐ Acceptance of Application for a Marriage License;
- ☐ Acceptance and Processing of petitions for Change of First Name (CFN) under R.A. No. 9048 or Correction of Clerical or Typographical Error/s (CCEs) under R.A. No. 9048 and in Month and Date of Birth and Sex of a Person appearing in Civil Registry Documents (CCE) under R.A. No. 10172, respectively;
- ☐ Acceptance and Processing of Supplemental Report;
- ☐ Processing of Annotations on the affected documents caused by approved petitions under R.A. No. 9048 and R.A. No. 10172 and legal instruments under R.A. No. 9255 and legitimations; and
- ☐ Assistance in Processing of Acquisition of Philippine Citizenship for certain Aliens by Administrative Naturalization.

FRONTLINE SERVICES PROCEDURES

REGISTRATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATE

WHO MAY AVAIL THE SERVICES:

- ☐ General Public/all clientele

FEES/CHARGES: (Municipal Tax Ordinance No. 2, Series of 1992)

☐ Service Fee for Timely Registration (birth only)	₱ 20.00
☐ Service Fee for Late/Delayed Registration	₱ 30.00
☐ Burial Permit Fee (death only)	₱ 15.00
☐ For Exhumation of Cadaver	₱ 15.00
☐ For removal/transfer of cadaver	₱ 15.00

REQUIREMENTS:

1. For Timely Registration of Birth

Registration is within the prescribed period of thirty (30) days from the time of birth.

1. Complete and accurate data of the child to be registered for accomplishment of Municipal Form No. 102 (Certificate of Live Birth);
2. Certificate of Marriage or Marriage Contract or Civil Registry Form No. 3A of the child's parents (if married);
3. If not married and the child's mother is willing to register the child's birth under the surname of the child's father, current Community Tax Certificate/BIR form 0016 (December 2014)/"cedula" or Valid IDs of the child's parents;
4. Certification from the Punong Barangay (or in his/her absence his/her authorized official to issue and sign document) stating that the child was really born in the said barangay (original and a photocopy of the same and applicable for those births assisted by a "hilot" or traditional midwife); and
5. Proof of payment of Service Fee from the Office of the Municipal Treasurer.

2. For Late/Delayed Registration of Birth

Registration is beyond the prescribed period of thirty (30) days from the time of birth

1. Negative Certification of Birth secured through any of PSA-CRS Outlet (if registration is beyond one (1) year already);
2. Original and duplicate original copies of the duly notarized Affidavit of Two Disinterested Persons who might have witnessed or known the birth of the child and will testify to the facts regarding the birth of the child and the reason or cause of the delay;
3. Two photocopies of the documentary evidences or supporting documents which will legally proved the child's name, date and place of birth and parentage of the child to be registered;
4. Two photocopies of child's Certificate of Marriage/Marriage Contract or Civil Registry Form No. 3A (if the person to be registered is married already);
5. Two photocopies of child's parents' Certificate of Marriage/Marriage Contract or Civil Registry Form No. 3A (if parents were married);
6. Complete and accurate data of the child to be registered for accomplishment of Municipal Form No. 102 (Certificate of Live Birth);
7. If not married and the child's mother is willing to register the child's birth under the surname of the child's father, current Community Tax Certificate/BIR form 0016 (December 2014)/"cedula" or Valid IDs of the child's parents;
8. If birth is already beyond one (1) year, Certification from the Punong Barangay (or in his/her absence his/her authorized/designated official to issue and sign document) stating that the child was really born in the said barangay (original and a photocopy of the same and this is not applicable to birth of more than ten (10) years already) and the attendant at birth must attest and sign the document (if still living at the time of registration); and
9. Proof of payment of Service Fee from the Office of the Municipal Treasurer.

3. For Timeiy Registration of Marriage

Registration is within the prescribed period of fifteen (15) days for marriage solemnized with a Marriage License and thirty (30) days for marriage exempt from Marriage License

1. Duly accomplished and signed Municipal Form No. 97 (Certificate of Marriage);
2. Four copies of the duly notarized Affidavit of Cohabitation (if marriage was solemnized exempt from a Marriage License);
3. Photocopy of the Certificate of Registration of Authority to Solemnize Marriage (CRASM), if marriage is Solemnized by Ministers or Solemnizing Officers of religious sect other than the Roman Catholic.

4. For Late/Delayed Registration of Marriage

Registration is beyond the prescribed period of fifteen (15) days for marriage solemnized with a Marriage Licensed and thirty (30) days for marriage exempt from Marriage License

1. Negative Certification of Marriage secured through any of PSA-CRS Outlet (if marriage is more than one (1) year already and it is not an original copy of Municipal Form No. 97);
2. Certificate of No Marriage (CENOMAR), if applicable;
3. Duly accomplished and signed Municipal Form No. 97 (Certificate of Marriage) or a true copy of the same or an authentic Certification issued in lieu thereof;
4. Four copies of the duly notarized Affidavit of Cohabitation (if marriage was solemnized exempt from a Marriage License);
5. Four copies of the duly notarized Affidavit executed by either of the spouse or in case of death of both spouses any authorized person stating the exact place and date of marriage, the facts and circumstances surrounding the marriage, and the reason or cause of the delay;
6. Four (4) photocopies of the birth certificate of the eldest child (if any, for marriages exempt from a Marriage License);



7. Current Community Tax Certificate/BIR form 0016 (December 2014)/"cedula" or Valid ID of the applicant/informant; and
8. Proof of payment of Service Fee from the Office of the Municipal Treasurer.

5. For Timely Registration of Death

Registration is within the prescribed period of thirty (30) days from date of death.

1. Certification from the Punong Barangay (or in his/her absence his/her authorized/designated official to issue and sign document) stating the name of the deceased, the date of death and that the deceased really died in the said barangay (original and a photocopy of the same);
2. Birth Certificate of the deceased in aid of accomplishing the correct and accurate data of the deceased in Municipal Form No. 103 (Certificate of Death)
3. Burial Permit to be secured from the Office of the Municipal Treasurer, if the cadaver is to be buried within the Municipality of Malilipot, Albay;
4. Transfer Permit to be secured from the RHU of Malilipot, Albay through the Sanitary Inspector if the cadaver is to be buried and transferred outside of the Municipality of Malilipot, Albay;
5. Autopsy Report and/or Police Blotter Entry if death is under Medico-Legal Examination or caused by unnatural death like homicide, suicide, etc.

6. For Late/Delayed Registration of Death

1. Duly accomplished and signed Municipal Form No. 103 (COD);
2. Original and duplicate original copies of the duly notarized Affidavit of Two Disinterested Persons who might have witnessed or known the facts regarding the death stating the name of the deceased, the facts of death, the date and place of burial and the circumstances why the death was not reported for registration within the thirty (30) days period after death;
3. Authenticated copy of the Certificate of Burial or other means of corpse disposal;
4. Current Community Tax Certificate/BIR form 0016 (December 2014)/"cedula" or Valid ID of the applicant/informant;
5. Proof of Payment of Service Fee from the Office of the Municipal Treasurer.

Note: Registration must be approved by the Municipal Health Officer.

7. For Out-of-Town Registration of Civil Registry Documents

(Registration pursuant to Rule 20 of Administrative Order No. 1, Series of 1993)

1. All of the applicable requirements or required documents as stated above, specifically but not limited to Baptismal Certificate, Voter Certification, civil registry documents of siblings etc.;
2. Endorsement of receiving Local Civil Registrar of the application;
3. Affidavit for Out-of-Town Delayed Registration executed by the applicant and attested by at least two (2) witnesses which shall serve as application for registration; and
4. Payment of the required fees including incidental expenses to be incurred, such as for mailing, photocopying, etc.

- Notes :**
1. Out of Town Registrations are forwarded to the concerned C/MCR of the place of event for processing and registration.
 2. Posting for ten (10) calendar days is required from receipt of the complete sets of documents of the application for delayed registration.



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❖ HOW TO AVAIL THE SERVICES:

1) Timely Registration

STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submits complete sets of supporting documents including the correct and accurate details of the child to be registered.	Assess and interview the client or applicant. Check and verify the correctness and accuracy of the needed data to be registered and completeness of needed supporting documents. Then prepare the document in the prescribed form.	MCR and Staff	10 minutes
2	Pays the corresponding fees and submits the Proof of Payment. Review and then sign the documents.	Require the applicant payment of applicable fees to the Office of the Municipal Treasurer (if any).	Applicant	5 minutes
3	Claims and receives the documents.	Let applicant review and then signed the document. Then LCRO authorized personnel signed the document and released it. Then subsequently record the document in the Registry Book.	MCR and Staff	15 minutes

2) Late/Delayed Registration

STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submits complete sets of supporting documents including the correct and accurate details of the person to be registered.	Assess and interview the client or applicant. Check and Verify the correctness and accuracy of the needed data to be registered and the completeness of the applicable supporting documents. Then prepare the document in the prescribed form.	MCR and Staff	15 minutes
2	Pays the corresponding fees and submits the Proof of Payment. Review and then sign the documents.	Require the applicant payment of applicable fees to the Office of the Municipal Treasurer (if any).	Applicant	5 minutes
3	Claims and receives the document.	Let applicant review and signed the document. Then LCRO authorized personnel signed the document, post it for ten (10) calendar days, then release it. Thereafter, record the document in the Registry Book.	MCR and Staff	15 minutes

ISSUANCE OF TRANSCRIPTION/CERTIFICATION FROM CIVIL REGISTRY BOOKS

WHO MAY AVAIL THE SERVICES:

- General Public/all clienteles

FEES/CHARGE:

- Certification Fee ₱ 20.00
- Documentary Stamps ₱ 30.00

Note: Senior Citizens are exempted from payment of fees under SB Resolution No. 2016-041. If no available record, applicant must apply for a Delayed Registration of the document.



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STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submission of Request	Search availability of record in the Registry Books.	MCR and Staff	2 minutes
2	Payment and Submission of Proof of Payment	If available, require client for payment of applicable fees to the Office of the Municipal Treasurer and then prepare and sign the requested certification.	Staff	5 minutes
3	Claim and receive the document.	MCR verifies, signs, affixes official seal and release the Certification.	MCR	2 minutes

REQUEST FOR ANNOTATION and ISSUANCE OF ANNOTATED DOCUMENTS BY VIRTUE OF COURT DECISIONS/DECREES/ORDERS

WHO MAY AVAIL THE SERVICE:

- General Public/all clientele

FEES/CHARGES: (Municipal Tax Ordinance No. 2, Series of 1992)

- Adoption ₱ 20.00
- Annulment of Marriage ₱ 50.00

Requirements: (Original and certified photocopies)

1. Court Decision/Decree/Order;
2. Certificate of Finality;
3. Certification of Registration (from Local Civil Registrar where the Court is functioning);
4. Certificate of Authenticity; and
5. Copy of the subject Civil Registry Document.

STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit necessary document.	Check and Verify the completeness and authenticity of all the documents.	MCR and Staff	5 to 10 minutes
2	Pay and present Proof of Payment	If found complete, require client for payment of applicable fees to the Office of the Municipal Treasurer and then prepare the needed document.	Staff	5 to 10 minutes
3	Receive the documents.	MCR verifies signs, affixes official seal, annotates and release the document.	MCR	3 minutes

REGISTRATION OF LEGAL INSTRUMENTS.

- **Affidavit of Legitimation by Subsequent Marriage of Parents;**
- **Affidavit of Acknowledgment;** (not required for illegitimate children born on or after August 3, 1988)
- **Affidavit to Use the Surname of the Father;**
- **Affidavit of Admission of Paternity**
(above-enumerated Affidavits shall be registered within 20 days from date of execution);
- **Affidavit of Reappearance;**
- **Parental Authorization or Ratification of Artificial Insemination;**
- **Repatriation;**
- **Marriage Settlement;**
- **Voluntary Emancipation of Minor; and**

**Office of the Municipal Civil Registrar**○ **Option to Elect Philippine Citizenship.**

- Note:**
1. Shall be accompanied with Oath of Allegiance to the Constitution and the Government of the Philippines.
 2. Only legitimate children of an alien father and a Filipino mother at the time of marriage to her alien husband are entitled under the 1935 Constitution and Commonwealth Act No. 625 upon attaining age of majority and born before January 17, 1973 (effectivity of 1973 Constitution).
 3. Shall be registered within thirty (30) days from the date of execution.

WHO MAY AVAIL THE SERVICES:

- General Public/all clientele allowed by law

PLACE OF REGISTRATION:

As a general rule, all legal instruments shall be registered in the Civil Registry of the place where they were executed except the following:

- a) *Affidavit of Reappearance* - Where the parties to the subsequent marriage are residing;
- b) *Marriage Settlement* - where the marriage was recorded; and
- c) *Admission of Paternity, Acknowledgment, Legitimation, Voluntary Emancipation of Minor, and Parental Authorization or Ratification of Artificial Insemination* - where the birth of the child was recorded.

FEES/CHARGES: (Municipal Tax Ordinance No. 2, Series of 1992)

- | | |
|--|---------|
| <input type="checkbox"/> Registration of Legitimation | ₱ 10.00 |
| <input type="checkbox"/> Other legal/civil documents for record purposes | ₱ 20.00 |
| <input type="checkbox"/> Administering Fee | ₱ 20.00 |

Requirements:**For Legitimation:**

1. Certificate of Live Birth (COLB) of the child;
2. Certificate of No Marriage (CENOMAR) of parents;
3. Certificate of Marriage (COM) of parents;
4. Affidavit of Legitimation executed by child's parents;
5. Affidavit of Admission of Paternity executed by the child's father if in the COLB the child was registered with an "unknown" father and the child was not yet acknowledged by the father;
6. Current Community Tax Certificates and Valid IDs of parents; and
7. Personal Appearance of Parents.

For R.A. No. 9255 (Affidavit to Use the Surname of the Father (AUSF)):

Note: Shall be registered within twenty (20) days from date of execution.

The Revised Implementing Rules and Regulations (IRR), Series of 2016, of R.A. No. 9255 dated April 2016 provide that this applies to all illegitimate children born on or after March 19, 2004, the effectivity of R.A. No. 9255. This includes all unregistered births and registered birth under the surname of the mother.

Illegitimate children born on August 3, 1988 to March 18, 2004 may still be acknowledged by the father through an Affidavit of Admission of Paternity (AAP) or Private Handwritten Instrument (PHI) but cannot use the surname of the father under R.A. No. 9255. However, a petition in court may be filed in order that the child can use the surname of the father.

However, for COLBs of illegitimate children born on August 3, 1988 to March 18, 2004 which were processed based on AO No. 1, Series of 2004 (dated May 14, 2004) of R.A. 9255 prior to the issuance of the revised IRR (Series of 2016), are considered valid.



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1. COLB (Certificate of Live Birth) of the child if already registered;
2. Affidavit of Admission of Paternity executed by the father;
3. Affidavit of Acknowledgment executed by parents (if applicable);
4. Sworn Attestation of Mother of the child's parents (Parental Authorization) if one or both parents of the child is/are still of minor age;
5. Current Community Tax Certificate (cedula) and Valid IDs of Parents; and
6. Personal Appearance of Parents.

STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit necessary documents.	Check and Verify the completeness and accuracy of all the documents.	MCR and Staff	5 to 10 minutes
2	Pay and present Proof of Payment	If found complete, require client for payment of applicable fees to the Office of the Municipal Treasurer and then prepare the needed document.	Staff	5 to 10 minutes
3	Receive the Documents.	MCR verifies, signs, affixes official seal, annotates and release the document.	MCR	3 minutes

Note: All Legal Instruments executed abroad must be registered at the Office of the City Civil Registrar of Manila and the documents must be submitted to PSA-Legal Department.

ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS

WHO MAY AVAIL THE SERVICES:

- General Public/all clientele

FEES/CHARGES: none

- Incidental Expenses for mailing and photocopying services shall be shouldered by client/applicant.

Requirements:

1. Request made by applicant;
2. Certification of Non-Availability of Record secured from any PSA-CRS Outlet;
3. Certified True Copy/Photocopy of the Civil Registry Document; and
4. Supporting documents as deemed necessary.

STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit necessary document.	Check and Verify the authenticity, completeness and accuracy of the documents.	MCR and Staff	5 to 10 minutes
2	Shall photocopy the documents.	If found authentic then prepare the necessary documents otherwise search the availability of record or file of the document.	MCR and Staff	5 to 10 minutes
3	Receive the sealed envelope for endorsement and mails it to PSA.	MCR verifies signs, affixes official seal and release the document.	MCR	3 minutes

**Office of the Municipal Civil Registrar****ACCEPTANCE OF APPLICATION and ISSUANCE OF A MARRIAGE LICENSE****WHO MAY AVAIL THE SERVICES:**

- Must be **Male and female of major age** allowed by law to marry and one or both of them is a/are resident/s of Malilipot, Albay.

FEES/CHARGE: (Municipal Tax Ordinance No. 2, Series of 1992)

- | | |
|---|---------|
| <input type="checkbox"/> Application Fee | ₱ 50.00 |
| <input type="checkbox"/> Pre-Marriage Counseling | ₱ 20.00 |
| <input type="checkbox"/> Responsible Parenthood (Family Planning) | ₱ 20.00 |
| <input type="checkbox"/> Marriage License Fee (Accountable Form No. 54) | ₱ 20.00 |

Requirements:

1. Accomplishment of Municipal Form No. 90;
2. Original and photocopy of COLB of the applicants;
3. Certificate of No Marriage (CENOMAR) of both applicants;
4. Original copy of the Certificate of Marriage Counseling (if applicable);
5. Certificate of Completion; (that applicants undergo Pre-Marriage Orientation and/or Pre-Marriage Counseling);
6. Parental Consent if applicant is between 18 and 20 years old;
7. Parental Advice if applicant is between 21 and 25 years old;
8. Legal Capacity to Contract Marriage secured from his/her embassy in the Philippines (if foreigner);
9. Certificate of Death (if widowed);
10. Judicial Decree of Absolute Divorce (if divorced);
11. Current Community Tax Certificate (cedula) or Valid IDs of both applicants;
12. Community Tax Certificate "Cedula" and Valid IDs of parents who will give Parental Consent or Parental Advice (whichever is applicable);
13. Valid IDs of Applicants (if any); and
14. Personal Appearance of applicants and parents.

Note: No Application for Marriage License shall be accepted unless all the requirements were complied with by the Applicants.

Foreign divorce decree must be judicially enforced or confirmed in the Philippines by filing proper civil action at the Regional Trial Court (RTC) in the Philippines. The court decision shall be registered in the Local Civil Registry Office where the concerned RTC functions.

STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit the necessary requirements.	Assess, verify and check the genuineness, completeness and accuracy of the documents. Then conduct interview to the applicants.	MCR and Staff	3 minutes
2	Pay and present Proof of Payment, review documents and sign it	If found complete, require client for payment of applicable fees to the Office of the Municipal Treasurer and then prepare the needed document and let it be signed .	Staff	5 to 10 minutes
3	Wait until completeness of posting period before coming back to secure the Marriage License at MTO.	Prepare Notice of Posting and post it in a conspicuous place at the entrance of the Office and send to the concerned C/MCR.	MCR and Staff	Posting is 10 calendar days
4	Applicant/Claimant must claim the Marriage License.	On the eleventh (11 th) or next working day, MCR signs, affixes official seal, record and then release the Marriage License to claimant.	MCR	2 minutes



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ACCEPTANCE and PROCESSING OF PETITIONS

[Change of First Name (CFN) and Correction of Clerical Errors (CCEs) under R.A. No. 9048]

WHO MAY AVAIL THE SERVICES:

- General Public/all clienteles

FEES/CHARGES:

- Filing Fee for Change of First Name (CFN) ₱ 3,000.00
- Service Fee for CFN (if Migrant Petition) ₱ 1,000.00
- Filing Fee for Correction of Clerical Errors (CCE) ₱ 1,000.00
- Service Fee for CCE (if Migrant Petition) ₱ 500.00

Requirements:

For PETITION FOR CHANGE OF FIRST NAME (CFN):

1. Two (2) photocopies of the COLB (Certificate of Live Birth) both PSA and LCRO copies;
2. Valid Clearances of the subject person:
 - a. NBI Clearance;
 - b. Police Clearance; *and*
 - c. Clearance/Certificate from Employer of no pending administrative, civil or criminal case or no criminal record or an Affidavit of Non-Employment (if not employed).
3. Two (2) photocopies of the Supporting Documents like but not limited to Baptismal Certificate, Voter Certification, School Record, etc.
4. Two (2) photocopies of Certificate of Marriage (if married);
5. Notarized Affidavit of Publisher with newspaper clipping; and
6. Current Community Tax Certificate (cedula) and Valid ID of Petitioner.

Note: Petitioner shall cause and shoulder the expenses for Publication for at least once a week for two (2) consecutive weeks in a newspaper of general circulation.

For PETITION FOR CLERICAL ERRORS (CCEs):

1. Two (2) photocopies of the PSA issued document to be corrected;
2. Two (2) photocopies of the Supporting Documents like but not limited to Baptismal Certificate, Voter Certification, School Record, etc.
3. Two (2) photocopies of Certificate of Marriage (if married);
4. Current Community Tax Certificate (cedula) and Valid ID of Petitioner.

STEP	(a) PROCEDURES (for CFN)		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit the necessary requirements.	Assess, verify and check the authenticity, completeness and accuracy of the documents. Then conduct interview to the Petitioner.	MCR and Staff	3 minutes
2	Pay and present Proof of Payment then review the Petition and sign it.	If found complete, require client for payment of applicable fees to the Office of the Municipal Treasurer and then prepare the Petition and Notice of Posting (for ten (10) calendar days.	MCR and Staff	5 to 10 minutes
3	Receive Notice of Publication and cause its publication in a newspaper of general circulation.	Prepare Notice of Publication and then MCR affixes signature on it.	MCR and Staff	3 minutes

	<i>continuation</i>			
4	Submit Affidavit of Publisher and may send Petition at his/her choice of courier.	After receipt of Affidavit of Publisher, MCR decides on the Petition and prepares documents for endorsement to PSA-Legal Department, Quezon City for confirmation/affirmation.	MCR and Staff	5 minutes
5	Receive the Documents.	If Action Taken by CRG is receive, prepare the Certificate of Finality and the Annotated Document, record the annotation and release the set of necessary documents.	MCR and Staff	3 to 8 minutes
6	If client opted to request for its annotation under the DECAP procedures he/she shall shoulder the cost of incidental expenses.	Prepare Letter Request and let client photocopy the necessary documents and let the transmittal thereof to PSA.	MCR and Staff	3 to 5 minutes

STEP	(b) PROCEDURES (for CCE)		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit the necessary requirements	Assess, verify and check the authenticity, completeness and accuracy of the documents. Then conduct interview to the Petitioner.	MCR and Staff	3 minutes
2	Pay and present Proof of Payment then review the Petition and sign it.	If found complete, require client for payment of applicable fees to the Office of the Municipal Treasurer and then prepare the Petition and Notice of Posting (for ten (10) calendar days.	MCR and Staff	5 to 10 minutes
3	Client transmit Petition to PSA-Lega at his/her choice of courier.	On the eleventh (11th) day or next working day, MCR decides on the Petition and prepares documents for endorsement to PSA-Legal Dept., Quezon City for confirmation.	MCR and Staff	5 to 10 minutes
4	Receive the Documents.	If Action Taken by CRG is receive, prepare the Certificate of Finality and the Annotated Document, record the annotation and release the set of necessary documents.	MCR and Staff	3 to 8 minutes
5	If client opted to request for its annotation under the DECAP procedures he/she shall shoulder the cost of incidental expenses.	Prepare Letter Request and let client photocopy the necessary documents and let the transmittal thereof to PSA.	MCR and Staff	3 to 5 minutes

PROCESSING OF PETITION FOR CORRECTION OF CLERICAL/TYPOGRAPHICAL ERRORS IN THE MONTH AND DATE OF BIRTH and SEX OF A PERSON APPEARING and ENTERED ON THE CERTIFICATE OF LIVE BIRTH (COLB) (R.A. No. 10172)

WHO MAY AVAIL THE SERVICES:

- Owner of the Certificate of Live Birth (COLB)

FEES/CHARGE: Filing Fee ₱ 3,000.00

Requirements:

1. Two (2) photocopies of the COLB (Certificate of Live Birth) both PSA and LCRO copies of the registered owner of the document;
2. Valid Clearances of the owner of the document:
 - a. **NBI Clearance;**
 - b. **Police Clearance;** and
 - c. **Clearance/Certificate from Employer** of no pending administrative, civil or criminal case or no criminal record or an **Affidavit of Non-Employment** (if not employed).



Office of the Municipal Civil Registrar

FEES/CHARGE: None

Requirements in Registering Foundling:

1. Certified True copy of Certification issued by the Secretary of the Department of Social Welfare and Development (DSWD) stating that the child was legally available for adoption; and
2. Certified true copy of the Child Profile issued by the DSWD.

Note:

- **Registration of foundling at the Local Civil Registry Office of the city/municipality where the child was found shall be made by the finder/charitable institution within thirty (30) days from the date of finding/commitment of the child.**
- **Any report made after the 30-Day Period shall be considered late and the concerned party shall be required to state in a Sworn Statement the circumstances that caused the late reporting to the Local Civil Registrar.**

STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit the necessary requirements.	Assess and verify the authenticity, completeness and accuracy of the documents.	MCR and Staff	5 minutes
2	Review and sign the document.	If found complete, prepare the OCRG Form No. 101	MCR and Staff	5 minutes
3	Receive the documents	MCR signs, affixes official seal, record and then release it.	MCR	5 minutes

ACCEPTANCE and PROCESSING OF SUPPLEMENTAL REPORT **Birth (COLB, Death (COD) and Marriage (COM)**

WHO MAY AVAIL THE SERVICES:

- Registered owner of the documents

FEES/CHARGES: none

Requirements:

1. Civil Registry Document secured from PSA;
2. Duly notarized Affidavit executed by document owner indicating the entry missed in the registration and the reason why there was a failure in supplying the required entry;
3. Two (2) photocopies of supporting document; and
4. Valid ID of the informant/applicant.

Note:

- **Only one (1) Supplemental Report shall be accepted for not more than two (2) omitted information in any registered event. In cases where there are more than two (2) omitted information, all papers related thereto shall be forwarded to the Office of the Civil Registrar General for review and approval.**
- **Applicant shall shoulder the incidental expenses like but not limited to the Endorsement to PSA, Quezon City and for photocopying of the documents (if necessary).**



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STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit the necessary requirements.	Assess and verify the authenticity, and completeness of the documents.	MCR and Staff	5 minutes
2	Review and sign the document.	If found accurate, prepare the Supplemental Report and Endorsement Letter to OCRG.	MCR and Staff	5 to 8 minutes
3	Receive the documents	MCR verify, signs, record/annotate and then release the documents.	MCR	2 minutes
4	If client opted to request for its annotation under the DECAP procedures he/she shall shoulder the cost of incidental expenses.	Prepare Letter Request and let client photocopy the necessary documents and let the transmittal thereof to PSA.	MCR and Staff	3 to 5 minutes

PROCESSING OF ANNOTATIONS ON THE AFFECTED DOCUMENTS CAUSED BY APPROVED PETITIONS UNDER R.A. NO. 9048 and R.A. NO. 10172, LEGAL INSTRUMENTS UNDER R.A. NO. 9255 AND LEGITIMATIONS

WHO MAY AVAIL THE SERVICES:

- General Public/all clienteles

Note: Applicant shall shoulder the photocopying services and incidental expenses for transmittal of Request for Issuance of Annotated Civil Registry Document (under DeCAP).

Requirements:

For PETITIONS under R.A. No. 9048 and R.A. No. 10172

1. Approved Petition and Action Taken by CRG;
2. Certificate of Finality and Record Sheet;
3. Annotated and Unannotated copies of the subject Civil Registry Document;

For LEGAL INSTRUMENTS under R. A. No. 9255 and LEGITIMATION

1. Affidavit of Acknowledgment (if applicable);
2. Affidavit of Admission of Paternity (if applicable);
3. Affidavit of Legitimation;
4. Certification (that the subject Legal Instrument was registered and entered in the Registered of Legal Instruments); and
5. Annotated and unannotated copies of the Certificate of Live Birth (COLB).

STEP	PROCEDURES		PERSON RESPONSIBLE (Service Provider)	ESTIMATED DURATION OF ACTIVITY
	CLIENT (informant/applicant)	OFFICE		
1	Submit necessary document.	Check and Verify the completeness and authenticity of all the documents.	MCR and Staff	3 minutes
2	Photocopy the document (if necessary)	If found complete, annotates and prepare the needed document.	MCR and Staff	3 to 5 minutes
3	Receive the documents.	MCR verifies signs, and release the document.	MCR	1 minute
4	If client opted to request for its annotation under the DECAP procedures he/she shall shoulder the cost of incidental expenses.	Prepare Letter Request and let client photocopy the necessary documents and let the transmittal thereof to PSA.	MCR and Staff	3 to 5 minutes



Office of the Municipal Civil Registrar

ASSISTANCE TO APPLICATION FOR ACQUISITION OF PHILIPPINE CITIZENSHIP FOR CERTAIN ALIENS BY ADMINISTRATIVE NATURALIZATION

Republic Act No. 9139 (The Administrative Naturalization Law of 2000)

WHO MAY AVAIL THE SERVICES:

- Aliens born and residing in the Philippines

FEES/CHARGES: (Municipal Tax Ordinance No. 2, Series of 1992)

- Naturalization ₱ 100.00

Requirements:

1. Petition/Application for Naturalization to be submitted to the Special Committee on Naturalization ((SCN).
2. The Petition/Application shall be accompanied by:
 - a) Duplicate original or certified photocopies of petitioner's birth certificate;
 - b) Duplicate original or certified photocopies of petitioner's Alien Certificate of Registration and native born Certificate of Residence;
 - c) Duplicate original or certified photocopies of petitioner's Marriage Certificate, if married, or Death Certificate of his/her spouse, if widowed, or Court Decree annulling his/her marriage if such was the fact; and
 - d) Duplicate original or certified photocopies of Birth Certificates, Alien Certificate of Registration or native-born Certificate of Residence if any, of petitioner's minor children wherever applicable.
3. In case the birth of the petitioner and that of his/her children (if any) have not been registered yet, the petitioner and his/her children may apply for delayed registration of their births and may file a Petition for the acquisition of Philippine citizenship within two (2) years from effectivity of R.A. No. 9139.

Note: In case of Application for late registration of birth certificate by aliens, the following documents shall be required in addition to those defined under the present rules and regulations to be obtained from the Bureau of Immigration:

- a) Native Born Certificate of Residence (NBCR).
- b) Immigrant Certificate of Resident.
- c) Initial and latest Alien Certificate of Registration (ACR) of the applicant and his/her parents.

PROCEDURES:

1. The Special Committee on Naturalization (SCN) will furnish the Local Civil Registrar of the petitioner's place of residence with a copy of the Petition for Naturalization and its supporting documents together with a notice to cause the posting of said Petition and its supporting documents;
2. Upon receipt of the Petition for Naturalization and its supporting documents, the concerned Local Civil Registrar shall immediately cause the posting of said Petition and supporting documents for a period of thirty (30) days;
3. A copy of the Petition and supporting documents shall be posted in any public or conspicuous area in the buildings, offices and premises of the Local Civil Registry Office concerned;
4. Within thirty (30) days from receipt of the Petition, the Local Civil Registrar concerned shall directly submit to the SCN a Report stating:
 - i. Whether or not petitioner has any derogatory record on file; or
 - ii. Any such relevant information which might be adverse to petitioner's application for citizenship.
5. To furnish the Office of the Civil Registrar General with a copy of the report through the Civil Registry Department.



Recommendation:

A new Tax Ordinance is necessary because some of the required fees are quite very cheap and not anymore applicable to the present situation.

REMARK:

The Local Civil Registry Office has no spacious office yet of its own and no secured Archive Room for storing or safekeeping of its Registered Civil Registry Documents and Registry Books as of this date.

Prepared by:

BENITO B. BETITO
Municipal Civil Registrar
25 April 2020
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