City Civil Registry Office

External Services

1. Advance/Piecemeal Copy of Civil Registry Documents to Phil. Statistics Authority (PSA)

Advance/Piecemeal copy of civil registry documents through electronic endorsement is a decentralized, and online process of forwarding birth, death and marriage certificates that are not found in the Civil Registry System database and Archives, whether previously registered or currently registered.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Information Sheet 2. Proof of Urgency	CCRO – Window 47 Issuing office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit complete requirements to window 47	1.1 Receive the documents and encode to the Advance/ Piecemeal Copy Program 1.2 Issue order of payment.	None	5 minutes	*Gel Glessy May Gueco/ Righteous Faith Puebla Assistant Registration Officer* (CCRO)
2. Pay required fee at City Treasurer's Office (CTO) – Window 37.	2. Issue Official Receipt (OR)	None	2 minutes	*Leonor Esguerra* *Revenue Collection Clerk III or Charito Dumas* *Charito Dumas* *Local Revenue Collection Officer I* (CTO)
3. Return to CCRO – window 47 and submit the Official Receipt (OR) 3.1 Receive transmittal	3.1 Instruct the client to follow up the record in PSA after 1 month.		3 minutes	*Gel Glessy May Gueco/ Righteous Faith Puebla Assistant Registration Officer*

document.	3.2 Release the transmittal document.			(CCRO)
	TOTAL:	None	10 minutes	

2. Applying for a Marriage License

A marriage license is a legal document that allows a couple to get married in the Philippines. It is required before the wedding ceremony and is considered the most important document for a couple to marry.

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.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Male and female with no legal impediment, either or both are residents of San Fernando Pampanga

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal appearance of applicants	
2. Accomplished Application for Marriage License (Municipal Form 90 – Form No. 2)	CCRO – Window 47
3. Birth Certificate. If unavailable, Baptismal Certificate (2 photocopies)	PSA or LCRO Church
4. Cedula, current year (2 photocopies)	CTO
5. Picture 2x2 (1pc each applicant)	Any Photo Center
6. Any of the ffg: (2 photocopies).	
a. UMID	SSS or GSIS
b. Voter's ID/Certification	Comelec
c. PhilHealth ID	PhilHealth
d. Driver's License	LTO
e. TIN ID	BIR
f. National ID	PSA
7. Certificate of No Marriage (CENOMAR) or Advisory on Marriages of contracting parties (1 original copy, 1 photocopy)	PSA
8. Pre-Marriage Counseling Certificate or Certificate of Completion (1 original copy)	City Health Office

Other Supporting Documents to be signed at LCRO: *If one or both contracting parties is between the ages of 18 and 25.*

1. Consent To 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). Bring valid ID.
(Article 14, Family Code)

2 Advice Upon Intended Marriage (Municipal Form No. 92), if between ages of 21 and 25 – Personal appearance of both parents and guardian. Bring valid ID.
(Article 15, Family Code)

Other Supporting Documents*: if one or both contracting parties had previous marriage, whichever applies:* (2 photocopies)

Case 1: Widowed Death Certificate of the deceased spouse, PSA or LCR Copy	PSA or LCRO
Case 2: Annulled/Divorced Certificate of Finality and Court Decision ***Note:*** *Filipinos who were divorced abroad must seek Judicial Recognition of Foreign Judgment in a Phil. Court*	Branch Court

Other Supporting Documents: *for foreign applicants only: (2 photocopies)*				
1. Certificate of Legal Capacity to Contract Marriage 2. Divorce papers, if applicable ***Note:*** *Please bring original copies for cross checking*		Foreign Service Post in the Philippines Issuing Country		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements to window 47	1.1 Review the documents and encode data to CCRO-AML program. 1.2 Issue order of payment.	None	13 minutes 2 minutes	*Gel Glessy May Gueco/ Righteous Faith Puebla Asst. Registration Officer* (CCRO)
2. Pay required fee at City Treasurer's Office (CTO) – Window 37.	2. Issue Official Receipt (OR)	1 set of AML Form - PHP 100.00 Processing Fee for Marriage License - PHP 300.00 Pre-Marriage Counseling / Certificate of Completion -PHP 50.00 ======= Total Fee PHP 450.00	5 minutes	*Leonor Esguerra* *Revenue Collection Clerk III or Charito Dumas* *Local Revenue Collection Officer I* (CTO)

3. Return to CCRO – window 47 and submit the Official Receipt (OR)	3.1 Write the releasing date of marriage license on the OR. 3.2 Instruct the client to secure Pre- Marriage Counseling Certificate (PMC) or Certificate of Completion (COC) at City Health Office and submit the same on the releasing date of marriage license. 3.3 Return the OR to client.	None None None	1 minute 3 minutes 1 minute	*Gel Glessy May Gueco/ Righteous Faith Puebla* *Asst. Registration Officer* (CCRO)
	3.4 Prepare Notice for Posting and comply the Ten (10) days mandatory. publication period*** (Art. 17, Family Code)	None	10 days	*Gel Glessy May Gueco/ Righteous Faith Puebla* *Asst. Registration Officer* (CCRO)
	3.5 Check and pre-approve AML	None	5 minutes	*Solomon Poblete* *Registration Officer II* (CCRO)
	3.6 Prepare Marriage License	None	5 minutes	*Solo0mon Poblete* *Registration Officer II* (CCRO)
4. Secure PMC or COC at City Population	3.7 Approve and Sign Marriage License	None	5 minutes	*Rimando Umali* *City Civil Registrar* (CCRO)

Office (CPO) at CHO Bldg. 5. Return on the releasing date, as written on the OR and submit PMC/COC with OR. 5.1 Sign the receiving logbook. ***Note**: If the release date falls on a non-working day, issuance will be on the next working day.*	4. Release PMC or COC 5.1 Search and retrieve the documents. 5.2 Collect payment for marriage license. 5.3 Release approved Marriage License.	None None Marriage License - PHP 2.00 None	5 minutes 5 minutes 2 minutes 3 minutes	*Princess Ann Fedlico Population Program Officer I* *(CPO)* *Gel Glessy May Gueco/ Righteous Faith Puebla Asst. Registration Officer* (CCRO)
TOTAL:		PHP 452.00	10 days and 55 minutes	

Application for marriage license is covered under Family Code of the Philippines.

*** The 10-day posting period shall be counted by excluding the day of acceptance and the first day of the actual posting shall be counted. The counting of the 10 days shall include holidays, Saturdays and Sundays. The first day of posting shall always be a working day. Necessarily, the LCR shall only decide on the application after the 10th day of the posting period. (PSA MC No. 2021-02)

3. 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.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Case 1: Correction of Clerical or Typographical Error	
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.	
1.1 Baptismal or Dedication or Confirmation Certificates	Church
1.2 Voter's Affidavit	COMELEC
1.3 Employment Record	Office where the doc. Owner is employed.
1.4 GSIS Record	GSIS
1.5 Medical Record	Hospital/Clinic
1.6 Business Record	Business License Office
1.7 School Record	School
1.8 Driver's License	Land Transportation Office
1.9 Insurance	Insurance Office
1.10 Civil registry records of ascendants	PSA/LCR Registry of Deeds
1.11 Land titles	Registry of Deeds
1.12 Certificate of Land Transfer	Bank
1.13 Bank Passbook	NBI/PNP Office
1.14 NBI/Police Clearance	

1.15 Others, depending on the nature of the clerical error to be corrected. 4. If the petitioner is a duly authorized representative (except for change of sex) Special Power of Attorney (SPA) bearing fresh signature of the document owner	
Case 2: Change of First Name	
1. All documents required for the correction of clerical error. 2. Clearance from authorities 2.1 Certificate of Employment, if employed or Affidavit of Non-Employment, if unemployed 2.2 NBI Clearance 2.3 PNP Clearance *Note: If the document owner is a minor, disregard above clearances* 3. Proof of publication 3.1 Affidavit of publication from the publisher 3.2 Copy of the newspaper clipping	 Employment company NBI Office PNP Office Publication company
Case 3: Correction in the day and/or month in the date of birth	
1. PSA Copy and LCRO copy of birth certificate. 2. Earliest school record or earliest school documents. In case where the document owner never entered school, submit an affidavit attesting to the fact. 3. Baptismal certificate and other documents issued by religious authorities. In case where the document owner has no baptismal certificate or similar documents, submit an affidavit attesting to the facts. 4. Other documents, identification (ID) cards or clearances with correct date and/or month of birth 5. Medical records 6. Clearance from authorities a. Certificate of Employment, if employed or Affidavit of Non-Employment, if unemployed b. NBI Clearance	PSA/LCR Office School Church Hospital/Clinic Employment company NBI Office

c. PNP Clearance *Note: If the document owner is a minor, disregard above clearances* 7. Proof of publication a. Affidavit of publication from the publisher b. Copy of the newspaper clipping	PNP Office Publication company
Case 4: Correction of sex	
1. PSA Copy and LCRO copy of birth certificate. 2. Earliest school record or earliest school documents. In case where the document owner never entered school, submit an affidavit attesting to the fact. 3. Baptismal certificate and other documents issued by religious authorities. In case where the document owner has no baptismal certificate or similar documents, submit an affidavit attesting to the facts. 8. Other documents, identification (ID) cards or clearances with correct sex 4. Medical records 5. Medical certification issued by an accredited government physician. 6. Clearance from authorities a. Certificate of Employment, if employed or Affidavit of Non-Employment, if unemployed b. NBI Clearance c. PNP Clearance *Note: If the document owner is a minor, disregard above clearances* 7. Proof of publication a. Affidavit of publication from the publisher b. Copy of the newspaper clipping	PSA/LCR Office School Church Issuing office Hospital/Clinic Public Hospital/ City Health Office Employment company NBI Office PNP Office Publicatio n on company
Note: All requirements must be photocopied in Three (3) copies.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for RA 9048 and/or RA 10172	1. Review and Issue Order of Payment	None	5 minutes	*Maria Imee Broqueza Storekeeper II*
				Ariel Daroy Administrative Aide *Solomon Poblete Registration Officer II* (CCRO)
2. Pay at the City Treasurer's Office	2.Issue Official Receipt	**RA 9048 Fees:** Correction of Clerical Error (PHP 1,000.00)	2 minutes	*Leonor Esguerra Revenue Collection Clerk III* *Charito Dumas Local Revenue Collection Officer I* (CTO)
		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)		
3. Recheck and sign the petition. Submit back to processor. Return after 3 or 4 months and present copy of petition. Then, receive	3.1. Type petition for RA 9048 and/or RA 10172. Release triplicate copy of petitions for clients. signature.	None	5 minutes	*Maria Imee Broqueza Storekeeper II* *Ariel Daroy Administrative Aide*

Disclaimer: Return time is only an estimate based on historical data. Approval is dependent on the processing time of PSA-Legal Services Division	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		*Solomon Poblete Registration Officer II* *(CCRO)*

	3.2 Log and Assign petition number for RA 9048 /RA 10172	None	5 minutes	*Maria Imee Broqueza Storekeeper II*
	3.3 Prepare Notice of Posting, Certificate of Posting and Record sheet	None	10 days and 12 minutes	
	3.4 Check and Pre-approve filed petitions	None	5 minutes	*Mary Catherine Emgard Santiago Registration Officer IV*
	3.5 Approve and Sign the documents	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)
	3.6 Prepare annotated certificate, Certificate of Finality and Certified Copy of decided petition pursuant to RA 9048 / RA 10172	None	20 minutes	*Righteous Faith Puebla Administrative Assistant II* *(CCRO)*
	3.7 Check and Pre-approve certifications	None	3 minutes	*Mary Catherine Emgard Santiago Registration Officer IV* *(CCRO)*

	3.8 Approve and Sign Certificate of Finality /Annotated documents	None	5 minutes	*RImando Umali City Civil Registrar* (CCRO)
	3.9 Release approved petition	None	5 minutes	*Righteous Faith Puebla Administrative Assistant II* (CCRO)
TOTAL:			10 days, 1 hour & 10 minutes	

Petition for correction of clerical error and/or change of first name is covered under R.A. 9255/10172.

4. Registration of Adoption (Under RA 11642, The Domestic Administrative Adoption and Alternative Child Care Act)

Adoption refers to the socio-legal process of providing a permanent family to a child whose parents have voluntarily or involuntarily given up their parental rights. This process permanently transfers all rights and responsibilities, along with filiation, making the child a legitimate child of the adoptive parents. Provided, the benefits of R.A. No. 11642 shall cover that adult adoption.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	The RACCO shall cause the registration of the Order of Adoption and Certificate of Finality. However, the adult adoptee, adopting parent/s or his/her authorized representative may cause the registration as well.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement letter of the Order of Finality 2. Four (4) certified copies of Certificate of Finality 3. Four (4) certified copies of Order of Adoption 4. Four (4) certified copies of Draft of New Certificate of Live Birth (COLB) 5. Four (4) photocopies of PSA/ local copy of registered COLB	- Regional Alternative Child Care Office – III Central Luzon (RACCO III) / National Authority for Child Care (NACC - Regional Alternative Child Care Office – III Central Luzon (RACCO III) / National Authority for Child Care (NACC - Regional Alternative Child Care Office – III Central Luzon (RACCO III) / National Authority for Child Care (NACC - Regional Alternative Child Care Office – III Central Luzon (RACCO III) / National Authority for Child Care (NACC - PSA/LCR

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for registration of adoption	1. Review requirements and Issue Order of Payment	None	8 minutes	*Rochell Pastrana Registration Officer IV* (CCRO)

2. Pay the required fee at the City Treasurer's Office. Submit back the Official Receipt to CCRO	2. Issue Official Receipt.	500.00	2 minutes	*Leonor Esguerra* *Revenue Collection Clerk III* *Charito Dumas* *Local Revenue Collection Officer I* (CTO)
3.Return after 7 days to claim the registered documents	3.1 Log / Assign Registry Number to court Decree after verification	None	7 days verification	*Rochell Pastrana* *Registration Officer IV* (CCRO)
	3.2 Prepare new birth certificate and other certifications	None	20 minutes	*Rochell Pastrana* *Registration Officer IV* (CCRO)
	3.3 Approve and sign the documents	None	5 minutes	*Rimando Umali* *City Civil Registrar* *Registration Officer* IV (CCRO)
	3.4 Release registered document s	None	2 minutes	*Rochell Pastrana* *Registration Officer IV* (CCRO)
Note: Clients are informed to return after 7days to claim the documents	500.00	7days and 45 minutes		

5. Registration of Court Decree

Registering a court decree in the civil registry is an essential step to ensure that legal decisions are properly recorded and recognized by the nation.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Party concerned

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Four (4) certified copies of Court Decision 2. Four (4) certified copies of certificate of finality 3. One (1) photocopy of document (COLB/COM/COD) for annotation	- Functioning court - Functioning court - PSA/LCR
1. Four (4) certified/original copies of certificate of registration of the court decree, if functioning court is outside the City's jurisdiction 2. Four (4) certified/original copies of Certificate of Registration of the Foreign Court Decree, for Judicial Recognition of Foreign Judgement 3. Affidavit of Delayed Registration, if registered beyond fifteen (15) days from the date of court decision (1 original copy	- LCR where the court is functioning. - LCR where the court is functioning. - Any notary public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for registration of court decree	1. Review requirements and Issue Order of Payment	None	8 minutes	*Mary Catherine Emgard Santiago* *Registration Officer IV* (CCRO)
2. Pay the required fee at the City Treasurer's Office. Submit	2. Issue Official Receipt.	500.00	2 minutes	*Leonor Esguerra* *Revenue Collection Clerk III* *Charito Dumas*

back the Official Receipt to CCRO				*Local Revenue Collection Officer I* (CTO)
3.Return after 7 days to claim the registered documents	3.1 Log / Assign Registry Number to court decree	None	7 days verification 20 minutes	*Mary Catherine Emgard Santiago Registration Officer IV* (CCRO)
	3.2 Prepare certifications	None		*Mary Catherine Emgard Santiago Registration Officer IV* (CCRO)
	3.3 Approve and sign the documents	None	5 minutes	*Rimando Umali City Civil Registrar* Mary Catherine EMgard Santiago *Registration Officer* IV (CCRO)
Note: Clients are informed to return after 7days to claim the documents	3.4 Release registered documents	None	2 minutes	*Mary Catherine Emgard Santiago Registration Officer IV* (CCRO)
TOTAL:		500.00	7days and 45 minutes	

6. Registration of Death or Fetal Death – Delayed

A report of death made beyond the thirty (30) days reglementary period is considered delayed.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A person whose death occurred in the City's jurisdiction but was reported beyond the 30 days reglementary period

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. All requirements for timely registration of death or fetal death, whichever is the case.	- See timely registration process.
2. Duly notarized Affidavit for Delayed Registration – 4 original copies	- Included at the back of the Certificate of Death
3. Certificate of No Record of Birth from LCR - 1 photocopy.	- LCR
4. Certificate of No Record of Birth from PSA, if unregistered for 1 year and more from the date of event - 1 photocopy	- PSA
5. Duly notarized Affidavit of Two (2) Disinterested Persons who have witnessed or have knowledge about the death facts. - 1 photocopy	- Any notary public
6. Any two (2) applicable documentary evidence which reflect name, date, and place of death of deceased person:	- Cemetery Administrator's Office
a. Authenticated copy of the certificate of burial, cremation, or any other means of corpse disposal -1 original copy	Hospital/Clinic
b. Medical Records if hospital/clinic death - 1 photocopy	Funeral Parlor
c. Certification from	

embalmer, if applicable - 1 photocopy d. 2 original photos of gravestone with inscription placed on a clean sheet of paper. e. Others such as: (1 original copy) Barangay Captain's Certification, Affidavit of Explanation with circumstances why the death was not registered within thirty (30) days after death. 7. Notarized Affidavit of Out-of-Town Late Registration – for application received from other LCRO. – 1 original copy	Any Photo Center Barangay Hall/ Any Notary Public Any Notary Public/Civil Registrar
***Note**: Please bring original copy of the photocopied documents for cross checking*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to window 47.	1.1 Receive the documents and issue a feedback form/claim stub to client for their accomplishment.	None	4 minutes	*Gel Glessy May Gueco/ Righteous Faith Puebla Assistant Registration Officer* (CCRO)
	1.2 Prepare Notice for Posting and comply the Ten (10) days mandatory publication period	None	10 days	

	1.3 Encode data to system. 1.4 Evaluate and assign registry number to the certificate	None None	10 minutes 5 minutes	*Jennifer Rodriguez* *Asst. Registration Officer and/or* *Alex Anthony Sonza* *Registration Officer II* (CCRO)
	1.5 Sign the certificates as approval	None	3 minutes	*Rimando Umali* *City Civil Registrar* (CCRO)
2.1 Present the client's feedback form/claim stub. 2.2 Sign the routing slip. ***Note**: If the release date falls on a non-working day, issuance will be on the next working day.*	2.1 Request client to sign the routing slip and drop the accomplished feedback form/claim stub in the suggestion box. 2.2 Release the registered certificate.	None None	1 minute 2 minutes	*Gel Glessy May Gueco/ Righteous Faith Puebla* *Assistant Registration Officer* (CCRO)
TOTAL:		None	10 days and 25 minutes	

Delayed Registration of Death is covered under Act No. 3753

7. Registration of Death or Fetal Death – Timely

Death record or death certificate is a requisite for burial in the Philippines.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Persons with permanent disappearance of all evidence of life at any time after live birth has taken place (post cessation of vital functions without capability of resuscitation) and occurred in the City's jurisdiction.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Certificate of Death (Municipal Form No. 103) or Certificate of Fetal Death (Municipal Form 103A) – 4 original copies	- Hospital or clinic or similar institution or City Health Office
2. Accomplished Certification from the Local Health Officer, at the front page of the death certificate – 4 Original	- CHO
3. Accomplished Certification of Embalmer, if applicable – 4 original copies	- At the back of Certificate of Death
4. Proof of payment for burial/transfer permit	- CTO – window 37
Note: *Computerized or Type-written entries are recommended in accomplishing the forms. Any alteration prior to registration must be countersigned. Torn, untidy and unreadable documents will not be accepted for registration.*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit complete requirements to window 46. 1.2 Accomplish client's feedback form/claim stub and drop in the suggestion box	1.1 Receive the documents and issue a client's feedback form/claim stub.	None	4 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
	1.2 Encode data to the system. 1.3 Evaluate and assign registry number to the certificate	None None	10 minutes 5 minutes	*Alma Pangilinan/ Mariel Pamintuan Assistant Registration Officer* and/or *Alex Anthony Sonza Registration Officer II* (CCRO)
	1.4 Sign the certificates as approval	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)
2. Sign the routing slip.	2. Release the registered certificate.	None	3 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
TOTAL:		None	25 minutes	

8. Registration of Legal Instruments - Legitimation

Legitimation is a process where a child born out of wedlock is considered legitimate by fiction of law due to the subsequent valid marriage of his/her parents.

Affidavit of legitimation is a joint sworn statement of the parents of the illegitimate child where they declare the fact of their not being disqualified to marry each other at the time when the child was conceived and the fact that they subsequently married each other after the child was born.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All non-marital child whose parents subsequently entered a valid marriage and without any legal impediment after the child was born

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Case 1: Non-marital child previously registered under the surname of the father or registered under the surname of the mother but with Affidavit of Acknowledgement/ Admission of Paternity at the back of COLB **A child born out of wedlock, initially registered under the father's surname, or registered under the mother's surname with an Affidavit of Acknowledgement/Admission of Paternity on the back of the Certificate of Live Birth (COLB)**	
1. Registered Certificate of Live Birth (4 photocopies)	- Local Civil Registry Office/ PSA
2. PSA Copy of Marriage Certificate	- PSA
3. Valid IDs or Cedula of Affiants (1 photocopy each affiant)	- Cedula – CTO or List of Valid IDs can be found at the end page of charter
4. CENOMAR or Advisory on Marriages	- PSA
5. Joint Affidavit of Legitimation executed by Parents. (4 original copies) Note: If one or both parents are minor at the time of child's conception, the minority should be stated in the affidavit as the only	- Any notary public

impediment to contract marriage. (RA 9858)	
Case 2: Non-marital child previously registered under the surname of the mother. Without Affidavit of Acknowledgement/ Admission of Paternity at the back of COLB **A child born out of wedlock, initially registered under the mother's surname, without an Affidavit of Acknowledgement/Admission of Paternity on the back of the Certificate of Live Birth (COLB).**	
1. Registered Certificate of Live Birth (4 photocopies)	- Local Civil Registry Office/ PSA
2. PSA Copy of Marriage Certificate	- PSA
3. Valid IDs or Cedula of Affiants (1 photocopy each affiant)	- Cedula – CTO or List of Valid IDs can be found at the end page of charter
4. CENOMAR or Advisory on Marriages	- PSA
5. Affidavit of Admission of Paternity signed by the father (4 original copies); OR	- Any notary public
6. Private handwritten instrument where the father expressly recognizes the paternity of the child during his lifetime. Any of the ffg., but not limited to: (4photocopies) 6.1 GSIS/SSS records 6.2 Employment records 6.3 Insurance policy 6.4 Statement of Asset Liabilities and Net Worth (SALN) 6.5 Income Tax Return	- GSIS, SSS, Employment Company, Insurance Companies, Office of the Ombudsman, BIR
7. Joint Affidavit of Legitimation executed by Parents. (4 original copies)	- Any notary public
Note: If one or both parents are minor at the time of child's conception, the minority should be stated in the affidavit as the only	

impediment to contract marriage. (RA 9858)	

1. Widow or Widower - Death Certificate of the deceased spouse, PSA Copy or Certified True Copy for LCR Copy 2. Annulled/Divorced– annulment/divorced papers 2.1 Certificate of Finality 2.2 Court Decision ***Note:*** *Filipinos who were divorced abroad must seek Judicial Recognition of Foreign Judgment in a Phil. Court*	- PSA/LCRO - Branch Court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Legal Instruments	1. Review requirements and Issue Order of Payment	None	8 minutes	*Editha Cortez Bookbinder II* *Mary Catherine Emgard Santiago Registration Officer IV* (CCRO)
2. Pay the required fee at the City Treasurer's Office. Submit back the Official Receipt to CCRO	2. Issue Official Receipt	Legal Instrument (PHP 200.00) Court Order / Decrees (PHP 500.00)	2 minutes	*Leonor Esguerra Revenue Collection Clerk III* *Charito Dumas Local Revenue Collection Officer I* (CTO)

3.Submit the official receipt to CCRO and receive the documents.	3.1 Log / Assign Registry Number to Legal Instruments, Court Orders / Decrees / RA 9255) and	None	2 minutes	*Editha Cortez Bookbinder II Mary Catherine Emgard Santiago Registration Officer IV* (CCRO)
	3.2 Prepare certifications	None	20 minutes	Lanie Sabado Administrative Assistant II Mark Louie David Administrative Officer IV Patrick Geral Mendoza Registration Officer II (CCRO)
	3.3 Check and Pre- approve Legal Instruments, Court Orders/Decrees / RA 9255	None	5 minutes	*Mary Catherine Emgard Santiago Registration Officer* IV (CCRO)
	3.4 Approve and Sign the documents	None	5 minutes	*Rimando Umali City Civil Registrar* Mary Catherine Emgard Santiago *Registration Officer* IV (CCRO)
	3.5 Release registered documents	None	2 minutes	*Editha Cortez Bookbinder II Mary Catherine Emgard Santiago Registration Officer IV* (CCRO)
TOTAL:		200.00	44 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 Registatti0n
    c. Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement

9. Registration of Legal Instruments - R.A. 9255

It is a law which allows illegitimate children to use the surname of their father. In this law, the illegitimate child may use the surname of the father if acknowledged at the back of the Certificate of Live Birth or acknowledged in a separate public document or in a private handwritten instrument.

This law merely allows the child to use the father's surname. It does not change the status of the child from illegitimate to legitimate.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All non-marital children whose birth record were registered under the surname of the mother

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Case 1: Non-marital child previously registered under the surname of the mother and not acknowledged by the father. Without Affidavit to Use the Surname of the Father **A child born out of wedlock, initially registered under the mother's surname, without paternal acknowledgment and without an Affidavit to Use the Surname of the Father.**	
1. Registered Certificate of Live Birth (4 photocopies) Affidavit of Admission of Paternity signed by the father (4 original copies); OR	- Local Civil Registry Office/ PSA - Any notary public
2. Private handwritten instrument where the father expressly recognizes the paternity of the child during his lifetime. Any of the ffg., but not limited to: (4 photocopies) 1. GSIS/SSS records 2. Employment records 3. Insurance policy 4. Statement of Asset Liabilities and Net Worth (SALN) 5. Income Tax Return	- GSIS, SSS, Employment Company, Insurance Companies, Office of the Ombudsman, BIR
3. Valid IDs or Cedula of Affiants (1 photocopy each affiant)	- Cedula – CTO or List of Valid IDs can be found at the end page of service specification
Case 2: Non-marital child previously registered under the surname of the mother and not acknowledged by the father. With Affidavit to Use the Surname of the Father	

A child born out of wedlock, originally registered under the mother's surname, and not acknowledged by the father, has an Affidavit to Use the Surname of the Father.	
1. Registered Certificate of Live Birth (4 photocopies) 2. Affidavit of Admission of Paternity signed by the father (4 original copies); or 3. Private handwritten instrument where the father expressly recognizes the paternity of the child during his lifetime. Any of the ffg., but not limited to: (4photocopies) 3.1 GSIS/SSS records 3.2 Employment records 3.3 Insurance policy 3.4 Statement of Asset Liabilities and Net Worth (SALN) 3.5 Income Tax Return 4. Valid IDs or Cedula of Affiants (1 photocopy each affiant) 5. Affidavit To Use the Surname of the Father (4 copies) executed by: • <u>Mother</u>, if child is aged 0-6 years old • <u>Child</u>, if child is aged 7-17 years old, with the attestation of the mother or guardian, in the absence of the mother • <u>Person himself</u>, if child is aged 18 and above	- Local Civil Registry Office/ PSA - Any notary public - GSIS, SSS, Employment Company, Insurance Companies, Office of the Ombudsman, BIR - Cedula – CTO or List of Valid IDs can be found at the end page of charter - Any notary public
Case 3: Non-marital child previously registered under the surname of the mother and acknowledged by the father. With Affidavit to Use the Surname of the Father **A child born out of wedlock, initially registered under the mother's surname, and acknowledged by the father, has an Affidavit to Use the Surname of the Father.**	
1. Registered Certificate of Live Birth (4 photocopies) 2. Valid IDs or Cedula of Affiants (1 photocopy each affiant) 3. Affidavit To Use the Surname of the Father (4 copies) executed by: 4.1 <u>Mother or Guardian</u> if child is	- Local Civil Registry Office/ PSA - Cedula – CTO or List of Valid IDs can be found at the end page of charter - Any notary public

aged 0-6 years old 4.2 Child, if child is aged 7-17 years old, with the attestation of the mother or guardian, in the absence of the mother 4.3 Person himself, if child is aged 18 and above	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Legal Instruments	1. Review requirements and Issue Order of Payment	None	8 minutes	*Editha Cortez* *Bookbinder II* *Mary Catherine Emgard Santiago* *Registration Officer IV* (CCRO)
2. Pay the required fee at the City Treasurer's Office. Submit back the Official Receipt to CCRO	2. Issue Official Receipt	Legal Instrument (PHP 200.00)	2 minutes	*Leonor Esguerra* *Revenue Collection Clerk III* *Charito Dumas* *Local Revenue Collection Officer I* (CTO)
3. Submit the official receipt to CCRO and receive the documents.	3.1 Log / Assign Registry Number to Legal Instruments, Court Orders / Decrees / RA 9255) and	None	2 minutes	*Editha Cortez* *Bookbinder II* *Marlene Mamangun* *Bookbinder II* *Mary Catherine Emgard Santiago* *Registration Officer IV* (CCRO)
	3.2 Prepare certifications	None	20 minutes	Lanie Sabado Administrative Assistant II Mark Louie David

				Administrative Officer IV Patrick Gerald Mendoza Registration Officer II (CCRO)
	3.3 Check and Pre- approve Legal Instruments, Court Orders/Decrees / RA 9255	None	5 minutes	*Mary Catherine Emgard Santiago Registration Officer* IV (CCRO)
	3.4 Approve and Sign the documents	None	5 minutes	*Rimando Umali City Civil Registrar Mary Catherine Emgard Santiago Registration Officer* IV (CCRO)
	3.5 Release registered documents	None	2 minutes	*Editha Cortez Bookbinder II Mary Catherine Emgard Santiago Registration Officer IV* (CCRO)
TOTAL:		200.00	44 minutes	

10. Registration of Legal Instruments – Other Legal Instruments

A Supplemental Report is used to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death, and Certificate of Fetal Death, which are inadvertently omitted when the document was registered.

Correction of entries involving errors in the geographic, statistical portion and/ or registry number in a civil registry document that cannot be corrected by judicial means or RA 9048.

Circular No. 91-6 which was signed and issued on 18 November 1991 provides the guidelines in the physical transfer of civil registry documents that were registered other than the place of the occurrence of the vital events (birth, death, and marriage. This follows the general rule that the place of occurrence is the place of registration of a vital event.

Office or Division:	City Civil Registry Office (CCRO),
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All clients of legal age (18 yrs. old and above)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. PSA Copy of civil registry document with omitted entry/ies	- PSA
2. Affidavit of Supplemental Report indicating the entry/entries missed during the registration and the reason/s why there was a failure in supplying the required entry (A.O.1 Rule 11(4)).	- Any notary public
3. Two (2) documents in support to the missing entry/entries (1 photocopy)	- Issuing office
Case 1: Error in Geographical Location, Statistical Portion, and/or Registry Number (MC 2010-4)	
a. PSA Copy of civil registry document (4 photocopies)	- PSA
b. Notarized Affidavit of Discrepancy or Affidavit of Explanation (4 original copies)	- Any notary public

c. Valid IDs or Cedula of Affiants (1 photocopy each affiant)	- Cedula – CTO or List of Valid IDs can be found at the end page of charter
Case 2: Wrongly registered (Circular 91-6)	
1. PSA Copy of civil registry document (1 original copy and 4 photocopies) 2. Certificate of Transfer from Other LCR (1 original copy and 4 photocopies)	- PSA - LCR

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Legal Instruments	1. Review requirements and Issue Order of Payment	None	8 minutes	*Editha Cortez* *Bookbinder II* *Mary Catherine Emgard Santiago* *Registration Officer IV* (CCRO)
2. Pay the required fee at the City Treasurer's Office. Submit back the Official Receipt to CCRO	2. Issue Official Receipt	Legal Instrument (PHP 200.00) Court Order / Decrees (PHP 500.00)	2 minutes	*Leonor Esguerra* *Revenue Collection Clerk III* *Charito Dumas* *Local Revenue Collection Officer I* (CTO)
3. Submit the official receipt to CCRO and receive the documents.	3.1 Log / Assign Registry Number to Legal Instruments, Court Orders / Decrees / RA 9255) and	None	2 minutes	*Editha Cortez* *Bookbinder II* *Mary Catherine Emgard Santiago* *Registration Officer IV* (CCRO)
	3.2 Prepare certifications	None	20 minutes	*Lanie Sabado* *Administrative Assistant II*

				Mark Louie David *Administrative Officer IV* *Patrick Gerald Mendoza* *Registration Officer II* (CCRO)
	3.3 Check and Pre- approve Legal Instruments, Court Orders/Decrees / RA 9255	None	5 minutes	*Mary Catherine Emgard Santiago* *Registration Officer* IV (CCRO)
	3.4 Approve and Sign the documents	None	5 minutes	*Rimando Umali* *City Civil Registrar* *Mary Catherine Emgard Santiago* *Registration Officer* IV (CCRO)
	3.5 Release registered documents	None	2 minutes	*Editha Cortez* *Bookbinder II* *Mary Catherine Emgard Santiago* *Registration Officer IV* (CCRO)
TOTAL:		200.00	44 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 Registatti0n
    c. Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement Authority

11. Registration of Live Birth for Children in Need of Special Protection (CNSP)

Birth certificate registration is one of the efforts exerted by the State to promote his welfare and enhance his opportunities for a useful and happy life.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple and Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. Sexually/physically abused children 2. Children in commercial sexual exploitation 3. Children in conflict with the law 4. Children involve in armed conflict 5. Working children or victims of child labor 6. Children in various circumstances of disability 7. Displaced children/refugee children 8. Children directly affected by Human Immuno-deficiency Virus (HIV) / Sexually Transmitted Infections/Diseases (STD) 9. Street children 10. Children in substance abuse 11. Mentally challenged children 12. Abandoned children/ children without primary caregiver

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Certificate of Live Birth (Municipal Form No. 102) using black ink. – 4 original copies	- LCR/ DSWD
2. Duly notarized Affidavit for Delayed Registration, if late – 4 ORIGINAL COPIES	- Included at the back of the Certificate of Live Birth
3. Certification of no birth record (Negative Certification) from the PSA-OCRG. - 1 original copy	- PSA
4. Certificate of No Record of Birth from LCR - 1 photocopy	- LCR-Window 45
5. Certification from DSWD that the child is a CNSP -	- DSWD

1 original copy 6. Certification by medical/dental practitioners for the approximate date of birth of the child as proof of age - 1 original copy ***Note:*** *Computerized or Type-written entries are recommended in accomplishing the forms. Any alteration prior to registration must be countersigned. Torn, untidy and unreadable documents will not be accepted for registration.*	- Medical/Dental practitioners

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit complete requirements to window 46. 1.2 Accomplish client's feedback form and drop in the suggestion box	1.1 Receive the documents and issue a client's feedback form/claim stub.	None	4 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
	1.2 Encode data to the system 1.3 Evaluate and assign registry number to the certificate	None None	10 minutes 5 minutes	*Alma Pangilinan/ Mariel Pamintuan Assistant Registration Officer* and/or *Alex Anthony Sonza Administrative Officer IV* (CCRO)

	1.4 Sign the certificates as approval	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)
2. Sign the routing slip.	2. Release the registered certificate.	None	3 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
TOTAL:		None	25 minutes	

Delayed Registration of Live Birth is covered under Act No. 3753

12. Registration of Live Birth for Marital (Legitimate) and Non-Marital (Illegitimate) Child – Delayed

Live Birth registration is the permanent and official recording of a child's existence.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Children born in the City's jurisdiction, but report of birth were made beyond the 30 days reglementary period

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. All requirements for timely registration of live birth for marital or non-marital, whichever is the case	- See respective timely registration process
2. Duly notarized Affidavit for Delayed Registration – 4 ORIGINAL COPIES	- Included at the back of the Certificate of Live Birth,
3. Certificate of No Record of Birth from LCR - 1 photocopy	- LCR
4. Certificate of No Record of Birth from PSA – 1 photocopy	- PSA
5. Barangay Certification Issued by the Punong Barangay – 1 original copy	- Barangay Hall
6. National ID – 1 photocopy	- PSA - Any photo center
7. Unedited 2x2 photo, white background – 2 pcs.	- LCR
8. Registrant's Affidavit	- Any notary public
9. Notarized Affidavit of Two (2) Disinterested Persons with knowledge of birth's birth. - 1 original copy	
10. Any two (2) applicable documentary evidence which reflect the name of the child, date and place of birth and names of the parents: - 1 photocopy each a. Baptismal Certificate b. School Records	Churches Schools BIR

c. Income Tax Return of parent/s d. Insurance Policy e. Marriage Certificates f. Voter's Record/Registration g. Medical Records h. Others, such as: -1 original copy h.1 Barangay Captain's Certification h.2. Notarized Affidavit of Explanation 11. Any two (2) documentary evidence showing the identity of parents: - 1 photocopy each 11.1 birth certificate 11.2 death certificate, if deceased 11.2 government issued ID 12. Mandatory appearance of BOTH parents. If father is unknown, MOTHER only. 13. Notarized Affidavit of Out-of-Town Late Registration – for application received from other LCRO. – 1 original copy	Insurance Company PSA /LCR COMELEC Hospitals/Clinics/Birthing Stations Barangay Hall Any Notary Public PSA/LCR PSA/LCR List of Valid IDs can be found at the end page of charter Any Notary Public
OTHER SUPPORTING DOCUMENTS: *For non-marital child only*	
● Notarized Affidavit to Use the Surname of the Father (AUSF) with Sworn attestation, if child is 7-17 years old, -4 original copies ● Notarized Affidavit of the whereabouts of the mother, if the informant is not the mother, -1 original copy	- Any Notary Public/Civil Registrar - Any Notary Public/Civil Registrar
OTHER SUPPORTING DOCUMENTS: *If the document owner is of legal age, he/she shall be the applicant. Personal appearance is mandatory. (1 photocopy each)* **1.** Certificate of Marriage, if married **2.** If document owner is deceased, Certificate of Death with Affidavit stating that the registrant is deceased.	

OTHER SUPPORTING DOCUMENTS: *If one of the parents is a foreigner (1 photocopy each)* **1.** Birth Certificate of Parents **2.** Valid passport or BI clearance or ACR I-card of the foreign parent
***Note**: Please bring original copy of the photocopied documents for cross checking*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit complete requirements to window 47.	1.1 Receive the documents and issue a client's feedback form/claim stub to client. 1.2 Prepare Notice for Posting and comply the Ten (10) days mandatory publication period	None None	4 minutes 10 days	*Gel Glessy May Gueco/ Righteous Faith Puebla Assistant Registration Officer* (CCRO)
	1.3 Encode data to system 1.4 Evaluate and assign registry number to the certificate	None None	10 minutes 5 minutes	*Jennifer Rodriguez Asst. Registration Officer and/or Alex Anthony Sonza Registration Officer II* (CCRO)
	1.5 Sign the certificates as approval	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)

2. Present the client's feedback form/claim stub 2.1 Sign the routing slip. ***Note**: If the release date falls on a non-working day, issuance will be on the next working day.*	2.1 Request client to sign the routing slip and drop the accomplished client's feedback form/claim stub in the suggestion box. 2.2 Release the registered certificate.	None None	1 minute 2 minutes	*Gel Glessy May Gueco/ Righteous Faith Puebla Assistant Registration Officer* (CCRO)

TOTAL:	None	10 days and 25 minutes	

Delayed Registration of Live Birth is covered under Act No. 3753

13. Registration of Live Birth for Marital (Legitimate) Child – Timely

Live Birth registration is the permanent and official recording of a child's existence.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Children conceive or born during the marriage of the parents and occurred in the City's jurisdiction

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Certificate of Live Birth (Municipal Form No. 102) using black ink. – 4 original copies	- Hospital or clinic or similar institution, or anybody who addressed the delivery of the child
2. Marriage certificate of parents if homebirth – 1 photocopy	- PSA or CCRO
Note: *Computerized or Type-written entries are recommended in accomplishing the forms. Any alteration prior to registration must be countersigned. Torn, untidy and unreadable documents will not be accepted for registration.*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit complete requirements to window 46 1.2 Accomplish client's feedback form and drop in the suggestion box	1.1 Receive the documents and issue a client's feedback form/claim stub.	None	4 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)

	1.2 Encode data to the system 1.3 Evaluate and assign registry number to the certificate	None None	10 minutes 5 minutes	*Alma Pangilinan/ Mariel Pamintuan Assistant Registration Officer* and/or *Alex Anthony Sonza Administrative Officer IV* (CCRO)
	1.4 Sign the certificates as approval	None	3 minutes	*Rimando Umali City Civil Registrar or Alex Anthony Sonza Administrative Officer IV* (CCRO)
2. Sign the routing slip.	2. Release the registered certificate.	None	3 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
TOTAL:		None	25 minutes	

14. Registration of Live Birth for Non-Marital (Illegitimate) Child – Timely

An illegitimate child can be registered with the father's surname if the father acknowledges paternity. This can be done by signing the birth certificate or by executing an Affidavit of Admission of Paternity and an Affidavit to Use the Surname of the Father.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Children conceived and born in the City's jurisdiction but outside a valid marriage unless otherwise provided in the family code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Case 1: Non-Marital child is unacknowledged by the father	
Accomplished Certificate of Live Birth (Municipal Form No. 102) using black ink. Father's information must be blank. – 4 ORIGINAL COPIES	- Place of birth occurrence or Attendant-at-Birth
Case 2: Non- Marital child is acknowledged by the father but no Affidavit to Use the Surname of the Father (AUSF) executed by the mother or the person himself.	
1. Accomplished Certificate of Live Birth (Municipal Form No. 102) using black ink. With father's information but the child shall be registered under the surname of the mother. – 4 ORIGINAL COPIES	- Place of birth occurrence or Attendant-at-Birth
2. Duly notarized Affidavit of Admission of Paternity (AAP) signed by the parents. – 4 ORIGINAL COPIES	- Included at the back of the Certificate of Live Birth
3. Valid IDs - 1 photocopy each affiant **Note**: Either or both parents will cause the registration	- List of Valid IDs can be found at the end page of service specification
Case 3: Non-Marital child is acknowledged by the father and an Affidavit to Use the Surname of the Father (AUSF) executed by the mother or the guardian.	

1. Accomplished Certificate of Live Birth (Municipal Form No. 102) using black ink. With father's information and the child shall bear the surname of the father. – 4 ORIGINAL COPIES	- Place of birth occurrence or Attendant-at-Birth
2. Duly Notarized Affidavit of Affidavit of Admission of Paternity (AAP) signed by the parents - 4 ORIGINAL COPIES	- Included at the back of the Certificate of Live Birth
3. Affidavit To Use the Surname of the Father (AUSF) executed by Mother or Guardian. - 4 ORIGINAL COPIES	- Any notary public
4. Valid IDs - 1 photocopy each affiant	- List of Valid IDs can be found at the end page of service specification
Note: Both parents will cause the registration	

Other supporting documents: *If the guardian executes the AUSF, an Affidavit of Guardianship shall be required in the order of substitute parental authority as stated in Art. 216*

Note: *Computerized or Type-written entries are recommended in accomplishing the forms. Any alteration prior to registration must be countersigned. Torn, untidy and unreadable documents will not be accepted for registration.*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 ***(For Case 1, proceed to step2. For Case 2 and Case 3 comply this step),*** Submit requirements to window 43	1.1 Review requirements and issue a registration form	None	5 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer*
1.2 Accomplish Registration Form and submit back	1.2 Register legal instrument to registry book then request client to sign the registration form	None	5 minutes	*(CCRO)*

1.3 Sign the registration form	1.3 Release the registered legal instrument	None	2 minutes	
2.1 Proceed to window 46 and submit complete requirements 2.2 Accomplish client's feedback form and drop in the suggestion box	2.1 Receive the documents and issue a client's feedback form/claim stub.	None	4 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
	2.2 Encode data to system 2.3 Evaluate and assign registry number to the certificate	None None	10 minutes 5 minutes	*Alma Pangilinan/ Mariel Pamintuan Assistant Registration Officer* and/or *Alex Anthony Sonza Administrative Officer IV* (CCRO)
	2.4 Sign the certificate as approval	None	3 minutes	*Rimando Umali City Civil Registrar or Alex Anthony Sonza Administrative Officer IV* (CCRO)
3. Sign the routing slip.	3. Release the registered certificate.	None	3 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
	TOTAL (Case 1):	None	25 minutes	
	TOTAL (Case 2 & 3)	None	37 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 Registatti0n
    c. Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement Authority

15. Registration of Live Birth of Persons with No known Parent/s (Foundling)

The birth certificate is essential for the foundling's legal identity and access to services like education, health, and nutrition.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All persons with no known parent/s born on or before 06 December 2021 and are found in the City's jurisdiction

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Infant/Child Foundling 1. Accomplished Certificate of Live Birth (OCRG Form No. 101) using black ink. – 4 original copies 2. Notarized Affidavit of the Finder – 1 original copy 3. Certification/blotter from the barangay captain or police authority on the circumstances surrounding the foundling's discovery - 1 original copy 4. NACC Report duly signed by the authorized officer B. Adult Foundling 1. Accomplished Certificate of Live Birth (OCRG Form No. 101) using black ink. – 4 original copies 2. Notarized Affidavit of the Finder – 1 original copy 3. LSWDO Report on the foundling's background, including the estimated age of the foundling, and qualifications as a foundling under the Act. – 1 original or certified true copy	- LCR/ CSWD / NACC - Any notary public - Office of the Punong Barangay - National Authority for Child Care

Note: *Computerized or Type-written entries are recommended in accomplishing the forms. Any alteration prior to registration must be countersigned. Torn, untidy and unreadable documents will not be accepted for registration.*	(NACC) - LCR/ CSWD / NACC - Any notary public - Local Social Welfare and Development Office (LSWDO)
OTHER SUPPORTING DOCUMENTS: *In cases where the finder can no longer be located or has died prior to executing his/her affidavit, an affidavit executed by the following shall be considered as substantial compliance in this order of preference: - 1 original copy* 1. Actual custodian of the person with no known parent/s. 2. Person having direct knowledge of the facts or circumstances of birth of the foundling	
OTHER SUPPORTING DOCUMENTS: *Any registration made after the reglementary period shall be considered delayed registration and the concerned party shall be required to state in a sworn statement the circumstances that caused the late registration. - 1 original copy*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.1 Submit complete requirements to window 46 1.2 Accomplish client's feedback form/claim stub and drop in the suggestion box	1.1 Receive the documents and issue a client's feedback form/claim stub.	None	4 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registratio n Officer* (CCRO)
	1.2 Evaluate and assign registry number to the certificate	None	5 minutes	*Alex Anthony Sonza Administrati ve Officer IV* (CCRO)
	1.3 Sign the certificates as approval	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)
2. Sign the routing slip.	2. Release the registered certificate.	None	3 minutes	*Assistant Registratio n Officer* (CCRO)
TOTAL:		None	15 minutes	

16. Registration of Live Birth under Birth Registration Assistance Project (BRAP)

This project aims to increase the level of civil registration especially in marginalized communities such as those belonging to the Indigenous Peoples, Muslim Filipinos, and the poorest sector in the country and ensuring that they have their Philippine Identification (PhilID) issued which is a gateway for them to claim their social benefits and legal identity.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. Indigenous Peoples 2. Muslim Filipinos 3. Poorest sector

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Certificate of Live Birth (Municipal Form No. 102) using black ink. – 4 original copies	- LCRO
2. Negative Omnibus Certification issued by PSA. - 1 original copy	- PSA
3. Certificate of No Record of Birth from LCR - 1 photocopy	- Included at the back of the Certificate of Live Birth
4. Duly Notarized Accomplished Affidavit for Delayed Registration of Birth – 4 original copies	- Office of the Punong Barangay
5. Certificate of Indigency issued by the Punong Barangay - 1 original copy	
6. Any proof of identity like Barangay Certification, Driver's License, among others, if applicable - 1 photocopy	- Issuing office
Note: *Computerized or Type-written entries are recommended in accomplishing the forms. Any alteration prior to registration must be countersigned. Torn, untidy and unreadable documents will not be accepted for registration.*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to window 47.	1.1 Receive the documents and issue a client's feedback form/claim stub 1.2 Prepare Notice for Posting and comply the Ten (10) days mandatory publication period	None None	4 minutes 10 days	*Gel Glessy May Gueco/ Righteous Faith Puebla* *Assistant Registration Officer* (CCRO)
	1.3 Encode data to system 1.4 Evaluate and assign registry number to the certificate	None None	10 minutes 5 minutes	*Jennifer Rodriguez Asst. Registration Officer and/or Solomon Poblete Registration Officer II* (CCRO)
	1.5 Sign the certificates as approval	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)
2.1 Present the client's feedback form/claim stub 2.2 Sign the routing slip. ***Note**: If the release date falls on a non-working day, issuance will be on the next working day.*	2.1 Request client to sign the routing slip and drop the accomplished client's feedback form/claim stub in the suggestion box. 2.2 Release the registered certificate.	None None	1 minute 2 minutes	*Gel Glessy May Gueco/ Righteous Faith Puebla* *Assistant Registration Officer* (CCRO)

TOTAL:	None	10 days and 25 minutes	

Registration of Live Birth under BRAP is covered under PSA MC No. 2023-06

17. Registration of Marriage – Delayed

A report of marriage made beyond the fifteen (15) or thirty (30) days reglementary period, whichever is applicable, is considered delayed.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Contracting parties whose marriage was solemnized in the City's jurisdiction but was reported beyond the 30 days reglementary period

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. All requirements for timely registration of marriage	- See timely registration process
2. Duly notarized Affidavit for Delayed Registration – 4 original copies	- Included at the back of the Certificate of Marriage
3. Certificate of No Record of Birth from LCR - 1 photocopy	- LCR
4. Certificate of No Record of Birth from PSA, if unregistered for 1 year and more from the date of event - 1 photocopy	- PSA
5. Affidavit of Two (2) Disinterested Persons who have witnessed or have knowledge about the marriage facts. - 1 original copy	- Any notary public
6. Any two (2) applicable documentary evidence which reflect name, date, and place of marriage of contracting parties:	- LCR
a. Certified copy of the application for marriage licenses the date when the marriage license was issued	Owner's copy
b. Old copy of marriage contract death - 1 photocopy	
c. Certification issued by the church or solemnizing officer	Church or solemnizing officer

indicating date of said marriage based on their record or logbook - 1 photocopy	
d. Photographs during the wedding event – 1 printed copy	Owner's copy
e. Others such as: Birth Certificate of Child/Children, - 1 photocopy; Affidavit of Explanation with circumstances why the marriage was not registered within reglementary period	PSA/LCR/Any Notary Public
7. Notarized Affidavit of Out-of-Town Late Registration (for application received from other LCRO.) – 1 original copy	Any Notary Public/Civil Registrar
***Note**: Please bring original copy of the photocopied documents for cross checking*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to window 47.	1.1 Receive the documents and issue a feedback form/claim stub 1.2 Prepare Notice for Posting and comply the Ten (10) days mandatory publication period	None None	4 minutes 10 days	*Gel Glessy May Gueco/ Righteous Faith Puebla Assistant Registration Officer* (CCRO)
	1.3 Encode data to system 1.4 Evaluate and assign registry number to the certificate	None None	10 minutes 10 minutes	*Jennifer Rodriguez Asst. Registration Officer and/or Solomon Poblete Registration Officer II* (CCRO)
	1.5 Sign the certificates as approval	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)
2.1 Present the client's feedback form/claim stub 2.2 Sign the routing slip. ***Note**: If the release date falls on a non-working day, issuance*	2.1 Request client to sign the routing slip and drop the accomplished client's feedback form/claim stub to the suggestion box. 2.2 Release the registered certificate.	None None	1 minute 2 minutes	*Gel Glessy May Gueco/ Righteous Faith Puebla* *Assistant Registration Officer* (CCRO)

will be on the next working day.				
TOTAL:		None	10 days and 25 minutes	

Delayed Registration of Marriage is covered under Act No. 3753

18. Registration of Marriage – Timely

A marriage certificate in the Philippines is a legal document that records a couple's marriage

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Male and female whose marriage has been solemnized in the City of San Fernando Pampanga

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Certificate of Marriage (Municipal Form No. 97) – 4 original copies	- Solemnizing Officer
2. *CRASM of solemnizing officer, for marriage other than Roman Catholic rites - 1 photocopy*	- Solemnizing officer
Note: *Computerized or Type-written entries are recommended in accomplishing the forms. Any alteration prior to registration must be countersigned. Torn, untidy and unreadable documents will not be accepted for registration.*	

OTHER SUPPORTING DOCUMENTS: if the marriage is solemnized in a place other than authorized by law. - 2 original copies

1. Sworn statement executed by both parties requesting the solemnizing officer to solemnize the marriage at a house or place designated by them. (Art.8 of the Family Code)

OTHER SUPPORTING DOCUMENTS: For marriages exempt from the license requirement

1. Duly notarized Affidavit of Solemnizing Officer – 4 original copies	- Included at the back of the Certificate of Marriage
2. Affidavit of Cohabitation (for marriages under Article 34) – 4 original copies	- Any Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit complete requirements to window 46 1.2 Accomplish client's feedback form/claim stub and drop in the suggestion box	1.1 Receive the documents and issue a feedback form/claim stub to client.	None	4 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
	1.2 Encode data to the system 1.3 Evaluate and assign registry number to the certificate	None None	10 minutes 5 minutes	*Alma Pangilinan/ Mariel Pamintuan Assistant Registration Officer* and/or *Alex Anthony Sonza Registration Officer II* (CCRO)
	1.4 Sign the certificates as approval	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)
2. Sign the routing slip.	2. Release the registered certificate.	None	3 minutes	*Shellane Labaguis/ Alma Pangilinan Assistant Registration Officer* (CCRO)
TOTAL:		None	25 minutes	

19. Requesting Certified Copy of Birth, Death, Marriage, and other Civil Registry Documents

A certified transcript or photocopy of civil registry documents such as birth, death and marriage certificates are availed to provide a legitimate copy, other than the original certificate, to the end users.

Office or Division:	City Civil Registry Office (CCRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	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) 1. Document owner or any person authorized by him, must be of legal age and mentally capacitated 2. Spouse, whose name is indicated in his/her marriage document with his/her partner 3. Parents of the document owner provided their name is indicated in the latter's birth document, either as a father or mother 4. Descendant of the document owner if he/she has sufficient documentation to support this case 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 6. Institutions legally in charge of a minor 7. Court or proper public official 8. Government agencies that executed Data Sharing Agreement with PSA 9. Nearest kin of a deceased person
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

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

I. General Requirements:

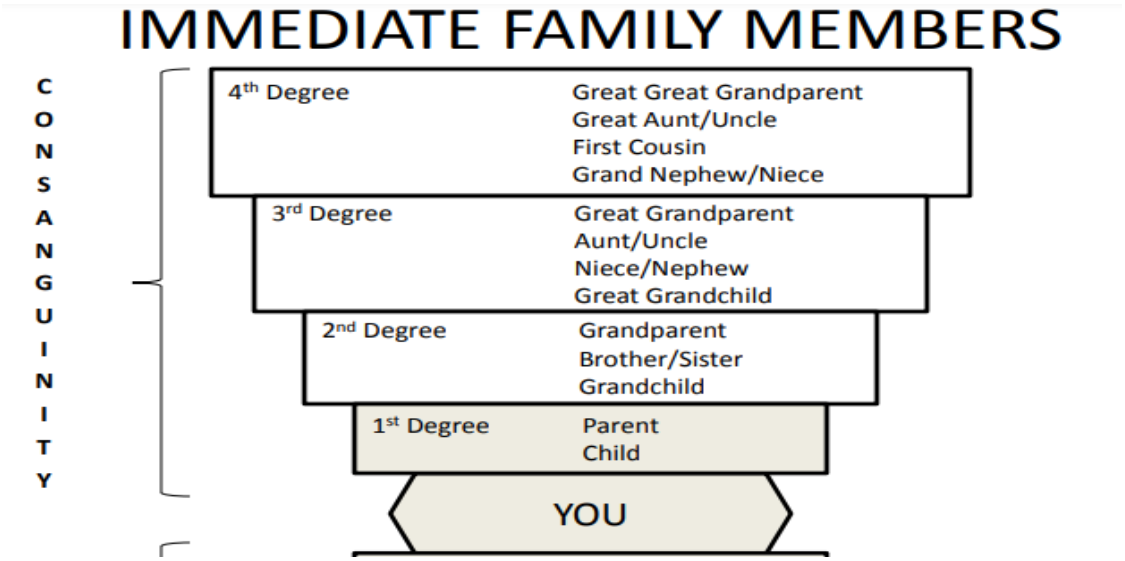
a. Completed Request form – window 45
b. Requester's valid ID – original and /or photocopy
(please refer at the back for the list of valid IDs)
c. Proof of filiation, if the requester is not the informant, whenever applicable
(i.e. marriage certificate, birth certificate, baptismal etc.) – 1 photocopy

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**
➢ Document Owner ➢ Legal Spouse ➢ Parent (birth only) ➢ Direct descendant (birth only)	➢ Parent	➢ Legal spouse ➢ Marital Child or Acknowledged Non-Marital Child
	In default of parent: ➢ Judicially appointed guardian/ institution legally in-charge ➢ Persons exercising substitute parental authority with notarized Affidavit of Guardianship*, if DO is living* or Affidavit of Kinship*, if DO is deceased* (in order of preference): (a)surviving grandparent, (b)capacitated brother or sister (over 21 years old), (c)actual custodian	In default of the above, the closest living relative (in order of preference) with notarized Affidavit of Kinship: ➢ Parent or ascendants ➢ Sibling ➢ Collateral relatives up to 5th degree of consanguinity
	If a non-marital unacknowledged, only the mother can request	

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**
Note: Authorization letters or SPAs must satisfy the following requirements: ● State that the purpose is to SECURE civil registry documents (birth, death, or marriage) ● Name and signature giving the authority must appear in the authorization letter or SPA ● 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.	

Legend: DO – Document Owner



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 Registatti0n
    c. Special Resident Retiree Visa issued by the Bureau of Immigration through the Philippine Retirement Authority

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request form for civil registry documents and attached requirement/s at window 45	1.1 Receive and review request form. 1.2 Issue an order of payment, client's feedback form and the request form	None None	2 minutes 1 minute	*Leynet Francisco/ Mariel Pamintuan* *Assistant Registration Officer* (CCRO)
2. Pay required fee at the City Treasurer's Office – window 37	2. Issue Official Receipts (OR)	Certified True/ Photocopy or Transcription Copy of Registered Birth, Death, and Marriage - PHP 50.00	2 minutes	*Leonor Esguerra Revenue Collection Clerk III or Charito Dumas Local Revenue Collection Officer I* (CTO)
3.1 Submit the Official Receipt (OR) and request form to CCRO- window 45.	3.1 Verify and prepare the requested certificate (electronic/ manual)	None	15 minutes	*Ryan Caesar David Data Entry Machine Operator* (CCRO)
3.2 Accomplish client's feedback form and drop the client's feedback form in the suggestion box	3.2 Sign prepared certificates	None	3 minutes	*Rimando Umali City Civil Registrar* (CCRO)
4. Sign the request form	4. Release the prepared document.	None	2 minutes	*Leynet Francisco Assistant Registration Officer* (CCRO)
TOTAL:		PHP 50.00	25 minutes	