

# MUNICIPAL CIVIL REGISTRY OFFICE

HEAD: EVELYN I. VILLANUEVA – MUNICIPAL CIVIL REGISTRAR

STAFF: BEVERLY M. PAMBID – Assistant Registration Officer

CONTRACT OF SERVICE WORKERS (COSW)

Administrative Aide

Data Encoder

For more information, please contact

Office of the Municipal Civil Registrar

Email Address: [mcrmarcos09@yahoo.com](mailto:mcrmarcos09@yahoo.com)

Mobile No.: 0917 8503038 09175708003

## FRONTLINE SERVICES

A. REGISTRATION OF BIRTH, DEATH AND MARRIAGE

B. LATE REGISTRATION OF BIRTH, DEATH, MARRIAGE OR ANY CIVIL REGISTRY DOCUMENTS

C. APPLICATION FOR MARRIAGE LICENSE AND ISSUANCE

D. OUT OF TOWN REGISTRATION/REPORTING

E. REGISTRATION OF LEGAL INSTRUMENTS

F. SUPPLEMENTAL REPORTING

G. ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS FOR COPY ISSUANCE OF SECPA

H. PETITION FOR CHANGE OF FIRST NAME OR CORRECTION OF CLERICAL ERROR UNDER RA 9048

I. PETITION FOR CORRECTION OF CLERICAL ERROR OF DAY AND MONTH OF BIRTH AND SEX IN THE BIRTH CERTIFICATE UNDER RA 10172

J. ISSUANCE OF ANNOTATED/AMENDED CIVIL REGISTRY DOCUMENTS UNDER COURT DECREES

K. ISSUANCE OF CERTIFIED TRUE COPY/PHOTO COPY/MACHINE COPY OF CIVIL REGISTRY DOCUMENTS

**THE SERVICE:** The office is responsible for the civil registration program of the Local Government Unit pursuant to Civil Registry Law, the Civil Code and other pertinent laws, rules and regulations issued to implement them. RA 3753 or the Civil Registry Law of 1935 mandates the establishment of civil register in the Philippines wherein acts, events (birth, death, marriage), court decrees (adoption, annulment of marriage, correction of entries, etc.), legal instruments (legitimation, acknowledgment, Admission of Paternity, RA 9255 Affidavit to Use the Surname of Father), RA 9048 Change of First Name of Child/Correction of Clerical Error and RA 10172 Correction of Date of Birth and Correction of Clerical Error in the Sex of Child that affects the civil status of a person shall be properly recorded.

**SERVICE SCHEDULE:**

Mondays to Fridays                      8:00 am to 12:00 noon    1:00 pm to 5:00 pm

**FEE/S** (Based on Municipal Ordinance No. 10-2017-028 dated July 1, 2017 of the Revised Revenue Code).

Certified True Copy/Photocopy/Machine Copy of Birth, Marriage, Death and any civil registry documents	Php	100.00/copy
Certified Photocopy of Court Decrees, Legal Instruments, CCE/CFN Petitions and its supporting documents		20.00/page
Service fee for Computerization of the following ( if external)		
Certificate of Live Birth		100.00
Certificate of Death		100.00
Certificate of Marriage		100.00
Application for Marriage License		250.00
Marriage License Fee	*	202.00
Marriage Solemnization Fee		500.00
Marriage Sponsor's Fee per sponsor		100.00
Family Planning Seminar Fee		200.00
Puericulture Fee		35.00
Service Fee		100.00
Fees for Delayed Registration of Birth, Death, Marriage, Legal Instruments		300.00
Fees for Delayed Registration of Court Decrees		500.00
Service fee for Out-of-Town Reporting of Birth, Death and Marriage		300.00



Service fee for Out-of-Town Reporting of Court Decrees and Legal Instruments		500.00
Service fee for Out-of-Town Reporting of Supplemental Report		300.00
Registration of the following:		
Legitimation by Court Decree		3,000.00
Legitimation through Subsequent Marriage of Parents & RA 9858		500.00
Adoption		3,000.00
Annulment of Marriage		3,000.00
Divorce Decree		3,000.00
Legal Separation		3,000.00
Naturalization		3,000.00
Voluntary Emancipation of Children		3,000.00
Judicial Determination of Paternity		3,000.00
Filiations		
Correction of Clerical Error through Court		3,000.00
Presumptive Death		3,000.00
Affidavit to Use the Surname of Father through Court not covered by RA 9255		3,000.00
Affidavit of Consent of Child		500.00
Sworn Attestation of Mother		500.00
Affidavit of Admission of Paternity		500.00
Affidavit of Acknowledgement		500.00
Registration of Private Handwritten Instrument of Father		500.00
Affidavit to Use the Surname of Father RA 9255		500.00
Supplemental Report		300.00
Filing Fee:		
Correction of Clerical Error (RA 9048)		1,000.00
Change of First Name		3,000.00
Correction of Clerical Error (RA 10172)		3,000.00
Publication fee	**	1,500.00
Service Fee for Migrant Petition:		
Correction of Clerical Error (RA 9048)		500.00
Change of First Name		1,000.00
Correction of Clerical Error (RA 10172)		1,000.00
Sworn Statement of all types of Affidavit/Petition		100.00
Certification fee for all types related to civil registry documents		100.00
Endorsement fee		100.00
Certificate of Finality		200.00
Certificate of Authenticity		150.00
Certification of Legitimation through subsequent marriage of parents		100.00

Certification of Legitimation RA 9858		100.00
Certification of Affidavit of Acknowledgement		100.00
Certification of Admission of Paternity		100.00
Certification of AUSF RA 9255		100.00
Certification of Affidavit of Consent of Child		100.00
Certification of Attestation of Mother		100.00
Certification of Private handwritten Instrument		100.00
Amended Certificate through Court Decree/Order of:		
Annulment of Marriage		3,000.00
Presumptive Death		1,000.00
Adoption		1,000.00
Correction of Clerical Error		1,000.00
AUSF not covered by RA 9255		1,000.00
Other Court Decree/Decision		1,000.00
Burial Permit Fee		150.00
Transfer of Cadaver		300.00
Internment		100.00
Additional Layer/niche		500.00
Permanent Sale of Lot		2,500.00
Temporary Sale of Lot		500.00
Removal of Cadaver		200.00
Exhumation of Cadaver		100.00

**Legend: \* includes MF No. 10**

**\*\*Accredited Newspaper**

## **A. CIVIL REGISTRATION SERVICES**

### **THE SERVICE:**

**Registration of Live Births, Deaths and Marriages within the 30-day reglementary period.**

### **REQUIREMENTS:**

#### **FOR BIRTH:**

- Duly accomplished Certificate of Live Birth (MF No. 102)
- Marriage Certificate of Parents (for Legitimate Child)
- CTC No. of Parent/s (for Illegitimate Child)
- AUSF executed by Mother (for Illegitimate Child)



**FOR MARRIAGE:**

- Duly accomplished Certificate of Marriage (MF No. 97)
- Affidavit of Living Together (if Art. 34)

**FOR DEATH/FETAL DEATH:**

- Duly accomplished Certificate of Death (MF Form No. 103)
- Duly accomplished Certificate of Fetal Death (MF Form 103A)
- Transfer of Cadaver (if Internment is outside Marcos, Ilocos Norte)
- Burial Permit

**FEES:**

Certified True Copy of Birth/Death/ Marriage	₱ 100.00
AUSF	500.00
CTC (based on computation of MTO)	
Transfer of Cadaver	300.00
Burial Permit	150.00
Internment	100.00
Exhumation of Cadaver	100.00
Removal of Cadaver	200.00
Permanent Sale of Lot	2,500.00
Temporary Sale of Lot	500.00/every 5 years
Additional Niche/Layer	500.00

**HOW TO AVAIL OF THE SERVICE:**

The Client shall	The Service Provider shall	It will take	Responsible Person/s
1. Submit the complete documents	<p>Receive and evaluate the document if properly filled out.</p> <p>Advice client to pay fees at the Treasury Office with corresponding Order of Payment.</p>	3 minutes	<p>Asst. Registration Officer</p> <p>Administrative Aide</p>

2. Submit the Official Receipt (OR)	Receive Official Receipt for recording.  <i>Assign Registry Number and record the document for registration and prepare the documents.</i>	10 minutes	Asst. Registration Officer  Administrative Aide
	<i>Sign and release the document.</i>	3 minutes	Asst. Registration Officer  Municipal Civil Registrar
3. Receive the document and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 16 minutes</b>			

**B. LATE REGISTRATION OF BIRTH, DEATH, MARRIAGE**

**THE SERVICE:**

Late registration applies to events (birth, death, marriage, court decrees) that are registered after the 30-day reglementary period (after the occurrence of the event.) It also accommodates the registration of events (birth, death, marriages) when the record of these are not found in the civil registry books and in the records of the **Philippine Statistics Authority (PSA)**.

**REQUIREMENTS:**

**BASIC:**

- Negative certification from PSA on the concerned event (Birth, Death, or Marriage)
- Affidavit of two (2) disinterested persons
- Marriage certificate if applicable





- Certification of Barangay Chairman

**For Birth:**

- Baptismal Certification/Certification of Dedication
- Any valid identification cards
- School Record
- Voter Registration Record
- Medical Record
- Other documents indicating the true facts of event and identification

**For Marriage:**

- Owner's copy of the record if available
- A transcription from the records of the church/court/office where the event was solemnized

**For Death:**

- A transcription from the records of the hospital where the event took place or a copy of the report of the attending physician
- Pictures during burial or marker (lapida) in the cemetery stating the name of deceased and date of death

**FEES:**

Service Fee for Late Registration	₱	300.00
Certified True Copy		100.00
Certified Photocopy		100.00
Sworn Affidavit for Delayed Registration		100.00

The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the complete requirements.	Receive and evaluate the document.	2 minutes	Asst. Registration Officer, Administrative Aide
	Interview client for the needed information  Advice the client to pay required fees at the	10 minutes  3 minutes	Asst. Registration Officer, Administrative Aide



	Treasury Office with corresponding Order of Payment.		
2. Present the Official Receipt (OR).	<b>Receive OR</b> and prepare the documents and its supporting papers and post the Notice for 10 days.	15 minutes	Asst. Registration Officer, Administrative Aide
	<b>Sign and release the document</b> after completion of the posting period.	10 minutes	Municipal Civil Registrar
3. Receive the document and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 40 minutes</b>			

### C. APPLICATION FOR MARRIAGE LICENSE AND ISSUANCE

#### THE SERVICE:

This service applies to all would – be couples who intend to get married, except for live-in partners of five years of more who wish to marry under Article 34 of the Family Code of the Philippines.

#### REQUIREMENTS:

- Birth certificate of the contracting Parties
- Parental Consent if ages 18 years old and below 21
- Advice of Parents if ages 21 years old and below 25 years old
- Barangay Chairman's Certification of Tree Planting (Mun. Ord. No. 96-015 dated January 22, 1996)
- Certificate of No Marriage for above 25 years old
- Family Planning Certificate
- Community Tax Certificate
- Death Certificate (for Widowed)



- Divorce/Annulment Decree (if applicable)
- Affidavit of Legal Capacity to Marry (Foreign applicant)

**FEES:**

Application for Marriage License	₱ 250.00
Marriage License Fee	200.00
Solemnization Fee	500.00
Marriage Sponsor's Fee	100.00
Family Planning Seminar	200.00
Puericulture Fee	35.00
Service Fee	100.00
Sworn Affidavit of Living Together	100.00

The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the complete requirements.	<p><b>Receive</b> and evaluate the documents presented.</p> <p><b>Interview</b> the client for the needed information.</p> <p><b>Advice</b> client to pay the required fees with corresponding Order of Payment at the Treasury Office</p>	15 minutes	Asst. Registration Officer, Administrative Aide
2. Present the Official Receipt (OR)	<b>Receive</b> OR and prepare application for marriage license and its supporting papers.	20 minutes	Asst. Registration Officer
3. Sign the Application for Marriage License and its supporting documents	<p><b>Witness</b> the signing of the Marriage application and the parental consent/advice (if applicable) and subscribe said document.</p> <p><b>Advice</b> parties to proceed to MSWDO for the Family Planning Seminar.</p>	5 minutes	Municipal Civil Registrar
	<b>Post</b> the Notice of application for marriage license on the Bulletin Board for ten (10) consecutive days.	10 days	Asst. Registration Officer, Administrative Aide

	Sign and release the document after the 10-day posting period.	5 minutes	Municipal Civil Registrar
4. Receive the copy of application for Marriage license and other supporting documents.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 45 minutes</b>			

#### D. OUT OF TOWN REGISTRATION/REPORTING

##### THE SERVICE:

Out-of-Town Registration/Reporting applies to residents of Marcos, Ilocos Norte whose vital events (Birth, Death, and Marriage) took place outside the Municipality but are not indicated in the Civil Registry Books of that place or in the records of PSA.

##### REQUIREMENTS:

##### BASIC;

- Negative certification from the Philippine Statistics Authority (PSA) & LCRO
- Affidavit of two (2) disinterested persons
- Certification from Barangay Chairman

##### For Birth:

- Baptismal Certificate/Certification of Dedication
- Marriage Certificate (if applicable)
- Voter Registration Record
- School Record
- Any valid identification Card
- Other documents indicating the true facts of event and identification of the person







**For Marriage:**

- Owner's original copy of the record (if available)
- A transcription from the records of the church/court/office where the event took place

**For Death:**

- Owner's original copy of the record (if available)
- A transcription from the records of the hospital where the event took place or a copy of the report of the attending physician
- Pictures during burial or marker (lapida) stating the needed information

**FEES:**

Service Fee for Out-of-Town Registration/Reporting	P 300.00
Certified Photocopy	100.00
Certified Photocopy of supporting documents	20.00/copy
Endorsement	100.00

The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the complete requirements.	<p><b>Receive</b> and evaluate the documents.</p> <p><b>Advice</b> client to pay required fees with corresponding Order of Payment (OP).</p>	7 minutes	Asst. Registration Officer, Administrative Aide
2. Present the OR.	<p><b>Receive</b> OR and prepare the documents and its supporting papers.</p> <p><b>Subscribe</b> the affidavit of delayed registration at the back of the document.</p> <p><b>Certify</b> photocopied documents and its supporting papers.</p> <p><b>Post</b> for 10 consecutive days at the Bulletin Board.</p>	<p>15 minutes</p> <p>15 minutes</p> <p>10 days</p> <p>3 minutes</p>	<p>Asst. Registration Officer,</p> <p>Administrative Aide</p> <p>Municipal Civil Registrar</p>

	<i>Forward the documents for registration to the Civil Registry Office where the event took place.</i>		Asst. Registration Officer
	<i>Inform the client as soon as document is ready for release.</i>	2 minutes	Asst. Registration Officer
	<i>Release the document to the client.</i>	3 minutes	Municipal Civil Registrar
3. Receive copy of the document and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 45 minutes</b>			

## E. REGISTRATION OF LEGAL INSTRUMENTS

### THE SERVICE:

Legal Instruments are documents (Affidavit of Acknowledgement, Affidavit of Consent of Child, Admission of Paternity, Affidavit of Legitimation, Affidavit to Use the Surname of the Father and Private Handwritten Instrument executed by the Father under R.A. 9255) that are required to update the birth record of a person.

Examples:

- ❖ An Affidavit of Acknowledgement/Admission of Paternity is required if the natural father of an illegitimate child decides to have his name indicated in the Certificate of Live Birth of his child.
- ❖ An Affidavit of Legitimation is executed by the married couple in order for their child to be legitimated.
- ❖ An Affidavit to Use the Surname of the Father (AUSF) under RA 9255 is required if the natural father acknowledges paternity of the child executed by:
  - the mother alone if child is under 0-7 years old,
  - the child with attestation of the mother if child is 7 years old and below 18 years old
  - the child if already 18 years old and above



**REQUIREMENTS:**

**BASIC:**

- Birth certificate of the child in SECPA
- Affidavit of Acknowledgement/Admission of Paternity
- Affidavit of Consent of child if already sixteen years old
- Affidavit to Use the Surname of Father if client intends to avail of RA 9255
- Private Handwritten Instrument by the Father
- Affidavit of Legitimation
- Certificate of Marriage in SECPA
- Certificate of No Marriage for parents above 25 years old

**FEES:**

Registration of Acknowledgement	₱ 500.00
Registration of Admission of Paternity	500.00
Registration of Acknowledgement	500.00
Registration of Affidavit of Consent of Child	500.00
Registration of Attestation of Mother	500.00
Registration of Private Handwritten Instrument	500.00
Registration of Affidavit to Use the Surname of Father	500.00
Registration of Legitimation through Subsequent Marriage of Parents	500.00
Registration of Legitimation under RA 9858	500.00
Certification of Legal Instruments	100.00
Certified Photocopy	100.00
Certified Photocopy of supporting documents	20.00/copy
Endorsement	100.00
Certified True copy of annotated document	100.00

The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the basic requirements and its supporting documents	<p><b>Receive and evaluate the documents.</b></p> <p><b>Advice client to pay required fees with OP at the Treasury Office</b></p>	10 minutes	Asst. Registration Officer, Administrative Aide

2. Submit OR	Receive the OR and prepare the document and its supporting papers.	25 minutes	Asst. Registration Officer
3. Sign the pro-forma Affidavit	Witness the signing of the Affidavit. Certify photocopied documents & supporting papers.	5 minutes	Municipal Civil Registrar
	<b>⚡ If for Out-of-Town Reporting, forward application and its supporting documents with corresponding fees to the LCRO concerned.</b>		
	<b>⚡ Inform the client as soon as the SECPA copy is received.</b> Sign and release the document.	5 minutes	Asst. Registration Officer  Municipal Civil Registrar
4. Receive the document and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 45 minutes</b>			

## F. SUPPLEMENTAL REPORTING

### THE SERVICE:

This service allows a person to have his/her civil registry documents (birth, death, marriage) completed by providing the data information for the missing entries.

### REQUIREMENTS:







- SECPA Copy of (Birth/Death/Marriage Certificate) Document that needs supplemental report
- Affidavit of Supplemental Report
- Supporting Document such as Baptismal Certificate, School Record, Voter Registration Record

**FEES:**

Filing Fee of Supplemental Report	₱ 300.00
Certified True Copy of annotated document	100.00
Certified Photocopy of document for Supplemental	100.00
Certified Photocopy of supporting documents	20.00/copy
Endorsement	100.00

The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the complete requirements	<p><b>Receive and evaluate the requirements.</b></p> <p><b>Advise the client to pay the required fees with corresponding Order of Payment at the Treasury Office.</b></p>	<p>5 minutes</p> <p>3 minutes</p>	Asst. Registration Officer, Administrative Aide
2. Present the Official Receipt (OR)	<b>Receive OR and prepare the documents and its supporting papers.</b>	20 minutes	<b>Asst. Registration Officer, Administrative Aide</b>
	<b>Certify photocopied supporting papers.</b>	7 minutes	<b>Municipal Civil Registrar</b>
	<b>✚ If for Out-of-Town Reporting, forward the application for supplemental report and its supporting documents with corresponding fees to the LCRO concerned.</b>		<b>Municipal Civil Registrar</b>
	<b>✚ Inform the client as soon as the SECPA copy is received.</b>		<b>Asst. Registration Officer</b>

	Sign and release copy of documents.		<b>Municipal Civil Registrar</b>
3. Receive the document and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 35 minutes</b>			

**G. ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS FOR COPY ISSUANCE OF SECURITY PAPER (SECPA) TO PHILIPPINE STATISTICS AUTHORITY (PSA)**

**THE SERVICE:**

This service allows a person to request for endorsement of his/her civil registry document (Birth, Death, and Marriage) to PSA for the issuance of the document in Security Paper (SECPA).

**REQUIREMENTS:**

- Certified True Copy/Certified Photocopy of document
- Duly accomplished application form for Birth, Marriage, Death
- Valid Identification Card of owner
- Valid Identification Card of authorized representative
- Authorization letter if not the document owner

**FEES:**

Certified True Copy of Document	P	100.00
Certified Photocopy		100.00
Endorsement		100.00







The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Fill up the application/request form	<b>Receive</b> and evaluate the application request form.  <b>Verify</b> record if it exists in the Register Book (Birth, Marriage or Death).	3 minutes	Asst. Registration Officer ,Data Encoder, Administrative Aide
	<b>Advice</b> client to pay required fees with corresponding Order of Payment at the Treasury Office.	2 minutes	Asst. Registration Officer, Data Encoder, Administrative Aide
2. Present the Official Receipt	<b>Receive</b> OR and prepare the document and its supporting papers.	15 minutes	Asst. Registration Officer, Data Encoder, Administrative Aide
	<b>Sign</b> and release the document.  <b>Advice</b> client to submit to PSA-Provincial Office or mail through any courier.	5 minutes	Municipal Civil Registrar
3. Receive the document and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 25 minutes</b>			

**H. PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERROR (CCE) UNDER R.A. 9048 AND REQUEST FOR COPY ISSUANCE OF SECPA AFTER AFFIRMED BY OCRG**





**THE SERVICE:**

This service intends to enable the Change of the First Name of the child when the registered name in the Birth certificate is ridiculous, tainted with dishonor and extremely difficult to write or pronounce while **Correction of Clerical Error is limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register all of which are harmless pursuant to RA 9048.**

**REQUIREMENTS:**

**BASIC:**

- Document to be changed Certificate of Live Birth (OCRG & LCRO Copy)
- Document to be corrected (Birth, Death, and Marriage) OCRG & LCRO Copy

**FOR CHANGE OF FIRST NAME (CFN)/FOR CORRECTION OF CLERICAL ERROR:**

- NBI Clearance
- Police Clearance
- Baptismal Certificate/Dedication
- Earliest School Record
- Certificate of Employment/Non-Employment
- Medical Record
- Voter Registration Record
- Marriage Certificate
- Civil Registry Record of ascendants
- Bank Passbook
- Passport
- Any valid identification card
- Any other document indicating the true & official name
- Affidavit of Explanation (if necessary)
- Affidavit of Publisher and newspaper clippings (For CFN only)
- Special Power of Attorney (if applicable)

**FEES:**

FILING FEE for Change of First Name	P 3,000.00
FILING FEE for Correction of Clerical Error	1,000.00
Service Fee for Migrant Petition on CFN	1,000.00
Service Fee for Migrant Petition on CCE	500.00
Newspaper Publication Fee	1,500.00***





Sworn Statement of Petition	100.00
Sworn Statement of Affidavit	100.00
Certified Photocopy of affected document	100.00
Certified Photocopy of supporting documents	20.00/copy
Certificate of Finality	200.00
Endorsement	100.00
Certified True Copy of annotated document	100.00

The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the document subject for correction or change with complete necessary supporting documents	Receive and evaluate the documents for completeness and authenticity	10 minutes	Asst. Registration Officer
	Advice client to pay the required fees with corresponding Order of Payment at the Treasury Office.	5 minutes	Asst. Registration Officer
2. Presents the Official Receipt (OR)	Receive OR and prepare the petition and its supporting papers.	15 minutes	Asst. Registration Officer
3. Sign the petition for Change of First Name/Correction of Clerical Error	<b>Post the Notice of Posting</b>  <b>Certified Photo Copy all supporting documents</b>	(10 days)  7 minutes	Asst. Registration Officer  Municipal Civil Registrar
	<b>Submit Notice for Publication at accredited newspaper of general circulation (For CFN only)</b>	(2 weeks)	Municipal Civil Registrar

	<p>Grant the petition after the posting period (Correction of Clerical Error)</p> <p>Grant the petition after receipt of the Affidavit of Publisher and newspaper clippings (Change of First Name)</p>	10 minutes	Municipal Civil Registrar
	<p><b><i>*If Migrant Petition, forward the petition and its supporting documents with corresponding fees at the LCRO concerned through courier.</i></b></p>		
4. Receive copy of the granted petition and its supporting papers	<p>Forward petition to OCRG-PSA for approval through courier.</p> <p>Inform client as soon as the decision of OCRG is received.</p> <p>Advice client to pay the required fees with OP at the Treasury Office.</p>	<p>3 minutes</p> <p>2 minutes</p> <p>3 minutes</p>	<p>Municipal Civil Registrar</p> <p>Assistant Registration Officer,</p> <p>Administrative Aide, Data</p> <p>Data Encoder</p>
5. Submit OR	<p>Prepare the Certificate of Finality and its supporting papers after affirmation by the CRG.</p> <p>Certify photocopied supporting documents and</p> <p>Sign the Certificate of Finality and its supporting papers.</p>	<p>10 minutes</p> <p>10 minutes</p>	<p>Assistant Registration Officer</p> <p>Municipal Civil Registrar</p>
	<p>Release the owner's copy of Certificate of Finality and its supporting papers.</p>	3 minutes	



6. Receive the copy of Certificate of Finality and its supporting papers	Forward Certificate of Finality and its supporting papers for copy issuance of SECPA at PSA-Vibal.	3 minutes	Municipal Civil Registrar
	*Inform client as soon as the SECPA copy is received.  Release SECPA copy.	2 minutes  2 minutes	Asst. Registration Officer
7. Receive SECPA copy and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 2 weeks, 10days, 1 hour and 45 minutes</b>			

**I. PETITION FOR CORRECTION OF CLERICAL ERROR OF DATE OF BIRTH AND SEX UNDER RA10172 AND REQUEST COPY ISSUANCE OF SECPA AFTER AFFIRMED BY OCRG**

**THE SERVICE:**

This service covers correction of clerical or typographical error/s in the birth certificate specifically errors in the day and/or month in the date of birth and sex of a child and after affirmed by OCRG request for copy issuance of SECPA.

**REQUIREMENTS:**

**BASIC:**

- Birth Certificate (OCRG & LCRO Copy)
- Earliest School Record or Certification (Elementary)
- Baptismal Certificate/Dedication
- Certificate of Employment/Non-Employment
- Medical Record & Certificate of Authenticity
- Police Clearance





- NBI clearance
- Affidavit of Publisher and newspaper clippings
- Affidavit of Explanation (if necessary)
- Special Power of Attorney (if applicable)
- Personal appearance of the document owner if for Correction of Sex in the Certificate of Live Birth

**FEES:**

Filing fee for Correction of Clerical Error under RA 10172	P	3,000.00
Migrant Petition for CCE Date of Birth		1,000.00
Sworn Statement of affidavit		100.00
Sworn Statement of Petition		100.00
Certified Photocopy of Certificate of Live Birth		100.00
Certified Photocopy of supporting documents		20.00/copy
Endorsement		100.00
Certificate of Authenticity		150.00
Certificate of Finality		200.00
Certified True Copy of annotated birth certificate		100.00
Newspaper Publication		1,500.00 ***

\*\*\* Fee may vary in another province/s

The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the document subject for correction with complete necessary supporting documents	Receive and evaluate the documents for completeness and authenticity.	5 minutes	Asst. Registration Officer
	Advice client to pay the required fees with corresponding OP at the Treasury Office.	3 minutes	Asst. Registration Officer
2. Presents the Official Receipt (OR)	Receive OR and prepare the petition and its supporting papers.	20 minutes	Asst. Registration Officer
3. Sign the petition for Correction of Clerical Error	Post the Notice of Posting. Certified Photo Copy all supporting documents.	10 minutes	Municipal Civil Registrar
	Submit Notice for Publication at accredited newspaper of general circulation.	2 weeks	Municipal Civil Registrar



	<b><i>*If Migrant Petition for CCE on the Day/date of Birth, forward petition and its supporting documents with corresponding fees at the LCRO concerned through courier.</i></b>		
	<b>Grant the petition after receipt of the Affidavit of Publisher and newspaper clippings. *Inform client of the availability of granted petition for release.</b>	15 minutes	Municipal Civil Registrar
	<b>Release the owner's copy of the granted petition and its supporting papers to the client.</b>		
4. Receive owner's copy of the granted petition and its supporting papers and sign at the log book.	<b>Forward petition to OCRG-PSA for approval through courier.</b>	3 minutes	Municipal Civil Registrar
5. Submit Official Receipt	<b>Inform client as soon as the decision of OCRG-PSA is received and advice to pay the required fees with OP at the Treasury Office. Receive OR and prepare the Certificate of Finality and its supporting papers after affirmation by the CRG.</b>	2 minutes  12 minutes	Asst. Registration Officer
6. Receive the copy of Certificate of Finality and its supporting papers and sign at the log book.	<b>Sign and release the owner's copy of Certificate of Finality and its supporting papers. Forward Certificate of Finality and its supporting papers for copy issuance of SECPA at PSA-Vibal.</b>	8 minutes	Municipal Civil Registrar
	<b>Inform client through call or text if SECPA is received  Release copy of SECPA.</b>	1 minute  2 minutes	Assistant Registration Officer
7. Receive owner's copy of SECPA and sign at the log book.			

Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall

**TOTAL RESPONSE TIME: 2 weeks, 1 hour and 35 minutes**

**J. ANNOTATION OF RECORD AFTER THE REGISTRATION OF COURT DECREES (ANNULMENT, ADOPTION, PRESUMPTIVE DEATH, REVOCATION OF ADOPTION, AUSF NOT COVERED BY RA 9255 AND CORRECTION/DELETION OF ENTRIES (I.E DATE OF BIRTH, SEX, CITIZENSHIP))**

**THE SERVICE:**

Court decrees/decisions must be registered in the Civil Registrar's Office where the Court is functioning within ten (10) working days after the decree/order has become final. Such registration is reported to the Civil Registry Office where the occurrence of event was recorded for the issuance of annotated/amended civil registry document.

**REQUIREMENTS:**

- Court Decision
- Certificate of Finality
- Certificate of Registration
- Certificate of Authenticity
- SECPA copy of the civil registry document affected

**FEES:**

Annulment of Marriage/Nullity of Marriage	P	3,000.00
Presumptive Death		1,000.00
Adoption		1,000.00
Correction of Clerical Error through Court		1,000.00
AUSF not covered by RA 9255		1,000.00
Other Court Decree/Decision		1,000.00
Certified True copy of document affected		100.00
Certified Photocopy of document		100.00
Certified Photocopy of supporting documents	20.00/copy	
Certification		100.00
Endorsement		100.00

The Client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the complete documents.	Receive and evaluate the documents.	10 minutes	Asst. Registration Officer, Administrative



	<b>Advise</b> client to pay the required fees with OP at the Treasury Office.		Aide, Data Encoder
2. Submit OR.	<b>Receive</b> OR and prepare amended civil registry document and its supporting papers.	30 minutes	Asst. Registration Officer, Administrative Aide, Data Encoder
	<b>Certify</b> photocopied documents and its supporting Documents.	15 minutes	Municipal Civil Registrar
3. Receive copy of transmittal and the amended/annotated document.	<b>Endorse</b> copy to the Office of the Civil Registrar General (OCRG) for request of copy issuance of SECPA.	3 minutes	Municipal Civil Registrar
	<b>Inform</b> client as soon as the SECPA copy is available	2 minutes	Assistant Registration Officer
	<b>Release</b> SECPA copy of civil registry documents.		
4. Receive copy of SECPA and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 60 minutes</b>			

## K. ISSUANCE OF CERTIFIED TRUE COPY/PHOTOCOPY/MACHINE COPY OF DOCUMENTS

### THE SERVICE:

Certified True Copy/Photocopy is provided if the record is available in the Register Books while Certified Machine copy is provided based on the original copy of the document from the client himself/herself.





**REQUIREMENTS:**

- Duly accomplished request slip
- Valid ID of the requester (for Certificate of Live Birth Only)
- Authorization Letter and valid ID of requester and authorized representative, if applicable

**FEES:**

Certified True Copy	₱	100.00
Certified Photocopy		100.00
Certified Machine Copy		100.00

The client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit the document (for certified photo/machine copy)  Fill up application form	<b>Receive and evaluate the document.</b>  <b>Interview the client for information needed.</b>  <b>Verify Register Book if record is available (for Certified True copy).</b>  <b>Advice client to pay required fees with corresponding OP at the Treasury Office.</b>	2 minutes 2 minutes  3 minutes  2 minutes	Assistant Registration Officer, Administrative Aide, Data Encoder
2. Present the OR	<b>Receive OR and prepare the documents.</b>	5 minutes	ARO, AA, DE
	<b>Sign and release the document.</b>	2 minutes	Municipal Civil Registrar
3. Receive the document and sign at the log book.			
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
<b>TOTAL RESPONSE TIME: 16 minutes</b>			



