



# **City Civil Registry Office**

## **External Services**



## 1. APPLYING FOR A MARRIAGE LICENSE

The City Civil Registry Office is responsible for the issuance of a Marriage License. Before getting married, each of the contracting parties must file joint sworn applications with the proper local civil registrar where either or both of the contracting parties reside.

A Marriage License will be valid in any part of the Philippines for a period of 120 days from date of issue. It will be automatically cancelled if the contracting parties have not yet been married within the given period.

<b>Office or Division:</b>	City Civil Registry Office (CCRO), Ground Floor, Left Gate, Jose M. Valencia Bldg., City Hall	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Contracting parties (male and female), aged 18 and above where either or both are residents of San Fernando	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Personal appearance of contracting parties		
2. Accomplished Application for Marriage License (Municipal Form 90 – Form No. 2)		LCRO
3. Proof of Legal Age (2 photocopies each)		
b. Birth Certificate of contracting parties - if LCR copy is presented, must be issued within the last 6 months from the time of application		PSA or LCRO
c. Baptismal Certificate		Church
4. Community Tax Certificate a.k.a. Cedula (2 photocopies)		CTO
5. 2x2 picture (1 pc each applicant)		Any Photo Center
Any of the ffg. government issued ID with CSFP Postal Address (2 photocopies)		
d. UMID		SSS or GSIS
e. Voter's ID/Certification		Comelec Philhealth
f. Philhealth ID		LTO
g. Driver's License		BIR
h. TIN ID		
7. Certificate of No Marriage (CENOMAR) or Advisory on Marriages (2 photocopies each)		PSA
8. Pre-Marriage Counseling Certificate (1 original copy)		City Population Office
<b>Other Supporting Documents to be signed at LCRO:</b> <i>If one or both of the contracting parties is between the ages of 18 and 25</i>		
1. Consent of Marriage (Municipal Form No. 68), if Between ages of 18 and 21 years old - Personal appearance of father, mother, surviving parent or guardian or persons having legal charge of them (in the order mentioned)		

2. Advice of Intended Marriage (Municipal Form No. 92), if between ages of 21 and 25 – Personal appearance of parents or guardian				
<b>Other Supporting Documents:</b> <i>if one or both of the contracting parties were previously married, whichever applies:</i>				
1. Widow or Widower - Death Certificate of the deceased spouse, (2 photocopies) PSA Copy or Certified True Copy for LCR Copy 1. Annulled– annulment papers (2 certified photocopies) 1.1 Certificate of Finality 1.2 Court Decision <b>Note:</b> <i>Filipinos who were divorced abroad must seek Judicial Recognition of Foreign Judgment in a Phil. court</i>		PSA/LCRO  Branch Court		
<b>Other Supporting Documents:</b> <i>for foreign applicants: (2 photocopies)</i>				
1. Certificate of Legal Capacity to Contract Marriage 2. Divorce papers  <b>Note:</b> <i>Please bring original copies for cross checking</i>		Diplomatic or Consular Officials in the Philippines Issuing  Country		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Application for Marriage License (AML) Form	<b>1.</b> Review the required documents and issue order of payment.	None	5 minutes	Assistant Registration Officer CCRO
2. Pay the required fee at CTO	2. Issue Official Receipt	1 set of AML Form (PHP 100.00)  Processing Fee for Marriage License (PHP 300.00)  Pre-Marriage Counseling (PHP 50.00) ===== Total Fee PHP 450.00	2 minutes	Revenue Collection Clerk CCRO

3. Submit accomplished AML Form and complete requirements	3. Type and log information to CCRO-AML program, then release 3 computerized copy of AML	None	10 minutes	Assistant Registration Officer CCRO
4. Recheck and sign the AML form. Submit back to processor	4.1 Instruct the client to secure Pre-Marriage Counseling Certificate (PMC) at City Health Office and to return after 11 days to get the marriage license	None	5 minutes	Assistant Registration Officer CCRO
	4.2.Prepare Notice of Posting and comply the Ten (10) days mandatory posting period	None	10 days	Assistant Registration Officer CCRO
	4.3 Check and pre-approve AML	None	1 day	Registration Officer CCRO
	4.4 Prepare Marriage License	None		Assistant Registration Officer CCRO
	4.5 Approve and Sign Marriage License	None		City Civil Registrar CCRO
5. Return after 11 days and submit PMC. Then, receive approved marriage license  <i>Note: If the releasing date falls on a weekend or holiday, issuance of document will be on the next working day.</i>	5.Release approved Marriage License to applicants	Marriage License (PHP 2.00)	5 minutes	Assistant Registration Officer CCRO
<b>TOTAL:</b>		PHP 452.00	11 days and 27 minutes	



## 2. REGISTRATION OF BIRTH, MARRIAGE AND DEATH

Republic Act No. 3753 mandates the establishment of a civil register in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of persons shall be recorded. Civil registration is carried out primarily for the purpose of establishing the legal documents provided by law.

- a. Birth record or birth certificate or foundling certificate is a source of vital information and provide legal proof of the identity of an individual. It should be registered within 30 days from the time birth.
- b. Marriage record or marriage certificate is a special contract of permanent union between man and woman entered into in accordance of conjugal and family life. For ordinary marriages, the time for submission of certificate of marriage is within 15 days following the solemnization of marriage while in marriages exempt from the license requirement, the prescribed period is 30 days.
- c. Death record or death certificate is issued for a permanent disappearance of all evidence of life at any time after live birth has taken place. It is a requisite for burial in the Philippines. Timely registration is within 30 days from the date of event.

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<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. For Birth and Foundling Registration:             <ol style="list-style-type: none"> <li>1.1 Attendant-at- Birth</li> <li>1.2 Either or both parents of child</li> <li>1.3 Foundling Finder</li> <li>1.4 DWSD Worker</li> <li>1.5 Document Owner, aged 18 and above</li> </ol> </li> <li>2. For Marriage Registration             <ol style="list-style-type: none"> <li>2.1 Solemnizing Officer</li> <li>2.2 Contracting Parties</li> </ol> </li> <li>3. For Death Registration             <ol style="list-style-type: none"> <li>3.1 Attendant-at-Death</li> <li>3.2 Nearest relative</li> <li>3.3 Nearest person who has knowledge of the death</li> <li>3.4 DSWD Worker</li> </ol> </li> </ol> <p><b>Note:</b> Vital event must occur within the jurisdiction of San Fernando except for events in moving vehicle or vessel or airplane that place of occurrence cannot be ascertained, thus, IRR of Act No. 3753 under AO no. 1 series of 1993 shall be applied.</p>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>

**FOR TIMELY REGISTRATION OF BIRTH, FOUNDLING DEATH AND MARRIAGE CERTIFICATES:**

Accomplished Four (4) copies of the following using black ink:

<ol style="list-style-type: none"> <li>1. Certificate of Live Birth (Municipal Form No. 102)</li> <li>2. Certificate of Foundling (OCRG Form No.101)</li> <li>3. Certificate of Death (Municipal Form No. 103) or Certificate of Fetal Death (Municipal Form 103A)</li> <li>3.1 Certification from the Health Officer,</li> <li>3.2 Certification of Embalmer (at the back of Certificate of Death), if applicable</li> <li>4. Certificate of Marriage (Municipal Form No. 97)</li> </ol> <p><b>Note:</b> Computerized or Type-written entries are recommended in accomplishing the forms. Any alteration prior to registration must be counter signed. Torn, untidy and unreadable documents will not be accepted for registration.</p>	<p>Attendant-at-Birth / Local Civil Registry Office</p> <p>Department of Social Welfare and Development /Local Civil Registry Office</p> <p>Attendant-at-Death / Local Civil Registry Office City Health Office</p> <p>Funeral Parlor</p> <p>Solemnizing Officer / Local Civil Registry Office</p>
<p><b>OTHER SUPPORTING DOCUMENTS:</b> <i>For birth registration of illegitimate child, surname to be used is the mother's surname but to be acknowledged by the father (R.A. 9255)</i></p> <ol style="list-style-type: none"> <li>1. Affidavit of Admission of paternity signed by the parents – included at the back of the Certificate of Live Birth, notarized to any notary public</li> </ol>	
<p><b>OTHER SUPPORTING DOCUMENTS:</b> <i>For birth registration of illegitimate child, surname to be used is the father's surname (R.A. 9255)</i></p>	
<ol style="list-style-type: none"> <li>1. Affidavit to Use the Surname of the Father signed by the mother (4 original copies)</li> <li>2. Affidavit of Admission of Paternity signed by parents (included at the back of the Certificate of Live Birth)</li> <li>3. Valid IDs or Cedula of Affiants (1 photocopy each affiant)</li> </ol>	<p>Any notary public/ Civil Registrar</p> <p>Notarized to any notary public/ Civil Registrar</p> <p>Cedula – CTO or List of Valid IDs can be found at the end page of charter</p>
<p><b>OTHER SUPPORTING DOCUMENTS:</b> <i>For registration of foundling</i></p>	
<ol style="list-style-type: none"> <li>1. Affidavit of the Finder stating the facts and circumstances surrounding the finding of the child (1 original copy)</li> <li>2. Certification of the barangay captain</li> </ol>	<p>Any notary public</p> <p>Barangay Hall or PNP Station</p>

<p>or police authority regarding the report made by the finder, as the case maybe (1 original copy)</p> <p>3. Certification stating that the child was legally available for adoption (4 certified photocopies)</p> <p>4. Child Profile (4 certified photocopies)</p>	<p>Secretary of the Department of Social Welfare and Development (DSWD)</p> <p>DSWD</p>
<p><b>OTHER SUPPORTING DOCUMENTS:</b> <i>For registration of marriage</i></p>	
<p>1. Affidavit of Request for the celebration of marriage in a place other than authorized by law – if marriage is solemnized in a place other than authorized by law. (2 original copies)</p> <p>2. Affidavit of Solemnizing Officer, for marriages exempt from the license requirement – included at the back of the Certificate of Marriage (4 original copies)</p> <p>3. Affidavit of Cohabitation – for marriages under Rule 45 of Administrative Order No. 1 Series of 1993 (4 original copies)</p>	<p>Any Notary Public</p> <p>Notarized to any Notary Public</p> <p>Any Notary Public</p>
<p><b>OTHER SUPPORTING DOCUMENTS:</b> <i>For delayed registration of Birth, Death and Marriage</i></p>	
<p>1. Affidavit of Delayed Registration signed by:</p> <p>1.1 For birth – executed by the father, mother, or guardian, or the child himself, if he has the capacity to do so</p> <p>1.2 For foundling – executed by the DSWD</p> <p>1.3 For death – executed by attendant-at-death or in default the nearest relative of the deceased or by any person having legal charge of the deceased</p> <p>1.4 For marriage – executed by solemnizing officer or person reporting the marriage</p> <p>2. Certificate of No Record of Birth or Death or Marriage, as the case may be</p> <p>2.1 LCR certification (1 photocopy)</p> <p>2.2 PSA certification, for registration after one (1) year preceding the date of birth. (1 photocopy)</p> <p>3. Affidavit of Two (2) Disinterested Persons who have witnessed or have known about the birth of the child. (1 original copy)</p>	<p>Included at the back of the form, notarized to any Notary Public/ Civil Registrar</p> <p>LCRO PSA</p> <p>Any Notary Public</p>

<p>4. Affidavit of Out-of-Town Late Registration – for registration request received outside San Fernando, Pampanga (1 original copy)</p>	<p>Any Notary Public/Civil Registrar</p>
<p><b>OTHER SUPPORTING DOCUMENTS:</b> <i>For delayed registration of Birth</i></p>	
<p>1. Any two (2) applicable documentary evidences which reflect the name of the child, date and place of birth and names of the parents: (1 photocopy)</p> <ul style="list-style-type: none"> <li>1.1 Baptismal Certificate</li> <li>1.2 School Records</li> <li>1.3 Income Tax Return of parent/s</li> <li>1.4 Insurance Policy</li> <li>1.5 Marriage Certificates</li> <li>1.6 Voter's Record/Registration</li> <li>1.7 Medical Records</li> <li>1.8 Others, such as: (1 original copy) <ul style="list-style-type: none"> <li>1.8.1 Barangay Captain's Certification</li> <li>1.8.2 Affidavit of Explanation</li> </ul> </li> </ul>	<p>Churches Schools BIR Insurance Company PSA / LCR COMELEC Hospitals/Clinics/Birthing Stations Barangay  Hall  Any Notary Public</p>
<p><b>OTHER SUPPORTING DOCUMENTS:</b> <i>For delayed registration of Death</i></p>	
<p>1. Any two (2) applicable documentary evidences which reflect name, date and place of death of deceased person:</p> <ul style="list-style-type: none"> <li>1.1 Authenticated copy of the certificate of burial, cremation, or any other means of corpse disposal</li> <li>1.2 Medical Records, if hospital/clinic death (1 photocopy)</li> <li>1.3 Certification from embalmer, if applicable (1 photocopy)</li> <li>1.4 2 original photos of gravestone with inscription placed on a clean sheet of paper</li> <li>1.5 Others such as: (1 original copy) <ul style="list-style-type: none"> <li>1.5.1 Barangay Captain's Certification</li> <li>1.5.2 Affidavit of Explanation with circumstances why the death was not registered within thirty (30) days after death</li> </ul> </li> </ul>	<p>Cemetery Administrator's Office  Hospital/Clinic      Funeral  Parlor Photo Center  Barangay Hall Any Notary Public</p>
<p><b>OTHER SUPPORTING DOCUMENTS:</b> <i>For delayed registration of Marriage</i></p>	
<p>1. Any two (2) applicable documentary evidences which reflect date and place of marriage of contracting parties:</p>	





<p>Receive the certificate</p> <p><b>For delayed registration only:</b></p> <p>4.2 Return after 11 days and present claim stub/feedback form.</p> <p>4.3 Fill up the feedback form then drop at the Suggestion Box (recommended)</p> <p><b>Note: Client may skip steps 1 and 2 if set of forms are already available.</b></p>	<p>3.4 Evaluate, Record and Assign Registry Number</p>	<p>None</p>	<p>10 minutes</p>	<p>Registration Officer CCRO</p>
	<p>3.5 Approve and sign the certificates</p>	<p>None</p>	<p>3 minutes</p>	<p>Registration Officer /</p>
	<p>4. Release copy to the registrant and feedback form, if applicable</p>	<p>None</p>	<p>3 minutes</p>	<p>City Civil Registrar CCRO Assistant Registration Officer CCRO</p>
<p><b>TOTAL:</b></p>	<p>PHP 100.00</p>	<p>11 days and 24 minutes</p>		

## LIST OF VALID IDS/IDENTITY DOCUMENTS

1. Philippine Passport issued by the (DFA)
2. Driver's License issued by the (LTO)
3. PRC ID
4. IBP ID
5. GSIS Unified Multi-Purpose ID/eCard
6. SSS Unified Multi-Purpose ID
7. PAG-IBIG Transaction/Loyalty Card
8. Voter's ID issued by COMELEC
9. Postal ID (PhilPost)
10. Senior Citizen's ID card issued by (OSCA) and/or (LGUs).
11. OFW ID issued by the DOLE.
12. OWWA ID.
13. Seaman's/Seawoman's Book issued by MARINA.
14. Diplomat/Consular ID issued by the Philippine Embassy
15. NBI Clearance
16. PNP ID/Police Clearance
17. DSWD Certification/4Ps ID
18. Barangay ID/Certification with picture and signature
19. PWD ID issued by NCDA or its regional counterpart, Office of the Mayor, Office of the Barangay Captain, DSWD office, and other participating organization with Memorandum of Agreement with the DOH.
20. PhilSys ID issued by the Philippine Statistical Authority
21. IDs issued by National Government Offices (e.g. AFP, DAR, DENR, DOH, DOJ) including GOCCs
22. IDs issued by the Offices of the Local Chief Executives (Governor, Vice-Governor, Mayor, and vice-Mayor)
23. TIN with picture and signature issued by the Bureau of Internal Revenue.
24. School/Student ID for currently-enrolled students, 18 years old and above, issued by reputable schools/colleges/universities recognized by the DepEd or CHED signed by the principal or head of the academic institution.
25. Company IDs issued by private entities or institutions registered with, supervised, or regulated by the BSP, SEC, or Insurance Commission (IC).
26. For foreign nationals, a passport issued by foreign governments AND any of the following
  - a. Alien Certification of Registration (ACR i-card)
  - b. Immigrant Certificate of Registration
  - c. Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement Authority

### 3. REQUESTING CERTIFIED COPY OF BIRTH, DEATH, MARRIAGE AND OTHER CIVIL REGISTRY DOCUMENTS



Civil registry documents such as birth, death and marriage certificates maybe availed of by securing a certified transcript or photocopy from the City Civil Registry Office. Any person/individual concerned or his/her duly authorized person can secure a copy of registered civil registry documents.

<b>Office or Division:</b>	City Civil Registry Office (CCRO), Ground Floor, Left Gate, Jose M. Valencia Bldg., City Hall
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	<p>As per Philippine Statistics Authority (PSA) Memorandum Circular No. 2019-15A – Amendment to Memorandum Circular No. 2019 – 15 dated June 11, 2019, regarding the Guidelines on the Issuance of the Civil Registry Documents/ Certifications including Authentication (Republic Act No. 10173 - Data Privacy Act of 2012)</p> <ol style="list-style-type: none"> <li>1. Document owner or any person authorized by him, must be of legal age and mentally capacitated</li> <li>2. Spouse, whose name is indicated in his/her marriage document with his/her partner</li> <li>3. Parents of the document owner provided their name is indicated in the latter’s birth document, either as a father or mother</li> <li>4. Descendant of the document owner provided that he/she has sufficient documentation to support this case</li> <li>5. A guardian appointed by the court or the person exercising substitute parental authority pursuant to Art. 216 of the Family Code of the Philippines</li> <li>6. Institutions legally in charge of a minor</li> <li>7. Court or proper public official</li> <li>8. Government agencies that executed Data Sharing Agreement with PSA</li> <li>9. Nearest kin of a deceased person</li> </ol>

#### Guidelines on the Issuance of Civil Registry Document (CRDs) (FM-CCRO-RMD–07; Revision No. 01; April 3, 2023)

**I. General Requirements:**

**a. Completed Request form**

**b. Requester's valid ID – original and /or photocopy**

*(please refer at the back for the list of valid IDs)*

**c. Proof of filiation, if the requester is not the informant, whenever applicable**

*(i.e. marriage certificate, birth certificate, baptismal etc.)*

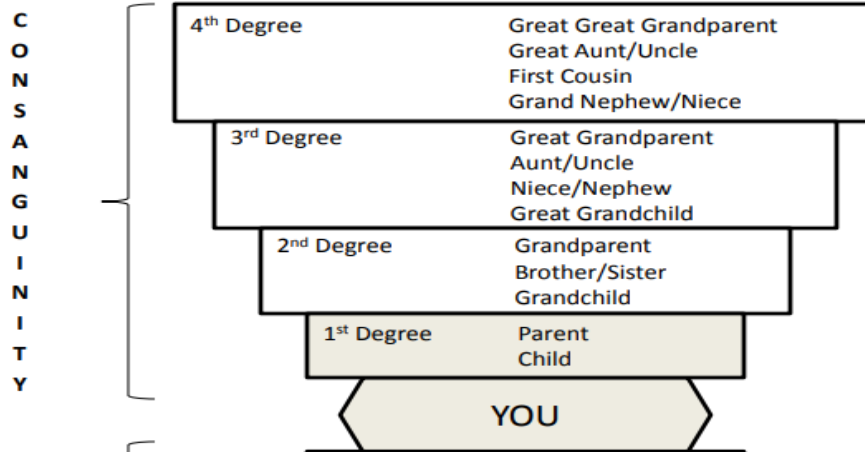
**II. Authorized Persons to request:**

Category 1: DO is living and of legal age	Category 2: DO is minor or incapacitated	Category 3: DO is deceased and of legal age
<ul style="list-style-type: none"> <li>➤ Document Owner</li> <li>➤ Legal Spouse</li> <li>➤ Parent (birth only)</li> <li>➤ Direct descendant (birth only)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Parent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Legal spouse</li> <li>➤ Marital Child or Acknowledged Non-Marital Child</li> </ul>
	<p><i>In default of parent:</i></p> <ul style="list-style-type: none"> <li>➤ Judicially appointed guardian/ institution legally in-charge</li> <li>➤ Persons exercising substitute parental authority with <u>notarized Affidavit of Guardianship</u>, <i>if DO is living</i> or <u>Affidavit of Kinship</u>, <i>if DO is deceased</i> (in order of preference):                      (a) surviving grandparent,                      (b) capacitated brother or sister (over 21 years old),                      (c) actual custodian</li> </ul>	<p>In default of the above, the closest living relative (in order of preference) with notarized Affidavit of Kinship :</p> <ul style="list-style-type: none"> <li>➤ Parent or ascendants</li> <li>➤ Brother or sister</li> <li>➤ Collateral relatives up to 5<sup>th</sup> degree of consanguinity</li> </ul>
	<p>If a non-marital unacknowledged, only the mother can request</p>	

Category 4: Authorized Representative with Authorization letter from DO and copy of his/her valid ID	Category 5: Authorized Representative with Special Power of Attorney from legal guardian or lawful heir and copy of his/her valid ID
<p>Note: Authorization letters or SPAs <u>must</u> satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• State that the purpose is to SECURE civil registry documents (birth, death or marriage)</li> <li>• Name and signature giving the authority must appear in the authorization letter or SPA</li> <li>• Emailing or instant messaging of the authorization letter/ notarized SPA is permitted provided that the scanned copy has a matching signature with the Valid ID presented.</li> </ul>	

**Legend: DO – Document Owner**

# IMMEDIATE FAMILY MEMBERS



## LIST OF VALID IDS/IDENTITY DOCUMENTS

- Philippine Passport issued by the (DFA)
- Driver's License issued by the (LTO)
- PRC ID
- IBP ID
- GSIS Unified Multi-Purpose ID/eCard
- SSS Unified Multi-Purpose ID
- PAG-IBIG Transaction/Loyalty Card
- Voter's ID issued by COMELEC
- Postal ID (PhilPost)
- Senior Citizen's ID card issued by (OSCA) and/or (LGUs).
- OFW ID issued by the DOLE.
- OWWA ID.
- Seaman's/Seawoman's Book issued by MARINA.
- Diplomat/Consular ID issued by the Philippine Embassy
- NBI Clearance
- PNP ID/Police Clearance
- DSWD Certification/4Ps ID
- Barangay ID/Certification with picture and signature
- PWD ID issued by NCDA or its regional counterpart, Office of the Mayor, Office of the Barangay Captain, DSWD office, and other participating organization with Memorandum of Agreement with the DOH.
- PhilSys ID issued by the Philippine Statistical Authority
- IDs issued by National Government Offices (e.g. AFP, DAR, DENR, DOH, DOJ) including GOCCs
- IDs issued by the Offices of the Local Chief Executives (Governor, Vice-Governor, Mayor, and vice-Mayor)
- TIN with picture and signature issued by the Bureau of Internal Revenue.
- School/Student ID for currently-enrolled students, 18 years old and above, issued by reputable schools/colleges/universities recognized by the DepEd or CHED signed by the principal or head of the academic institution.
- Company IDs issued by private entities or institutions registered with, supervised, or regulated by the BSP, SEC, or Insurance Commission (IC).
- For foreign nationals, a passport issued by foreign governments AND any of the following
  - Alien Certification of Registration (ACR i-card)
  - Immigrant Certificate of Registration
  - Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement Authority

Source: RA 10173; PSA Memo

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up request form for civil registry documents	1.1 Receive and review request slip. 1.2 Issue an Order of Payment	None	3 minutes	Assistant Registration Office CCRO
2. Pay at the City Treasurer's Office	2. Issue Official Receipts	Certified True/Photocopy and Transcription copy of Registered Birth, Death and Marriage (PHP 50.00)	2 minutes	Revenue Collection Clerk II CCRO

3. Wait for the verification, preparation and approval of requested record	3.1 Verify and prepare the availability of requested certificate (electronic/manual)	None	15 minutes	Assistant Registration Officer CCRO
	3.2 Approve and Sign/prepared certificates	None	3 minutes	Registration Officer / City Civil Registrar CCRO



## 4. REGISTRATION OF LEGAL INSTRUMENTS AND COURT ORDERS / DECREES / R.A. 9255

The City Civil Registry Office is also mandated to accept all registrable documents and judicial decrees / orders affecting the civil status of persons; and process the same in accordance to existing laws, rules and regulations provided for the purpose.

<b>Office or Division:</b>	City Civil Registry Office (CCRO), Ground Floor, Left Gate, Jose M. Valencia Bldg., City Hall	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. For registration of R.A. 9255 and/or legitimation               <ol style="list-style-type: none"> <li>1.1 Father and/or mother of child</li> <li>1.2 A guardian appointed by court or the person exercising substitute parental authority pursuant to Art. 216 of the Family Code of the Philippines</li> <li>1.3 Document owner, of legal age and mentally capacitated</li> </ol> </li> <li>2. For registration of Supplemental Report, Wrongly registered, MC 2010-4 and court decree/order               <ol style="list-style-type: none"> <li>2.1 Document owner, of legal age and mentally capacitated</li> <li>2.2 Spouse, whose name is indicated in his/her marriage document with his/her partner</li> <li>2.3 Parents of the document owner provided their name is indicated in the latter's birth document, either as a father or mother</li> <li>2.4 Descendant of the document owner provided that he/she has sufficient documentation to support this case</li> <li>2.5 A guardian appointed by court or the person exercising substitute parental authority pursuant to Art. 216 of the Family Code of the Philippines</li> <li>2.6 Sibling of the document owner</li> <li>2.7 Authorization or SPA, whichever is applicable, if registrant is a representative. (For court order registration only)</li> </ol> </li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Other supporting documents:</b> <i>If the registrant is a duly authorized representative. (For court order registration only)</i>		
<ol style="list-style-type: none"> <li>1. Original copy of the Authorization Letter/Special Power of Attorney (SPA) bearing fresh signature of the document owner:           <ol style="list-style-type: none"> <li>1.1 It shall specifically state that its purpose is to secure civil registry documents from LCRO. General statement as to the purpose is not acceptable. If it is multi-purpose, the intent to secure certificate from LCRO should be specifically indicated.</li> </ol> </li> </ol>	Document owner or any notary public or Phil. Consular Offices in abroad, whichever is applicable	



<p>1.2 It should also indicate the type of document to be requested, the number of copies and specific details of the document to be requested.</p> <p>2. For special cases, captured/scanned image of the actual authorization letter/SPA from the document owner with signature that matches the accompanying valid ID is acceptable. If received from abroad, the document owner should provide copy of the passport as the valid ID. (1 printed copy)</p>	<p>Document Owner</p>
<p><b>Legal Instruments:</b></p> <p>1. RA 9255:</p> <p>1.1 Registered Birth certificate of child (4 photocopies)</p> <p>1.2 Admission of Paternity for birth not yet registered or previously registered under the surname of the mother but no admission of Paternity at the back of the Certificate of Live Birth thru:</p> <p>1.2.1 Affidavit of Admission/Acknowledgement of Paternity (3 original copies and 1 photocopy of the registered legal instrument)</p> <p>1.2.2 Any private handwritten instruments like, but not limited to: (4 photocopies)</p> <p>1.2.2.1 Signature appearing on school's report card</p> <p>1.2.2.2 Declaration as dependent on BIR, Philhealth, SSS, HDMF, GSIS MDR</p> <p>1.2.2.3 Declaration as beneficiary/dependent on Insurance Policy</p> <p>1.3 Affidavit to Use the Surname of the Father for birth not yet registered or previously registered under the surname of the mother but with admission of Paternity at the back of the Certificate of Live Birth. (3 original copies and 1 photocopy of the registered legal instrument)</p> <p><b>Note:</b> Affidavit/s can also be executed before the Philippines Consul General of the foreign country where the affiant is based.</p>	<p>PSA or LCRO</p> <p>Any Notary Public/Civil Registrar</p> <p>School</p> <p>BIR, Philhealth, SSS, HDMF, GSIS</p> <p>Insurance Company</p> <p>Any Notary Public/Civil Registrar</p>

<p>2. Legitimation:</p> <p>2.1. Registered Birth Certificate of child (4 photocopies)</p> <p>2.2 Marriage Certificate (4 photocopies)</p> <p>2.3 Certificate of No Marriage (CENOMAR) or Advisory on Marriages of parents (4 photocopies)</p> <p>2.4 Joint Affidavit of Legitimation. If one or both parent/s is/are below 18 years old at the time of child's conception, minority should be stated otherwise. (3 original copies and 1 photocopy of the registered legal instrument)</p> <p>2.5 Admission of Paternity for birth not yet registered or previously registered under the surname of the mother but no admission of Paternity at the back of the Certificate of Live Birth thru:</p> <p>2.5.1 Affidavit of Admission/Acknowledgement of Paternity (3 original copies and 1 photocopy of the registered legal instrument)</p> <p>2.5.2 Private handwritten instrument like, but not limited to: (4 photocopies)</p> <p>2.5.2.1 Signature appearing on school's report card (Form 138)</p> <p>2.5.2.2 Declaration as dependent on BIR, Philhealth, SSS, HDMF, GSIS MDR</p> <p>2.5.2.3 Declaration as beneficiary/dependent on Insurance Policy</p> <p>2.6 In case of deceased parent/s, death certificate is needed (4 photocopies)</p> <p>2.7 Any valid ID / Cedula (1 original copy)</p> <p><b>Note:</b> <i>If one or both parents are in a foreign country, affidavit should be executed before the Philippine Consul General of the foreign country and have it registered at the LCRO of Manila City Hall</i></p>	<p>PSA or LCRO</p> <p>PSA or LCRO - must be certified copy PSA</p> <p>Any Notary Public/Civil Registrar</p> <p>Any Notary Public/Civil Registrar</p> <p>School</p> <p>BIR, Philhealth, SSS, HDMF, GSIS</p> <p>Insurance Company</p> <p>PSA or LCRO – must be certified true copy</p> <p>CTO-Cedula/ List of Valid IDs can be found at the end page of charter</p>
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<p>3. Supplemental:</p> <p>3.1 Birth / Marriage / Death Certificate (1 original copy)</p> <p>3.3 Affidavit Supplemental Report (3 original copies and 1 photocopy of the registered document)</p>		<p>PSA or LCRO</p> <p>Any Notary Public</p>		
<p>4. Wrongly Registered (MC 91-6)</p> <p>4.1 Birth / Marriage / Death Certificate (1 original copy and 4 photocopies)</p> <p>4.2 Certificate of Transfer from Other LCR (1 original copy and 4 photocopies)</p>		<p>PSA or LCRO</p> <p>Any Notary Public</p>		
<p>5. MC 2010-4</p> <p>5.1 Birth / Marriage / Death Certificate (4 photocopies)</p> <p>5.2 Affidavit of Discrepancy or Affidavit of Explanation (3 original copies and 1 photocopy of the registered document)</p>		<p>PSA or LCRO</p> <p>Any Notary Public</p>		
<p><b>Court Order/Court Decree:</b></p> <p>1. Four (4) sets of Certified True Copy of Court Order/Decree and Certificate of Finality</p> <p>2. For Adoption cases only:</p> <p>2.1 certificate of foundling, if child is a foundling (1 certified copy)</p> <p>2.2 Certification of a Child Legally Available for Adoption (1 certified copy)</p> <p>2.3 Inter Country Adoption Board (ICAB) Certification, if adopting parents are foreigners or Filipino citizens permanently residing abroad (1 certified copy)</p>		<p>Branch Court</p> <p>DSWD DSWD</p> <p>DSWD</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit requirements for Legal Instruments / Court Orders /Decrees</p> <p><b>For Court Order/Decree only:</b> Return after 5 working days and present claim stub.</p>	<p>1. Review requirements and Issue Order of Payment</p> <p><b>For Court Order/Decree only:</b> Issue a claim stub and inform the client to return after 5 working</p>	<p>None</p>	<p>8 minutes</p> <p>5 days</p>	<p>Assistant Registration Officer CCRO</p> <p>Assistant Registration Officer / City Civil Registrar</p>

	days after the verification of court decision			CCRO
2. Pay at the City Treasurer's Office	2. Issue Official Receipt	Legal Instrument (PHP 200.00)  Court Order / Decrees (PHP 500.00)	2 minutes	Revenue Collection Clerk III CCRO
3. Wait for the preparation and approval of the documents	Log / Assign Registry Number to Legal Instruments, Court Orders / Decrees / RA 9255) and	None		Assistant Registration Officer CCRO
	Prepare certifications	None	20 minutes	Assistant Registration Officer CCRO
	Check and Pre-approve Legal Instruments, Court Orders/Decrees / RA 9255	None	5 minutes	Registration Officer CCRO
	Approve and Sign the documents	None	5 minutes	Registration Officer / City Civil Registrar CCRO
4. Receive the documents	Release registered documents	None	2 minutes	Assistant Registration Officer CCRO
<b>TOTAL:</b>		Legal Instrument (PHP 200.00)  Court Order / Decrees (PHP 500.00)	5 days and 42 minutes	

## **LIST OF VALID IDS/IDENTITY DOCUMENTS**

1. Philippine Passport issued by the (DFA)
2. Driver's License issued by the (LTO)
3. PRC ID
4. IBP ID
5. GSIS Unified Multi-Purpose ID/eCard
6. SSS Unified Multi-Purpose ID
7. PAG-IBIG Transaction/Loyalty Card
8. Voter's ID issued by COMELEC
9. Postal ID (PhilPost)
10. Senior Citizen's ID card issued by (OSCA) and/or (LGUs).
11. OFW ID issued by the DOLE.
12. OWWA ID.
13. Seaman's/Seawoman's Book issued by MARINA.
14. Diplomat/Consular ID issued by the Philippine Embassy
15. NBI Clearance
16. PNP ID/Police Clearance
17. DSWD Certification/4Ps ID
18. Barangay ID/Certification with picture and signature
19. PWD ID issued by NCDA or its regional counterpart, Office of the Mayor, Office of the Barangay Captain, DSWD office, and other participating organization with Memorandum of Agreement with the DOH.
20. PhilSys ID issued by the Philippine Statistical Authority
21. IDs issued by National Government Offices (e.g. AFP, DAR, DENR, DOH, DOJ) including GOCCs
22. IDs issued by the Offices of the Local Chief Executives (Governor, Vice-Governor, Mayor, and vice-Mayor)
23. TIN with picture and signature issued by the Bureau of Internal Revenue.
24. School/Student ID for currently-enrolled students, 18 years old and above, issued by reputable schools/colleges/universities recognized by the DepEd or CHED signed by the principal or head of the academic institution.
25. Company IDs issued by private entities or institutions registered with, supervised, or regulated by the BSP, SEC, or Insurance Commission (IC).
26. For foreign nationals, a passport issued by foreign governments AND any of the following
  - a. Alien Certification of Registration (ACR i-card)
  - b. Immigrant Certificate of Registration
  - c. Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement Authority

## 5. PETITION FOR CORRECTION OF CLERICAL ERROR / CHANGE OF FIRST NAME / CHANGE OF SEX AND CORRECTION OF DAY AND MONTH OF BIRTH (R.A. 9048 and R.A. 10172)



- a.1 Republic Act 9048, authorizes all City or Municipal Civil Registrars or the Consul General to correct clerical or typographical error in an entry and/or change the first name or nickname in the civil register without need of a judicial order.
- a.2 Republic Act 10172, further authorizes all City of Municipal Civil Registrars or Consul Generals to correct clerical or typographical errors in the day and month in the date of birth or sex of a person appearing in civil register without need of a judicial order.

<b>Office or Division:</b>	City Civil Registry Office (CCRO), Ground Floor, Left Gate, Jose M. Valencia Bldg., City Hall
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government
<b>Who may avail:</b>	Petitioner, of legal age and have direct and personal interest in the documents Owner of the record Owner of the record's spouse, children, parents, siblings, grandparents or guardian, whichever is applicable Any other person duly authorized by law or by the owner of the record

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Birth or Marriage or Death Certificate, whichever is the error document – PSA 2. Identification (ID) card/certifications of Petitioner 3. At least Two (2) public or private documents showing the correct entry/entries where correction or change shall be based.	
<b>3.1 Error is in the First Name of the document owner:</b>	
3.1.1 Birth, Death, Marriage Certificate, whichever is applicable as reference	PSA or LCR
3.1.2 Baptismal or Dedication or Confirmation Certificates	Church School See complete list at the end of charter page
3.1.3 School Record	
3.1.4 Identification (ID) Cards/ Certifications	Any notary public
3.1.5 Affidavit of Discrepancy	
<b>3.2 Other supporting documents: <i>if error is in the Middle and/or Last Names, or error is in the parent's information.</i></b>	
3.2.1 Birth certificate of mother and/or father (whichever is applicable to the petition), if still living or death certificate, if deceased	PSA or LCR
3.2.2 Baptismal or Dedication or Confirmation Certificates of father and/or mother	Church School
3.2.3 School Record of father	

3.2.4	and/or mother Marriage Certificate of parents, if married	PSA or LCR
3.2.5	Identification (ID) Cards/ Certifications of father and/or mother	See complete list at the end of charter page
3.2.6	Birth Certificate of other child	PSA or LCR
3.2.7	Affidavit of Discrepancy	Any notary public
<b>3.3 Other supporting documents:</b> <i>if error is in the birth order of child or total number of children born alive or number of children still living including this birth or number of children born alive but are now dead</i>		
3.3.1	Medical Certification	Physician or Hospital PSA or LCR
3.3.2	All birth certificate of other child/children before the erroneous birth document	LCR
3.3.3	Affidavit of discrepancy	Any Notary Public
<b>3.4 Other supporting documents:</b> <i>if error is in the type of birth, i.e. from single to twin or triples or other multiple births</i>		
3.4.1	Both or All Baptismal or Dedication or Confirmation Certificates	Church
3.4.2	Both or All School Record	School
3.4.3	Both or All Marriage Certificate, if married	PSA or LCR
3.4.4	Both or All Identification (ID) Cards/ Certifications	See complete list at the end of charter page School
3.4.5	Both or All School Records	Any notary public
3.4.6	Affidavit of Discrepancy	
<b>3.5 Other supporting documents:</b> <i>if error is in the parents date and/or place of marriage, provided that the legitimacy status of the child will not be affected. Otherwise, judicial order is necessary.</i>		
3.5.1	Parent's marriage certificate	PSA or LCR
3.5.2	Birth Certificate of Siblings	PSA or LCR
3.5.3	Affidavit of Discrepancy	Any notary public
<b>3.6 Other supporting documents:</b> <i>if error is in the relationship of informant to the child or deceased person, provided that there was no misrepresentation at the time of registration, otherwise judicial order is necessary.</i>		
3.6.1	Informant should be a mother or father or spouse	
3.6.1.1	Birth certificate of mother or father or spouse	PSA or LCR
3.6.1.2	Baptismal certificate of child	Church PSA or LCR
3.6.1.3	Marriage certificate, if applicable	Any notary public
3.6.1.4	Affidavit of Discrepancy	
<b>3.7 Other supporting documents:</b> <i>if error is for age and/or date of birth and/or place of</i>		

<i>birth, provided that the error in the marriage certificate will not render one or both of the contracting party/ies minor at the time of marriage. Otherwise, judicial order is necessary.</i>				
3.7.1	Birth or marriage or death certificate of husband and/or wife or deceased person, whichever is applicable	PSA or LCR		
3.7.2	Baptismal or Dedication or Confirmation Certificates	Church		
3.7.3	School Record	School		
3.7.4	Identification (ID) Cards/ Certifications	School		
3.7.5	Affidavit of Discrepancy	See complete list at the end of charter page		
Any notary public				
<b>3.8 Other supporting documents for: <i>Change of First Name, Sex and Birth month and/or date</i></b>				
3.8.1	Valid NBI and PNP Clearance	NBI / PNP		
3.8.2	Certificate of Employment, or Affidavit of Non-Employment, if unemployed	Employer / Notary Public		
3.8.3	Affidavit of Publication	Newspaper publisher		
3.8.4	Copy of newspaper clippings	Newspaper publisher		
<b>3.9 Other supporting documents for: <i>Change of Birth month and/ or date and Sex only:</i></b>				
3.9.1	Earliest School record	School Church		
3.9.2	Baptismal	Hospital, Clinic, Laboratory		
3.9.3	Medical Record with date of birth			
<b>3.10 Other supporting document for: <i>Change of Sex only:</i></b>				
3.10.1	Medical Certificate from a government physician (2 original copies)	Government Hospitals, Government Clinics		
<b>3.11 Other supporting documents: <i>If the registrant is a duly authorized representative except for change of sex</i></b>				
3.11.1	Special Power of Attorney (SPA) bearing fresh signature of the document owner	Document owner or any notary public or Phil. Consular Offices in abroad, whichever is applicable		
<b>Note: All requirements must be photocopied in Three (3) copies.</b>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for RA 9048 and/or RA 10172	Review and Issue Order of Payment	None	5 minutes	Administrative Assistant II CCRO



2. Pay at the City Treasurer's Office	Issue Official Receipt	<b>RA 9048 Fees:</b> Correction of Clerical Error (PHP 1,000.00)  Change of First Name (PHP 3,000.00)  <b>RA 10172 Fees:</b> Correction of Day and Month of Birth and Change of Gender (PHP 3,000.00)	2 minutes	Revenue Collection Clerk III CCRO
3. Recheck and sign the petition. Submit back to processor.  <b>Disclaimer:</b> Return time is only an estimate based on historical data. Approval is dependent on the processing time of PSA-Legal Services Division	Type petition for RA 9048 and/or RA 10172. Release triplicate copy of petitions for client's signature.	None	5 minutes	Administrative Assistant II CCRO
Instruct the client to return after 3 or 4 months for the rendered decision of the Civil Registrar General and issue 1 copy of signed petition	None			
	Log and Assign petition number for RA 9048 /RA 10172	None	5 minutes	Administrative Assistant II CCRO
	Prepare Notice of Posting, Certificate of Posting and Record sheet	None	10 days and 12 minutes	
	Check and Pre-approve filed petitions	None	5 minutes	Registration Officer CCRO
	Approve and Sign the documents	None	3 minutes	City Civil Registrar CCRO
	Prepare annotated certificate, Certificate of	None	20 minutes	Administrative Assistant II CCRO

	Finality and Certified Copy of decided petition pursuant to RA 9048 / RA 10172			
	Check and Pre-approve certifications	None	3 minutes	Registration Officer CCRO
	Approve and Sign Certificate of Finality /Annotated documents	None	5 minutes	City Civil Registrar CCRO
4. Return after 3 or 4 months and present copy of petition. Then, receive approved/impugned petition	Release approved petition	None	5 minutes	Administrative Assistant II CCRO
	<b>TOTAL:</b>	RA 9048 Fees: Correction of Clerical Error (PHP 1,000.00)  Change of First Name (PHP 3,000.00)  RA 10172 Fees: Correction of Day and Month of Birth and Change of Gender (PHP 3,000.00)	10 days, 1 hour & 10 minutes	