



## Office of the Municipal Civil Registry

GOVERNMENT SERVICE: REQUEST FOR COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATES						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis			
Note: It is necessary that the requester know the detail of his request.		1. Fill up request form and submit to the Receiving Clerk. Request assistance if needed. Register in the logbook.			5 minutes	
		2. Wait while request is verified in the data base/civil registry books/archives.			30 minutes	
Note: If negative result, allow for extensive verification/or verify record at the NSO Office.		3. If request is available, pay the required local fees.			5 working days	P 50.00
Official Receipt (OR)		4. Present Official Receipt (OR) and receive the document duly signed by the authorized signatories.			5 minutes	
		5. Sign logbook.				
<b>TOTAL</b>					Max. of 5 working days & 40 minutes	<b>P 50.00</b>

GOVERNMENT SERVICE: REGISTRATION OF BIRTH, MARRIAGE AND DEATH (ON – TIME)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
FOR BIRTH: <ul style="list-style-type: none"> <li>Marriage Contract of parents (If parents are not married, the father should execute admission of paternity for the child to use his Family Name.) (If informant is not the parent, notarized admission of paternity.)</li> </ul>		1. Inform the Receiving Clerk the details of the event applied for registration. Register in the logbook. (FOR MARRIAGE: Proceed to Step 5)		10 minutes	
FOR MARRIAGE: <ul style="list-style-type: none"> <li>4 copies of the document duly signed by the solemnizing officer, couples and witnesses and a copy of the license.</li> </ul>		2. Wait while the document is prepared, review the document before affixing signatures the informant/ acknowledging parent.		30 minutes	
FOR DEATH: <ul style="list-style-type: none"> <li>Burial Permit</li> </ul>		3. If place of birth is Birthing Center , bring the Certificate of Live Birth (COLB) for signature by the attending midwife. (FOR REGISTRATION OF DEATH: bring the document to the Municipal Health Officer to certify as to the cause of death.)			
		4. Pay the required local fees.			P 115.00
		5. Return/submit the document to the Registration Officer. Wait while the document is being registered. Receive the document duly signed by the authorized signatories.		10 minutes	
<b>TOTAL</b>				<b>50 minutes</b>	<b>P 115.00</b>

GOVERNMENT SERVICE: APPLICATION FOR MARRIAGE LICENSE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
Birth Certificate/CENOMAR		1. Approach the Public Assistance and Complaint Desk and present the documentary requirements for evaluation. Register in the Logbook.		15 minutes	
If couple is 18-20s old, consent of father or parent is needed.		2. If complete, wait while the Application Form is prepared. Couple review document before affixing signature.		25 minutes	
If couple is 21-24 yrs. Old, advice of both parents are needed.		3. Undergo Pre-marriage counselling.		10 days	
Official Receipt (OR)		4. Pay the required fees. (Note: Mandatory posting period before issuance of license)		5 minutes	P200.00
		5. Pay and receive the license.			
<b>TOTAL</b>				10 days & 45 minutes	<b>P 200.00</b>

GOVERNMENT SERVICE: REGISTRATION OF BIRTH, MARRIAGE AND DEATH (LATE REGISTRATION)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
FOR BIRTH: . Negative Certification from NSO . Affidavit of 2 dis-interested persons		1. Present the required documents to the Receiving Clerk for evaluation and register in the logbook.		10 minutes	
. Any two of these: (baptismal certificate/ marriage certificate/ Voter's ID/Affidavit/any valid record) . CCT of informant		2. If supporting document is complete, wait while the document is Xeroxed and prepared. Review the accomplished form and affix signature as informant.		40 minutes	
. Marriage contract of parents (If parents are not married, the father should execute admission of paternity for the child to use his Family Name.)		3. Pay the required fees. <i>(NOTE: If place of birth is Birthing Center, bring the document for signature by the attending midwife.)</i> FOR DEATH REGISTRATION: Bring document to the MHO for signature. <i>(NOTE: Get the document after posting period.)</i>		10 working days	P 115.00
<b>FOR MARRIAGE:</b> . Copy of Marriage Contract . Affidavit executed by the couple or any member of the family. Affidavit of 2 dis-interested persons CENOMAR(Negative Certification from NSO)		4. Present Official Receipt (OR) and receive the duly registered document.		15 minutes	
FOR DEATH: . Copy of the document . Affidavit of witnesses . Detailed affidavit executed by the members of the family Negative Certification from NSO					
<b>TOTAL</b>				<b>As stated above</b>	<b>P 115.00</b>