

LOCAL CIVIL REGISTRY OFFICE



VISION

A Civil Registry Office with friendly and hardworking personnel providing quality customer service through automated registration and systematic safekeeping of civil registry documents to help contribute to the total growth of the municipality.

MISSION

To offer quality civil registry documents and provides efficient civil registration services to Tandangños regardless of belief, class and culture.

MANDATE

Responsible for the civil registration program of the local government unit, pursuant to the civil code and other pertinent laws, rules and regulations issued.



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1. REGISTRATION OF BIRTH - APPLICATION FOR TIMELY BIRTH REGISTRATION (LEGITIMATE CHILD AND ILLEGITIMATE CHILD NOT ACKNOWLEDGE BY THE FATHER)

For processing of registration of timely birth of a legitimate child and illegitimate child not acknowledge by the father, occurred within the jurisdiction of the Municipality of Tantaran not more than 30 days.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Parents of the new born. 2. Any authorized agency/individual who have knowledge of the facts of birth.			
Checklist of Requirements		Where to Secure		
Legitimate Child				
1. Parents' Marriage Certificate (1 Original and 1 Photocopy)		PSA, LCRO where the marriage certificate was registered		
2. Child's Health Booklet showing facts of birth (Original and 1 Photocopy)		Health Facility, Maternity Clinic, Rural Health Station where the vital event took place		
3. Government Issued Identification Card of the applicant (1 Original and 1 Photocopy)		BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth		
Illegitimate Child (Not acknowledged by the father)				
1. Child's Health Booklet showing facts of birth (Original and 1 Photocopy)		Health Facility, Maternity Clinic, Rural Health Station where the vital event took place		
2. Government Issued Identification Card of the applicant (1 Original and 1 Photocopy)		BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth		
3. Parent's Community Tax Certificate (Original and 1 Photocopy)		Barangay or Municipal Hall where the parent resides		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a checklist and Birth Information Sheet and ask for assistance from the MCR/LCRO Staff on how to accomplish the Birth Information Sheet.	1. Provide a checklist to the client 1.1 Provide Birth Information Sheet and assist client in accomplishing the form.	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Present to the MCR/LCRO Staff necessary requirements for timely registration of Certificate of Live Birth.	2. Accept the required documents and assess for authenticity and completeness 2.1 Issue Order of Payment upon compliance of the requirements	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay corresponding fees at the Treasurer's Office.	3. Issue official receipt	Registration Fee – PHP 100	10 minutes	<i>Revenue Collector</i>

*Make sure to secure Official Receipt upon payment		DST – PHP 30		<i>Municipal Treasurer's Office</i>
4. Wait while the document is being prepared.	4. Start encoding the facts of birth consistent to the documents submitted	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Comply necessary signature as the informant of the facts of birth	5. Assist the client in affixing the signature as the informant	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
6. Comply signature of the attendant at birth	6. Instruct the client to comply signature of the attendant at birth	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Submit accomplished Certificate of Live Birth form to MCR/LCRO Staff for acceptance/recording.	7. Receive the accomplished Certificate of Live Birth Form from the client 7.1 Record and register accomplished Certificate of Live Birth form	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
8. Receive registered Certificate of Live Birth Form and review the entries in the document before leaving the office.	8. Issue owner's copy of registered Certificate of Live Birth form 8.1 Give the logbook of Certificate of Live Birth registrations to the client to sign the received column	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 130	1 hour	
"Service covered under RA 3753"				
END OF TRANSACTION				

2. REGISTRATION OF BIRTH - APPLICATION FOR TIMELY BIRTH REGISTRATION UNDER RA 9255 (AFFIDAVIT TO USE THE SURNAME OF THE FATHER)

For processing of registration of timely birth of an illegitimate child acknowledged by the father, occurred within the jurisdiction of the Municipality of Tantaran not more than 30 days.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Parents of the new born 2. Any authorized agency/individual who have knowledge of the facts of birth.			
Checklist of Requirements		Where to Secure		
1. Affidavit of Acknowledgement/Admission of Paternity in the Certificate of Live Birth Form (4 Original Copies) *Affidavit of Acknowledgement/Admission of Paternity (if the father resides outside the municipality's jurisdiction. Note: If the father resides outside the Philippines, he must secure the Affidavit of Acknowledgement of Paternity at the Philippine Embassy of the respective country)		LCRO, Notary Public, Philippine Embassy		
2. Affidavit to Use the Surname of the Father to be executed by the mother (4 Original copies)		LCRO, Notary Public		
3. Child's Health Booklet showing facts of birth (Original and 1 Photocopy)		Health Facility, Maternity Clinic, Rural Health Station where the vital event took place		
4. Parents' Community Tax Certificate (Original and 1 Photocopy)		Barangay or Municipal Hall where the parents reside		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a checklist and ask for assistance from the MCR/LCRO Staff on how to accomplish the Birth Information Sheet.	1. Provide a checklist to the client 1.1 Provide Birth Information Sheet and assist client/s in accomplishing the form.	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Present to the MCR/LCRO Staff necessary requirements for timely registration of Certificate of Live Birth.	2. Accept the required documents and assess for completeness 2.1 Issue Order of Payment upon compliance of the requirements	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay corresponding fees at the Treasurer's Office.	3. Issue official receipt	Registration Fee – PHP 460	10 minutes	<i>Revenue Collector</i>

*Make sure to secure Official Receipt upon payment		DST – PHP 30		<i>Municipal Treasurer's Office</i>
4. Wait while the document is being prepared.	4. Start encoding the facts of birth consistent to the documents submitted	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Execute necessary affidavits for the acknowledgement of the father	5. Start preparing the affidavit 5.1 Assist the client in affixing the necessary signatures	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
6. Comply signature of the attendant at birth	6. Instruct the client to comply signature of the attendant at birth	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Submit accomplished Certificate of Live Birth form to MCR/LCRO Staff for acceptance/recording.	7. Receive the accomplished Certificate of Live Birth Form from the client 6.1 Record and register accomplished Certificate of Live Birth form	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
8. Receive registered Certificate of Live Birth Form and review the document before leaving the office.	8. Issue owner's copy of registered Certificate of Live Birth form 7.1 Give the logbook of Certificate of Live Birth registrations to the client to sign the received column	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 490	1 hour and 5 minutes	
"Service covered under RA 3753 & RA 9255"				
END OF TRANSACTION				

3. REGISTRATION OF BIRTH - APPLICATION FOR DELAYED BIRTH REGISTRATION (LEGITIMATE CHILD, ILLEGITIMATE CHILD NOT ACKNOWLEDGE BY THE FATHER AND CHILD BORN BEFORE AUGUST 3, 1988)

For processing of delayed birth registration of a legitimate and illegitimate child not acknowledged by the father, occurred within the jurisdiction of the Municipality of Tantaran.

Office or Division:	Local Civil Registry Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	1. Document owner (must be 18 years old and above) 2. Parents, guardian, immediate family of the person who owns the civil registry document 3. Any authorized agency/individual who have knowledge of the facts of birth who owns the civil registry document	
Checklist of Requirements		Where to Secure
1. Negative Certification of Birth from the Philippine Statistics Authority (1 Original with Official Receipt)		PSA
2. Community Tax Certificate of the applicant (1 Original and 1 Photocopy)		Barangay or Municipal hall where the parents reside
3. Barangay Certification as proof of residency (1 Original)		Barangay Hall where the applicant resides
4. National ID Note: Registration in the Philippine Identification System is mandatory before processing the delayed registration of birth		PSA
5. Any two (2) documentary evidence showing the identity of the document owner's parents from the following: a. Certificate of Live Birth b. Government issued ID c. Marriage Certificate d. Certificate of Death for the deceased parents (1 original and 1 photocopy)		a. PSA, LCRO b. BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth c. PSA, LCRO d. PSA, LCRO
6. Unedited front-facing photo of the document owner (2x2, white background, taken within three months from the date of registration)		Client
7. Any two (2) documentary evidence showing the identity of the document owner bearing his/her name, parents' name, birthdate and birthplace from the following: a. Baptismal/Dedication Certificate b. Elementary School Records c. Voter's Certification/Voter's Registration Record d. Membership Data Record (MDR) e. Membership Data Form (MDF) f. Child's Health Booklet/Immunization Card g. Birth Certificate/Baptismal of siblings h. Passport		a. Church b. School c. COMELEC d. PhilHealth e. Pag-ibig f. Health Facility g. PSA, LCRO, Church

i. Marriage Certificate of the document owner j. Government issued ID		h. DFA i. PSA, LCRO j. BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth		
8. Affidavit of Delayed Registration executed by the applicant and attested by two (2) disinterested person who might have the knowledge of the facts of birth.		Notary Public		
9. Document owner's personal appearance before the MCR is mandatory (for 18 years old and above Note: For minor applicants, the personal appearance of the parents is mandatory, In default of the parents, persons exercising substitute parental authority shall personally appear before the MCR. In case of non-marital minor applicants, only the mother is required to appear before the MCR. If the registrant is not the mother, an affidavit or a sworn statement stating the present whereabouts of the mother and the reason for her inability to appear before the MCR shall be submitted)		Client, Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a checklist and Birth Information Sheet and ask for assistance from the MCR/LCRO Staff on how to accomplish the Birth Information Sheet.	1. Provide a checklist to the client 1.1 Provide Birth Information Sheet and assist client in accomplishing the form.	None	10 minutes	Municipal Civil Registrar Assistant Statistician Local Civil Registry Office
2. Present to the MCR/LCRO Staff necessary requirements for timely registration of Certificate of Live Birth.	2. Accept the required documents and assess for authenticity and completeness 2.1 Issue Order of Payment upon compliance of the requirements	None	15 minutes	Municipal Civil Registrar Assistant Statistician Local Civil Registry Office
3. Pay corresponding fees at the Treasurer's Office. *Make sure to secure Official Receipt upon payment	3. Issue official receipt	Registration Fee – PHP 200 DST – PHP 30	10 minutes	Revenue Collector Municipal Treasurer's Office
4. Wait while the document is being prepared.	4. Start encoding the facts of birth consistent to the documents submitted	None	15 minutes	Municipal Civil Registrar Assistant Statistician Local Civil Registry Office

5. Comply necessary signature as the informant of the facts of birth	5. Assist the client in affixing the signature as the informant	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
6. Comply signature of the attendant at birth, if applicable	6. Instruct the client to comply signature of the attendant at birth	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Submit accomplished Certificate of Live Birth form to MCR/LCRO Staff for acceptance and posting.	7. Receive the accomplished Certificate of Live Birth Form from the client 7.1 Instruct the client to return to LCRO after 10 days posting.	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
8. Wait for 10 days posting of the application for delayed registration	8. Post for 10 days the application for delayed registration	None	10 days	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
9. Return back to the LCRO to receive the registered Certificate of Live Birth	9. Register and record the Certificate of Live Birth	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
8. Receive registered Certificate of Live Birth Form and review the entries in the document before leaving the office.	8. Issue owner's copy of registered Certificate of Live Birth form 8.1 Give the logbook of Certificate of Live Birth registrations to the client to sign the received column	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 230	10 days, 1 hour and 15 minutes	
"Service covered under RA 3753"				
END OF TRANSACTION				

4. REGISTRATION OF BIRTH - APPLICATION FOR DELAYED BIRTH REGISTRATION UNDER RA 9255 (AFFIDAVIT TO USE THE SURNAME OF THE FATHER)

For processing of delayed birth registration of an illegitimate child acknowledged by the father, occurred within the jurisdiction of the Municipality of Tantaran.

Office or Division:	Local Civil Registry Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	1. Document owner (must be 18 years old and above) 2. Parents, guardian, immediate family of the person who owns the civil registry document 3. Any authorized agency/individual who have knowledge of the facts of birth who owns the civil registry document
Checklist of Requirements	Where to Secure
1. Negative Certification of Birth from the Philippine Statistics Authority (1 Original with Official Receipt)	PSA
2. Community Tax Certificate of the applicant (1 Original and 1 Photocopy)	Barangay or Municipal Hall where the parents reside
3. Affidavit of Acknowledgement/Admission of Paternity in the Certificate of Live Birth Form (4 Original Copies) *Affidavit of Acknowledgement/Admission of Paternity (if the father resides outside the municipality's jurisdiction. Note: If the father resides outside the Philippines, he must secure the Affidavit of Acknowledgement of Paternity at the Philippine Embassy of the respective country)	LCRO, Notary Public, Philippine Embassy
4. Affidavit to Use the Surname of the Father to be executed by the mother for ages 0-6 years old (4 Original copies) Note: For ages 7-17 years old, the Affidavit to Use the Surname of the Father is to be executed by the child with sworn attestation by the mother or guardian. For ages 18 years old and above, the AUSF will be executed by the child without sworn attestation by the mother/guardian.	LCRO, Notary Public
5. Barangay Certification as proof of residency (1 Original)	Barangay Hall where the applicant resides
6. National ID Note: Registration in the Philippine Identification System is mandatory before processing the delayed registration of birth	PSA

7. Any two (2) documentary evidence showing the identity of the document owner's parents from the following: e. Certificate of Live Birth f. Government issued ID g. Certificate of Death for the deceased parents (1 original and 1 photocopy)		e. PSA, LCRO f. BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth g. PSA, LCRO		
8. Unedited front-facing photo of the document owner (2x2, white background, taken within three months from the date of registration)		Client		
9. Any two (2) documentary evidence showing the identity of the document owner bearing his/her name, parents' name, birthdate and birthplace from the following: k. Baptismal/Dedication Certificate l. Elementary School Records m. Voter's Certification/Voter's Registration Record n. Membership Data Record (MDR) o. Membership Data Form (MDF) p. Child's Health Booklet/Immunization Card q. Birth Certificate/Baptismal of siblings r. Passport s. Marriage Certificate of the document owner t. Government issued ID		k. Church l. School m. COMELEC n. PhilHealth o. Pag-ibig p. Health Facility q. PSA, LCRO, Church r. DFA s. PSA, LCRO t. BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth		
10. Affidavit of Delayed Registration executed by the applicant and attested by two (2) disinterested person who might have the knowledge of the facts of birth.		Notary Public		
11. Document owner's personal appearance before the MCR is mandatory (for 18 years old and above) Note: In case of non-marital minor applicants, only the mother is required to appear before the MCR. If the informant is not the mother, an affidavit or a sworn statement stating the present whereabouts of the mother and the reason for her inability to appear before the MCR shall be submitted		Client, Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a checklist and Birth Information Sheet and ask for assistance	1. Provide a checklist to the client	None	10 minutes	Municipal Civil Registrar

from the MCR/LCRO Staff on how to accomplish the Birth Information Sheet.	1.1 Provide Birth Information Sheet and assist client in accomplishing the form.			<i>Assistant Statistician Local Civil Registry Office</i>
2. Present to the MCR/LCRO Staff necessary requirements for timely registration of Certificate of Live Birth.	2. Accept the required documents and assess for authenticity and completeness 2.1 Issue Order of Payment upon compliance of the requirements	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay corresponding fees at the Treasurer's Office. *Make sure to secure Official Receipt upon payment	3. Issue official receipt	Registration Fee – PHP 460 DST – PHP 30	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Wait while the document is being prepared.	4. Start encoding the facts of birth consistent to the documents submitted	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Execute necessary affidavits for the acknowledgement of the father	5. Start preparing the affidavit 5.1 Assist the client in affixing the necessary signatures	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
6. Comply necessary signature as the informant of the facts of birth	6. Assist the client in affixing the signature as the informant	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Comply signature of the attendant at birth, if applicable	7. Instruct the client to comply signature of the attendant at birth	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
8. Submit accomplished Certificate of Live Birth	8. Receive the accomplished	None	5 minutes	<i>Municipal Civil Registrar</i>

form to MCR/LCRO Staff for acceptance and posting.	Certificate of Live Birth Form from the client 8.1 Instruct the client to return to LCRO after 10 days posting.			<i>Assistant Statistician Local Civil Registry Office</i>
9. Wait for 10 days posting of the application for delayed registration	9. Post for 10 days the application for delayed registration	None	10 days	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
10. Return back to the LCRO to receive the registered Certificate of Live Birth	10. Register and record the Certificate of Live Birth	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
11. Receive registered Certificate of Live Birth Form and review the entries in the document before leaving the office.	11. Issue owner's copy of registered Certificate of Live Birth form 8.1 Give the logbook of Certificate of Live Birth registrations to the client to sign the received column	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 490	10 days, 1 hour and 25 minutes	
"Service covered under RA 3753 & RA 9255"				
END OF TRANSACTION				

5. PROCESSING OF LEGITIMATION

For processing of legitimation of children born out of wedlock

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Illegitimate children with birth certificate 2. Parents, guardian of the document owner			
Checklist of Requirements		Where to Secure		
1. PSA Birth Certificate of the child (1 Original and 1 photocopy)		PSA		
2. Marriage Certificate of Parents (1 original and 1 photocopy)		PSA, LCRO		
3. CENOMAR of Both Parents (Original)		PSA		
4. Affidavit of Legitimation executed by both parents (3 original copies)		Notary Public, LCRO		
5. Authenticated Death Certificate if one of the parents is dead (1 original and 1 photocopy)		PSA, LCRO		
6. Affidavit of Acknowledgement of Paternity (if not yet acknowledged by the father) (3 original copies)		Notary Public, LCRO		
7. Authorization Letter/Special Power of Attorney, if authorized representative		Client/Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff all necessary requirements	1. Accept the required documents and assess for authenticity and completeness	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Wait while document is being prepared	2. Prepare the document and affidavit, if applicable	None	1 hour	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Execute necessary signature if affidavit was subscribed at LCRO	3. Assist client in affixing signature 3.1 Issue Order of Payment	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue official Receipt	Processing fee – PHP 300 DST – PHP 30	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to LCRO and present Official Receipt 4.1 Receive Owner's Copy of transmittal	4. Issue client's copy of transmittal	Mailing Fee – PHP 140	40 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>

	4.1. Mail the application for legitimation to PSA Central Office for annotation 4.2 Instruct the client to verify at any CRS outlet after 3 months.			
Total		PHP 470	2 hours and 15 minutes	
"Service Covered Under RA 9858"				
END OF TRANSACTION				

6. PROCESSING OF CERTIFICATE OF LIVE BIRTH PURSUANT TO RA 9255

For processing of registered Certificate of Live Birth of illegitimate children born on August 3, 1988 onwards, out of wedlock and acknowledged by the father.

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Illegitimate children with birth certificate born on August 3, 1988 onwards and acknowledged by the father 2. Parents, guardian and authorized individual of the document owner.			
Checklist of Requirements			Where to Secure	
1. PSA Birth Certificate of the child (1 Original and 1 photocopy)			PSA	
2. Affidavit of to Use the Surname of the Father, executed by the mother/guardian for child ages 0-6 years old; executed by the child ages 7-17 years old with sworn attestation by the mother/guardian; executed by the child ages 18 years old above without attestation of the mother/guardian (3 original copies)			Notary Public, LCRO	
3. Authenticated Death Certificate if one of the parents is dead (1 original and 1 photocopy)			PSA, LCRO	
4. Affidavit of Acknowledgement of Paternity (if not yet acknowledged by the father) (3 original copies)			Notary Public, LCRO	
5. Authorization Letter/Special Power of Attorney, if authorized representative			Client/Notary Public	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff all necessary requirements	1. Accept the required documents and assess for authenticity and completeness	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Wait while document is being prepared	2. Prepare the document and affidavit, if applicable	None	1 hour	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Execute necessary signature if affidavit was subscribed at LCRO	3. Assist client in affixing signature 3.1 Issue Order of Payment	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue official Receipt	Processing fee – PHP 460	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>

		DST – PHP 30		
4. Return to LCRO and present Official Receipt 4.1 Receive Owner's Copy of transmittal	4. Issue client's copy of transmittal 4.1. Mail the application for RA 9255 to PSA Central Office for annotation 4.2 Instruct the client to verify at any CRS outlet after 3 months.	Mailing Fee – PHP 140	40 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 470	2 hours and 15 minutes	
"Service Covered Under RA 9255 and its Revised IRR"				
END OF TRANSACTION				

7. APPLICATION FOR OUT-OF-TOWN REPORTING OF DELAYED BIRTH REGISTRATION

For processing of out-of-town delayed birth registration occurred outside the municipality

Office or Division:	Local Civil Registry Office		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian or any of the nearest kin of the document owner 3. Authorized individual who has the knowledge of the facts of birth of the document owner		
Checklist of Requirements		Where to Secure	
1. Negative Certification of Birth from the Philippine Statistics Authority (1 Original with Official Receipt)		PSA	
2. Community Tax Certificate of the applicant (1 Original and 1 Photocopy)		Barangay or Municipal Hall where the parents reside	
3. Barangay Certification as proof of residency (1 Original)		Barangay Hall where the applicant resides	
4. National ID Note: Registration in the Philippine Identification System is mandatory before processing the delayed registration of birth		PSA	
5. Any two (2) documentary evidence showing the identity of the document owner’s parents from the following: a. Certificate of Live Birth b. Government issued ID c. Marriage Certificate d. Certificate of Death for the deceased parents (1 original and 1 photocopy)		a. PSA, LCRO b. BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth c. PSA, LCRO d. PSA, LCRO	
6. Unedited front-facing photo of the document owner (2x2, white background, taken within three months from the date of registration)		Client	
7. Any two (2) documentary evidence showing the identity of the document owner bearing his/her name, parents’ name, birthdate and birthplace from the following: a. Baptismal/Dedication Certificate b. Elementary School Records c. Voter’s Certification/Voter’s Registration Record d. Membership Data Record (MDR) e. Membership Data Form (MDF) f. Child’s Health Booklet/Immunization Card		a. Church b. School c. COMELEC d. PhilHealth e. Pag-ibig f. Health Facility g. PSA, LCRO, Church	

g. Birth Certificate/Baptismal of siblings h. Passport i. Marriage Certificate of the document owner j. Government issued ID		h. DFA i. PSA, LCRO j. BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth		
8. Affidavit of Out-of-town Delayed Registration of Birth executed by the applicant and attested by two (2) disinterested person who might have the knowledge of the facts of birth. Note: Additional Affidavits must be submitted for non marital minor applicants such as: Affidavit of Acknowledgement of Paternity, Affidavit to Use the Surname of the Father executed by the mother for 0-6 years old; executed by the child for 7-17 years old with sworn attestation of the mother/guardian; executed by the child for 18 years old and above without the sworn attestation.		Notary Public, LCRO, Philippine Embassy		
9. Document owner's personal appearance before the MCR is mandatory (for 18 years old and above) 10. Note: For minor applicants, the personal appearance of the parents is mandatory, In default of the parents, persons exercising substitute parental authority shall personally appear before the MCR. In case of non-marital minor applicants, only the mother is required to appear before the MCR. If the registrant is not the mother, an affidavit or a sworn statement stating the present whereabouts of the mother and the reason for her inability to appear before the MCR shall be submitted)		Client, Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a checklist and Birth Information Sheet and ask for assistance from the MCR/LCRO Staff on how to accomplish the Birth Information Sheet.	1. Provide a checklist to the client 1.1 Provide Birth Information Sheet and assist client in	None	10 minutes	Municipal Civil Registrar Assistant Statistician Local Civil Registry Office

	accomplishing the form.			
2. Present to the MCR/LCRO Staff necessary requirements	2. Accept the required documents and assess for authenticity and completeness	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Wait while the document is being prepared.	3. Start encoding the facts of event	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
4. Comply necessary signatures	4. Assist and instruct the client in affixing necessary signatures 4.1. Issue order of payment	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Pay corresponding fees at the Treasurer's Office. *Make sure to secure Official Receipt upon payment	5. Issue official receipt	Printed Forms/Misc. – PHP 150 Affidavit – PHP 200	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
6. Return back to the LCRO and review the entries in the Certificate of Birth as to the accuracy and completeness.	6. Let the client review the documents prepared for out-of-town reporting of birth 6.1. Review and sign the documents	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Receive copy of transmittal, secure contact information of receiving LCRO for follow-up and send thru courier or hand carry the documents for registration to the LCRO where the birth occurred.	7. Issue a copy of transmittal to the client and give instructions for the mailing of documents. 7.1. Give the logbook to the client to sign the received column	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 350	1 hour and 10 minutes	
"Service covered under the provisions of Rule 20 of Administrative Order 1, Series of 1993"				
END OF TRANSACTION				

8. REGISTRATION OF MARRIAGE - APPLICATION FOR TIMELY MARRIAGE REGISTRATION

For processing of timely marriage registration occurred within the jurisdiction of Municipality of Tantaran not more than 15 days from the date of marriage.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Solemnizing Officer who officiated the marriage 2. Either or both of the contracting parties 3. Authorized representative who has the knowledge of the facts of marriage			
Checklist of Requirements		Where to Secure		
1. Certificate of Registration of Authority to Solemnize Marriage (CRASM) if solemnized through a religious sector		PSA		
2. Duly accomplished Certificate of Marriage (4 original copies)		Solemnizing Authority, LCRO		
3. Duly accomplished Muslim attachment form, if solemnized pursuant to Presidential Decree 1083 (4 original copies)		Solemnizing Officer		
4. Duly accomplished Indigenous Peoples Attachment Form, if solemnized pursuant to IPs laws and practices (4 original copies)		Solemnizing Officer		
5. Certification of solemnizing officer if the marriage was solemnized pursuant to Presidential Decree 1083 or IPs law (1 Original copy)		Solemnizing Officer		
6. Government Issued Identification Card of the applicant (1 Original and 1 Photocopy)		BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff necessary requirements for timely registration of marriage	1. Accept the required documents and assess for authenticity and completeness	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Wait while the document is being prepared.	2. Register the Certificate of Marriage	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Receive registered Certificate of Marriage and review the entries in the document before leaving the office.	3. Issue owner's copy of registered Certificate of Marriage	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician</i>

	3.1 Give the logbook of Certificate of Marriage registrations to the client to sign the received column			<i>Local Civil Registry Office</i>
Total		None	25 minutes	
"Service covered under RA 3753"				
END OF TRANSACTION				

9. REGISTRATION OF MARRIAGE - APPLICATION FOR DELAYED AND RECONSTRUCTED MARRIAGE REGISTRATION

For processing of delayed and reconstructed marriage registration occurred within the jurisdiction of Municipality of Tantaran.

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Solemnizing Officer who officiated the marriage 2. Either or both of the contracting parties 3. Authorized representative who has the knowledge of the facts of marriage			
Checklist of Requirements			Where to Secure	
1. Duly accomplished Certificate of Marriage (4 original copies)			Solemnizing Officer, LCRO	
2. Certificate of No Marriage with Official Receipt of both bride and groom not more than 6 months from the issuance (1 Original and 1 Photocopy)			PSA	
3. Certificate of Registration of Authority to Solemnize Marriage (CRASM) if solemnized through a religious sector			PSA	
4. Duly accomplished Muslim attachment form, if solemnized pursuant to Presidential Decree 1083 (4 original copies)			Solemnizing Officer	
5. Duly accomplished Indigenous Peoples Attachment Form, if solemnized pursuant to IPs laws and practices (4 original copies)			Solemnizing Officer	
6. Certification of solemnizing officer if the marriage was solemnized pursuant to Presidential Decree 1083 or IPs law (1 Original copy)			Solemnizing Officer	
7. Affidavit of delayed/reconstructed registration of marriage executed by solemnizing officer, spouses/surviving spouse, with attestation of 2 witnesses. (2 original copies)			Notary Public	
8. Birth Certificate of the couple (1 original and 1 photocopy)			PSA, LCRO	
9. Birth Certificate of child/children reflecting the date and place of marriage of parents (1 original and 1 photocopy)			PSA, LCRO	
10. Pictures during wedding (1 original)			Client	
11. Government Issued Identification Card of the applicant (1 Original and 1 Photocopy)			BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff necessary requirements for delayed/reconstructed registration of marriage	1. Accept the required documents and assess for authenticity and completeness	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Submit for interview as to the facts of marriage	2. Validate the facts of event consistent to the documentary requirements submitted	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>

3. Wait while the document is being prepared.	3. Start encoding the facts of event	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
4. Comply necessary signatures	4. Assist and instruct the client in affixing necessary signatures 4.1. Issue order of payment	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Pay corresponding fees at the Treasurer's Office. *Make sure to secure Official Receipt upon payment	5. Issue official receipt	Registration Fee – PHP 320 DST – PHP 30	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
6. Wait for 10 days posting of the application for delayed/reconstructed registration of marriage	6. Post for 10 days the application for delayed/reconstructed registration of marriage	None	10 days	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Return back to the LCRO to receive the registered delayed/reconstructed Certificate of Marriage	7. Register and record the delayed/reconstructed Certificate of Marriage	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Receive registered delayed/reconstructed Certificate of Marriage and review the entries in the document before leaving the office.	3. Issue owner's copy of registered delayed/reconstructed Certificate of Marriage 3.1 Give the logbook of Certificate of Marriage registrations to the client to sign the received column	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 350	10 days, 1 hour and 5 minutes	
"Service covered under RA 3753, PD 1083 and IPRA Law"				
END OF TRANSACTION				

10. APPLICATION FOR OUT-OF-TOWN REPORTING OF DELAYED AND RECONSTRUCTED MARRIAGE

For processing of out-of-town delayed and reconstructed marriage registration where the event occurred outside the municipality

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Solemnizing Officer who officiated the marriage 2. Either or both of the contracting parties 3. Authorized representative who has the knowledge of the facts of marriage			
Checklist of Requirements			Where to Secure	
1. Duly accomplished Certificate of Marriage (4 original copies)			Solemnizing Officer, LCRO	
2. Certificate of No Marriage with Official Receipt of both bride and groom not more than 6 months from the issuance (1 Original and 1 Photocopy)			PSA	
3. Certificate of Registration of Authority to Solemnize Marriage (CRASM) if solemnized through a religious sector			PSA	
4. Duly accomplished Muslim attachment form, if solemnized pursuant to Presidential Decree 1083 (4 original copies)			Solemnizing Officer	
5. Duly accomplished Indigenous Peoples Attachment Form, if solemnized pursuant to IPs laws and practices (4 original copies)			Solemnizing Officer	
6. Certification of solemnizing officer if the marriage was solemnized pursuant to Presidential Decree 1083 or IPs law (1 Original copy)			Solemnizing Officer	
7. Affidavit of delayed/reconstructed registration of marriage executed by solemnizing officer, spouses/surviving spouse, with attestation of 2 witnesses. (2 original copies)			Notary Public	
8. Birth Certificate of the couple (1 original and 1 photocopy)			PSA, LCRO	
9. Birth Certificate of child/children reflecting the date and place of marriage of parents (1 original and 1 photocopy)			PSA, LCRO	
10. Pictures during wedding (1 original)			Client	
11. Government Issued Identification Card of the applicant (1 Original and 1 Photocopy)			BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff necessary requirements for delayed/reconstructed registration of marriage	1. Accept the required documents and assess for authenticity and completeness	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>

2. Submit for interview as to the facts of marriage	2. Validate the facts of event consistent to the documentary requirements submitted	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Wait while the document is being prepared.	3. Start encoding the facts of event	None	15 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
4. Comply necessary signatures	4. Assist and instruct the client in affixing necessary signatures 4.1. Issue order of payment	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Pay corresponding fees at the Treasurer's Office. *Make sure to secure Official Receipt upon payment	5. Issue official receipt	Printed Forms/Misc. – PHP 150 Affidavit – PHP 200	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
6. Return back to the LCRO and review the entries in the Certificate of Marriage as to the accuracy and completeness.	6. Let the client review the documents prepared for out-of-town reporting of marriage 6.1. Review and sign the documents	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Receive copy of transmittal, secure contact information of receiving LCRO for follow-up and send thru courier or hand carry the documents for registration to the LCRO where the marriage occurred.	7. Issue a copy of transmittal to the client and give instructions for the mailing of documents. 7.1. Give the logbook to the client to sign the received column	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 350	1 hour and 10 minutes	
"Service covered under the provisions of Rule 35 of Administrative Order 1, Series of 1993"				
END OF TRANSACTION				

11. APPLICATION FOR MARRIAGE LICENSE

For processing of application for marriage license.

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Both couple applicants at least 18 years old with no legal impediment to contract marriage			
Checklist of Requirements		Where to Secure		
1. Certificate of No Marriage with Official Receipt of both bride and groom not more than 6 months from the issuance (1 Original and 1 Photocopy)		PSA		
2. Community Tax Certificate of both bride and groom (1 Original and 1 photocopy)		Barangay or Municipal Hall where the applicants reside		
3. Certificate of Live Birth of both bride and groom (1 original or certified machine copy and 1 photocopy)		PSA, LCRO		
4. Pre-marriage counseling certificate (1 original and 1 photocopy)		C/MSWDO		
5. Parents consent for applicants ages 18-21 years old; Parents advise for applicants 21 & 1 day-24 years old.		LCRO		
6. Death Certificate of spouse if widowed/widower (1 original and 1 photocopy)		PSA, LCRO		
7. Court Decree and Certificate of Finality of Annulment, if annuled (1 original and 1 photocopy)		Issuing Court, LCRO		
8. PSA Copy of Certificate of Divorce with attached official receipt, if divorced pursuant to PD 1083 (1 original & 1 photocopy)		PSA		
9. Legal capacity to contract marriage if one party is foreigner and/or filipino with dual citizenship (1 Original and 3 photocopies)		Embassy/Consulate Officer of the foreigner in the Philippines		
10. If divorce decree is obtained from a foreign court whose either or both parties involved a filipino/s, judicial recognition of foreign decree must be submitted (1 original and 1 certified machine copy)		Issuing court		
11. Passport if foreigner or filipino with dual citizenship (1 original and 1 photocopy)		DFA		
12. Notarized english translation of divorce or annulment decree and legal capacity to contract marriage for non english text		Foreign applicant's embassy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff all necessary requirements	1. Accept the required documents and assess for authenticity and completeness	None	10 minutes	Municipal Civil Registrar Assistant Statistician Local Civil Registry Office
2. Submit for interview and wait while the	2. Verify the information submitted	None	35 minutes	Municipal Civil Registrar

application is being processed	2.1. Encode data in the Application for Marriage License Form			<i>Assistant Statistician Local Civil Registry Office</i>
3. Comply necessary signatures	3. Assist and instruct the client in affixing necessary signatures 3.1. Issue order of payment	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
4. Pay necessary fees at the Municipal Treasurer's Office *Make sure to secure Official Receipt upon payment	4. Issue Official Receipt	Application Fee/Printed Form/License Fee/Misc. Fee – PHP 432; PHP 682 if one party is foreigner	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
5. Return to the LCRO and review the entries in the AML form as to the accuracy and completeness.	5. Let the client review the AML form	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
6. Wait while the application is being posted for 10 working days	6. Compile all documentary requirements and receipt and post for 10 working days	None	10 days	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Return to LCRO after 10 working days and receive marriage license * Make sure to review the entries before leaving the office	7. Register and release marriage license with necessary documents attached for issuance 7.1. Let the client sign the received column in the logbook.	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 432; PHP 682 if one party is foreigner	10 days, 1 hour and 15 minutes	
"Service covered under the provisions of Administrative Order 1, Series of 1993"				
END OF TRANSACTION				

12. REGISTRATION OF DEATH -APPLICATION FOR TIMELY DEATH REGISTRATION

For processing of registration of timely death occurred within the jurisdiction of the Municipality of Tantaran not more than 30 days.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Parents, guardian and immediate family of the deceased 2. Any authorized agency/individual who have knowledge of the facts of death.			
Checklist of Requirements		Where to Secure		
1. Barangay Certification of Death Note: Extract Police Blotter for death by external cause (1 Original)		Barangay Hall, Municipal Police Station		
2. Birth Certificate and/or Marriage Certificate of the deceased		PSA, LCRO		
3. Government Issued Identification Card of the applicant (1 Original and 1 Photocopy)		BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a checklist and Death Information Sheet and ask for assistance from the MCR/LCRO Staff on how to accomplish the form.	1. Provide a checklist to the client 1.1 Provide Death Information Sheet and assist client in accomplishing the form.	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Present to the MCR/LCRO Staff necessary requirements for timely registration of Death	2. Accept the required documents and assess for authenticity and completeness	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Wait while the document is being prepared.	3. Start encoding the facts of birth consistent to the documents submitted	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Comply necessary signature as the informant of the facts of birth	5. Assist the client in affixing the signature as the informant	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>

6. Comply signature of Municipal Health Officer and Embalmer	6. Instruct the client to comply signature of Municipal Health Officer and Embalmer	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay corresponding fees at the Treasurer's Office. *Make sure to secure Official Receipt upon payment	3. Issue official receipt	Registration Fee – PHP 100 DST – PHP 30	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
7. Submit accomplished Certificate of Death form to MCR/LCRO Staff for acceptance/recording.	7. Receive the accomplished Certificate of Death Form from the client 7.1 Record and register accomplished Certificate of Death form	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
8. Receive registered Certificate of Death Form and review the entries in the document before leaving the office.	8. Issue owner's copy of registered Certificate of Death form 8.1 Give the logbook of Certificate of Death registrations to the client to sign the received column	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 130	1 hour	
"Service covered under RA 3753"				
END OF TRANSACTION				

13. REGISTRATION OF DEATH - APPLICATION FOR DELAYED DEATH REGISTRATION

For processing of delayed death registration occurred within the jurisdiction of the Municipality of Tantaran.

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Parents, guardian and immediate family of the deceased 2. Any authorized agency/individual who have knowledge of the facts of death.			
Checklist of Requirements			Where to Secure	
1. Negative Certification of Death from the Philippine Statistics Authority (1 Original with Official Receipt)			PSA	
2. Barangay Certification of Death Note: Extract Police Blotter for death by external cause; Certification from Imam if the deceased is Islam.			Barangay Hall, Municipal Police Station, Client	
3. Birth Certificate and/or Marriage Certificate of the deceased			PSA, LCRO	
4. Picture during wake and/or picture of tomb			Client	
5. Government Issued Identification Card of the applicant (1 Original and 1 Photocopy)			BIR, PSA, Post Office, DFA, SSS, GSIS, Pag-ibig, PhilHealth	
6. Affidavit of Delayed Registration of Death executed by the nearest kin/informant of the deceased with attestation of two (2) disinterested person			Notary public	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a checklist and Death Information Sheet and ask for assistance from the MCR/LCRO Staff on how to accomplish the form.	1. Provide a checklist to the client 1.1 Provide Death Information Sheet and assist client in accomplishing the form.	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Present to the MCR/LCRO Staff necessary requirements for timely registration of Death	2. Accept the required documents and assess for authenticity and completeness	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Wait while the document is being prepared.	3. Start encoding the facts of birth consistent to the documents submitted	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Comply necessary signature as the	5. Assist the client in affixing	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician</i>

informant of the facts of birth	the signature as the informant			<i>Local Civil Registry Office</i>
6. Comply signature of Municipal Health Officer	6. Instruct the client to comply signature of Municipal Health Officer	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
7. Pay corresponding fees at the Treasurer's Office. *Make sure to secure Official Receipt upon payment	7. Issue official receipt	Registration Fee – PHP 200 DST – PHP 30	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
8. Submit accomplished Certificate of Death form to MCR/LCRO Staff for acceptance and posting.	8. Receive the accomplished Certificate of Death Form from the client	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
9. Wait for 10 days posting of the application for delayed registration of death	9. Post for 10 days the application for delayed registration of death	None	10 days	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
10. Return back to the LCRO to receive the registered Certificate of Live Death	10. Register and record the Certificate of Live Death	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
11. Receive registered Certificate of Death and review the entries in the document before leaving the office.	11. Issue owner's copy of registered Certificate of Death 11.1 Give the logbook of Certificate of Death registrations to the client to sign the received column	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 230	10 days, 1 hour and 10 minutes	
"Service covered under RA 3753"				
END OF TRANSACTION				

14. REQUEST FOR ISSUANCE OF CERTIFICATION (FORM 1A, 2A, 3A)

For requesting of Certification of Civil Registry Documents

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements			Where to Secure	
1. Valid Identification Card/Document of the requesting party (1 original and 1 photocopy)			Client	
2. Authorization Letter/Special Power of Attorney, if authorized representative			Document Owner, Notary Public	
3. Valid Identification Card/Document of the parent, guardian, nearest kin and authorized representative			Client	
4. Copy of civil registry document for certification, if applicable			Document Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff all necessary requirements	1. Accept the required documents and assess for authenticity and completeness	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Wait while document is being prepared	2. Prepare the certification to be issued 2.1 Issue Order of Payment	None	20 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue official Receipt	Certification Fee – PHP 100 DST – PHP 30	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to the LCRO and give the Official Receipt to the MCR/LCRO Staff.	4. Signify Official Receipt Number in the Certification 4.1 Sign the document	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
5. Receive the Certification *Make sure to review the entries before leaving the office	5. Issue Certification to the client 5.1 Let the client sign the received column in the logbook.	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 130	45 minutes	
"Service covered under the provisions of Administrative Order 1, Series of 1993"				
END OF TRANSACTION				

15. REQUEST FOR ISSUANCE OF AUTHENTICATED COPIES OF CIVIL REGISTRY DOCUMENTS

For requesting of Authenticated Copies of Civil Registry Documents

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements			Where to Secure	
1. Valid Identification Card/Document of the requesting party (1 original and 1 photocopy)			Client	
2. Authorization Letter/Special Power of Attorney, if authorized representative			Document Owner, Notary Public	
3. Valid Identification Card/Document of the parent, guardian, nearest kin and authorized representative			Client	
4. Copy of civil registry document for certification, if applicable			Document Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff all necessary requirements	1. Accept the required documents and assess for authenticity and completeness	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Wait while document is being prepared	2. Prepare the certification to be issued 2.1 Issue Order of Payment	None	20 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue official Receipt	PHP 50	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to LCRO and Receive the Authenticated Document	5. Issue Authenticated Document to the client 5.1 Let the client sign the received column in the logbook.	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 50	40 minutes	
"Service covered under the provisions of Administrative Order 1, Series of 1993"				
END OF TRANSACTION				

16. ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS TO PSA

For requesting of Endorsement of Civil Registry Documents to PSA

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements		Where to Secure		
1. Valid Identification Card/Document of the requesting party (1 original and 1 photocopy)		Client		
2. Authorization Letter/Special Power of Attorney, if authorized representative		Document Owner, Notary Public		
3. Valid Identification Card/Document of the parent, guardian, nearest kin and authorized representative		Client		
4. Copy of Civil Registry Document to be endorsed (1 Original and 1 photocopy)		Document Owner, LCRO		
5. PSA Negative/Unannotated Certification		PSA		
6. Proof of urgency, as follows: a. Passport Application; b. Processing of Death Claim; c. Hospitalization purposes; d. Burial purposes; e. Educational purposes; and f. Other emergency cases.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff all necessary requirements and proof of urgency of the request	1. Accept the required documents and assess for authenticity and completeness	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Wait while document is being prepared	2. Prepare the document to be endorsed 2. Issue Order of Payment	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue official Receipt	PHP 100	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to LCRO and receive the copy of	4. Issue client's copy of	None	35 minutes	<i>Municipal Civil Registrar</i>

endorsement transmittal 4.1 Request SecPa Copy of Endorsed Civil Registry Documents at any CRS outlet after 45 days.	endorsement transmittal 4.1. Submit the endorsement to PSA Regional Office for processing. 4.2. Instruct client to request SecPa copy after 45 days			<i>Assistant Statistician Local Civil Registry Office</i>
Total		PHP 100	1 hour	
END OF TRANSACTION				

17. REQUEST OF PSA COPY OF BIRTH, DEATH, MARRIAGE, CENOMAR AND CENODEATH THROUGH BATCH REQUEST SYSTEM (BREQS)

For requesting of PSA Copy of Birth, Death, Marriage, CENOMAR and CENODEATH

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements		Where to Secure		
1. Valid Identification Card/Document of the document owner/requesting party (1 original and 1 photocopy)		Client		
2. Authorization Letter/Special Power of Attorney, if authorized representative		Document Owner, Notary Public		
3. Valid Identification Card/Document of the parent, guardian, nearest kin and authorized representative		Client		
4. Copy of Civil Registry Document to be requested, if available (1 Original and 1 photocopy)		Document Owner, LCRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff necessary requirements	1. Accept the required IDs/documents and assess for authenticity 1.1 Provide PSA Form of the document to be requested	None	5 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Fill out the PSA Form	2. Assist the document in accomplishing the form	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue official Receipt	Secretary's Fee - PHP 100	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to LCRO, present the Official Receipt and pay for the cash to be forwarded at the CRS Outlet 4.1 Receive claim stub and return at the LCRO after 2 weeks to receive the requested PSA copy	4. Issue client's copy of claim stub 4.1. Receive the payment to be forwarded at the CRS outlet 4.2. Instruct client to receive	Birth/Marriage/ CENODEATH – PHP 155 CENOMAR – PHP 210	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>

	the document after 2 weeks			
Total		Birth/Marriage/ CENODEATH – PHP 155 CENOMAR – PHP 210 Secretary’s Fee - PHP 100	35 minutes	
END OF TRANSACTION				

18. PROCESSING OF SUPPLEMENTAL REPORT

For processing of supplemental report in the Civil Registry Documents

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements		Where to Secure		
1. Valid Identification Card/Document of the requesting party (1 original and 1 photocopy)		Client		
2. Authorization Letter/Special Power of Attorney, if authorized representative		Document Owner, Notary Public		
3. Valid Identification Card/Document of the parent, guardian, nearest kin and authorized representative		Client		
4. PSA copy of Civil Registry Document to be processed for supplemental report (1 Original and 1 photocopy)		PSA, LCRO		
5. Any two (2) of the following documents to support the missing entry in the Civil Registry Document: a. Baptismal Dedication Certificate b. School Record c. Birth Certificate d. Voter's Certificate e. Marriage Certificate f. Supplemental Affidavit		a. Church/Client b. School c. LCRO/PSA d. COMELEC e. LCRO/PSA f. Notary Public/LCRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff all necessary requirements	1. Accept the required documents and assess for authenticity and completeness	None	10 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
2. Wait while document is being prepared	2. Prepare the document 2.1 Issue Order of Payment	None	40 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue official Receipt	Misc – PHP 150 Certification – PHP 100 Affidavit – PHP 200 (If prescribed at the LCRO)	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>

4. Return to LCRO and present Official Receipt 4.1 Receive Owner's Copy of document/transmittal	4. Issue client's copy of endorsement transmittal 4.1. Submit the endorsement for supplemental report to PSA Regional Office for processing. 4.2 Instruct the client to verify after 45 days at any CRS outlet	None	35 minutes	<i>Municipal Civil Registrar Assistant Statistician Local Civil Registry Office</i>
Total		PHP 450	1 hour and 35 minutes	
END OF TRANSACTION				

19. PROCESSING OF PETITION FOR CORRECTION OF CLERICAL ERROR UNDER RA 9048

For processing of petition for correction of clerical error under RA 9048 in the civil registry documents registered in the municipality

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements			Where to Secure	
1. PSA Copy of Civil Registry Document for correction (1 Original and 2 photocopy)			PSA	
2. Baptismal/Dedication Certificate (2 photocopies)			Church, Client	
3. School Records (Form 137, Form 138, Diploma, TOR) (2 photocopies)			School	
4. COM/COLB/COD showing the correct entry upon which the correction shall be based (2 photocopies)			PSA, LCRO	
5. Employment Record (2 photocopies)			Employer	
6. Voter's Certification (1 photocopy)			COMELEC	
7. GSIS/SSS Record (1 photocopy)			GSIS/SSS	
8. Driver's License (1 photocopy)			LTO	
9. Land Titles (1 photocopy)			Land Registration Authority or Register of Deeds	
10. Other Government Issued ID (1 photocopy)			Post Office, BIR, PhilHealth, DFA,	
11. Special power of Attorney if the petitioner is not the document owner (2 original copies)			Notary Public	
12. Other pertinent documents showing the correct entry upon which the correction shall be based			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff the document with clerical error for assessment	1. Assess the document with clerical error and provide list of necessary requirements	None	20 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
2. Present to the MCR/LCRO Staff all valid necessary documents	2. Review documents submitted and validate the accuracy of entries thereof to support the document for correction	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue Official Receipt	Filing Fee – PHP 1000	10 minutes	<i>Revenue Collector</i>

				<i>Municipal Treasurer's Office</i>
4. Return to LCRO and present Official Receipt 4.1 Wait while petition is being prepared 4.2 Sign the petition prepared	4. Receive and photocopy the Official Receipt 4.1. Prepare the petition for correction to be filed 4.2 Issue notice of posting	None	40 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
5 Return to LCRO after 15 days and receive copy of decided petition 5.1 Return to LCRO for follow-up after 5 months upon filing.	5. Post the notice of posting for 10 working days and the MCR shall act on the petition within 5 days after the 10 days posting period 5.1 Advise the client to follow-up at LCRO after 5 months upon filing		15 days	<i>Municipal Civil Registrar Local Civil Registry Office</i>
	5.2 Mail to PSA Central Office the decided petition for final action	Mailing Fee - 260	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
	5.3 Prepare necessary documents to reflect the annotation of corrected Civil Registry Document upon the affirmation by the CRG. 5.4 Endorse the copy of documents to PSA Regional Office.	None	1 hour	<i>Municipal Civil Registrar Local Civil Registry Office</i>
Total		PHP 1260	15 days, 3 hours and 50 minutes	
"Service Covered Under RA 9048"				
END OF TRANSACTION				

20. PROCESSING OF PETITION FOR CHANGE OF FIRST NAME UNDER RA 9048

For processing of petition for change of first name under RA 9048 in the civil registry documents registered in the municipality

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements		Where to Secure		
1. PSA Copy of Civil Registry Document for correction (1 Original and 2 photocopy)		PSA		
2. Baptismal/Dedication Certificate (2 photocopies)		Church, Client		
3. School Records (Form 137, Form 138, Diploma, TOR) (2 photocopies)		School		
4. COM/COLB/COD showing the correct entry upon which the correction shall be based (2 photocopies)		PSA, LCRO		
5. NBI Clearance (1 original and 1 photocopy)		NBI		
6. Police Clearance (1 original and 1 photocopy)		Police Station		
7. Employer's clearance, if employed or affidavit of no employment, if not (2 original copies)		Employer, Notary Public		
8. Employment Record (2 photocopies)		Employer		
9. Voter's Certification (1 photocopy)		COMELEC		
10. GSIS/SSS Record (1 photocopy)		GSIS/SSS		
11. Driver's License (1 photocopy)		LTO		
12. Land Titles (1 photocopy)		Land Registration Authority or Register of Deeds		
13. Other Government Issued ID (1 photocopy)		Post Office, BIR, PhilHealth, DFA,		
14. Community Tax Certificate		Barangay or Municipal Hall		
15. Other pertinent documents showing the correct entry upon which the correction shall be based		Client		
16. Local Newspaper Publication (once a week in two consecutive weeks)		Publisher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff the document with clerical error for assessment	1. Assess the document with clerical error and provide list of necessary requirements	None	20 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>

2. Present to the MCR/LCRO Staff all valid necessary documents	2. Review documents submitted and validate the accuracy of entries thereof to support the document for correction	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue Official Receipt	Filing Fee – PHP 3000	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to LCRO and present Official Receipt 4.1 Wait while petition is being prepared 4.2 Sign the petition prepared 4.3 Receive notice of posting	4. Receive and photocopy the Official Receipt 4.1. Prepare the petition for correction to be filed 4.2 Issue notice of posting	None	1 hour	<i>Municipal Civil Registrar Local Civil Registry Office</i>
	4.3 Post the notice of posting for 10 working days	None	10 days	<i>Municipal Civil Registrar Local Civil Registry Office</i>
5. Return to LCRO after 10 working days to receive notice of publication and comply publication requirement	5. Advise client to submit notice of publication to his/her publisher Note: Notice is published once a week for two consecutive weeks	None	20 days (Estimated time since submission of notice of posting to the publisher is upon the control of the client)	<i>Municipal Civil Registrar Local Civil Registry Office</i>
6. Submit two (2) sets of newspaper and Affidavit of Publication	6. The MCR shall act on the petition after 10 days posting period and 2 weeks newspaper publication upon the submission of 2 sets of newspaper and Affidavit of Publication	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>

	6.1 Advise the client to follow-up at LCRO after 5 months upon filing			
	6.2 Mail to PSA Central Office the decided petition for final action	Mailing Fee - 260	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
	6.3 Prepare necessary documents to reflect the annotation of corrected Civil Registry Document upon the affirmation by the CRG. 6.4 Endorse the copy of documents to PSA Regional Office.	None	1 hour	<i>Municipal Civil Registrar Local Civil Registry Office</i>
Total		PHP 3260	30 days, 4 hours	
"Service Covered Under RA 9048"				
END OF TRANSACTION				

21. PROCESSING OF PETITION FOR CLERICAL ERROR IN THE SEX, DAY AND MONTH IN THE DATE OF BIRTH IN THE CIVIL REGISTRY DOCUMENT UNDER RA 10172

For processing of petition for clerical error in the Sex, Day and Month in the Date of Birth in the civil registry documents registered in the municipality.

Office or Division:	Local Civil Registry Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner
Checklist of Requirements	Where to Secure
1. PSA Copy of Civil Registry Document for correction (1 Original and 2 photocopies)	PSA
2. Baptismal/Dedication Certificate (2 photocopies)	Church, Client
3. School Records (Form 137, Form 138, Diploma, TOR) (2 photocopies)	School
4. COM/COLB/COD showing the correct entry upon which the correction shall be based (2 photocopies)	PSA, LCRO
5. NBI Clearance (1 original and 1 photocopy)	NBI
6. Police Clearance (1 original and 1 photocopy)	Police Station
7. Employer's clearance, if employed or affidavit of no employment, if not (2 original copies)	Employer, Notary Public
8. Employment Record (2 photocopies)	Employer
9. Voter's Certification (1 photocopy)	COMELEC
10. GSIS/SSS Record (1 photocopy)	GSIS/SSS
11. Driver's License (1 photocopy)	LTO
12. Land Titles (1 photocopy)	Land Registration Authority or Register of Deeds
13. Other Government Issued ID (1 photocopy)	Post Office, BIR, PhilHealth, DFA,
14. Community Tax Certificate	Barangay or Municipal Hall
15. Other pertinent documents showing the correct entry upon which the correction shall be based	Client
16. Local Newspaper Publication (once a week in two consecutive weeks)	Publisher
17. Medical Records (1 original and 1 photocopy), in case the document has no medical record, an affidavit of no medical record must be submitted (2 original copies)	Health Facilities, Notary Public
18. Medical Certification in case of correction of sex	Municipal Health Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff the document with clerical error for assessment	1. Assess the document with clerical error and provide list of necessary requirements	None	20 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
2. Present to the MCR/LCRO Staff all valid necessary documents	2. Review documents submitted and validate the accuracy of entries thereof to support the document for correction	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue Official Receipt	Filing Fee – PHP 3000	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to LCRO and present Official Receipt 4.1 Wait while petition is being prepared 4.2 Sign the petition prepared 4.3 Receive notice of posting	4. Receive and photocopy the Official Receipt 4.1. Prepare the petition for correction to be filed 4.2 Issue notice of posting	None	1 hour	<i>Municipal Civil Registrar Local Civil Registry Office</i>
	4.3 Post the notice of posting for 10 working days	None	10 days	<i>Municipal Civil Registrar Local Civil Registry Office</i>
5. Return to LCRO after 10 working days to receive notice of publication and comply publication requirement	5. Advise client to submit notice of publication to his/her publisher Note: Notice is published once a week for two consecutive weeks	None	20 days (Estimated time since submission of notice of posting to the publisher is upon the control of the client)	<i>Municipal Civil Registrar Local Civil Registry Office</i>
6. Submit two (2) sets of newspaper and Affidavit of Publication	6. The MCR shall act on the petition after 10 days posting period and 2 weeks	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>

	newspaper publication upon the submission of 2 sets of newspaper and Affidavit of Publication 6.1 Advise the client to follow-up at LCRO after 5 months upon filing			
	6.2 Mail to PSA Central Office the decided petition for final action	Mailing Fee - 260	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
	6.3 Prepare necessary documents to reflect the annotation of corrected Civil Registry Document upon the affirmation by the CRG. 6.4 Endorse the copy of documents to PSA Regional Office.	None	1 hour	<i>Municipal Civil Registrar Local Civil Registry Office</i>
Total		PHP 3260	30 days and 4 hours	
"Service Covered Under RA 10172"				
END OF TRANSACTION				

22. PROCESSING OF MIGRANT PETITION FOR CHANGE OF FIRST NAME UNDER RA 9048 AND CLERICAL ERROR IN THE SEX, DAY AND MONTH IN THE DATE OF BIRTH OF CIVIL REGISTRY DOCUMENT UNDER RA 10172

For processing of migrant petition for change of first name and clerical error in the Sex, Day and Month in the Date of Birth of civil registry documents registered outside the municipality

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements			Where to Secure	
1. PSA Copy of Civil Registry Document for correction (1 Original and 2 photocopies)			PSA	
2. Baptismal/Dedication Certificate (2 photocopies)			Church, Client	
3. School Records (Form 137, Form 138, Diploma, TOR) (2 photocopies)			School	
4. COM/COLB/COD showing the correct entry upon which the correction shall be based (2 photocopies)			PSA, LCRO	
5. NBI Clearance (1 original and 1 photocopy)			NBI	
6. Police Clearance (1 original and 1 photocopy)			Police Station	
7. Employer's clearance, if employed or affidavit of no employment, if not (2 original copies)			Employer, Notary Public	
8. Employment Record (2 photocopies)			Employer	
9. Voter's Certification (1 photocopy)			COMELEC	
10. GSIS/SSS Record (1 photocopy)			GSIS/SSS	
11. Driver's License (1 photocopy)			LTO	
12. Land Titles (1 photocopy)			Land Registration Authority or Register of Deeds	
13. Other Government Issued ID (1 photocopy)			Post Office, BIR, PhilHealth, DFA,	
14. Community Tax Certificate			Barangay or Municipal Hall	
15. Other pertinent documents showing the correct entry upon which the correction shall be based			Client	
16. Local Newspaper Publication (once a week in two consecutive weeks)			Publisher	
17. Medical Records (1 original and 1 photocopy), in case the document has no medical record, an affidavit of no medical record must be submitted (2 original copies)			Health Facilities, Notary Public	
18. Medical Certification in case of correction of sex			Municipal Health Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff the document with clerical error for assessment	1. Assess the document with clerical error and provide list of necessary requirements	None	20 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>

2. Present to the MCR/LCRO Staff all valid necessary documents	2. Review documents submitted and validate the accuracy of entries thereof to support the document for correction	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue Official Receipt	Service Fee – PHP 1000	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to LCRO and present Official Receipt 4.1 Wait while petition is being prepared 4.2 Sign the petition prepared 4.3 Receive notice of posting	4. Receive and photocopy the Official Receipt 4.1. Prepare the petition for correction to be filed 4.2 Issue notice of posting	None	1 hour	<i>Municipal Civil Registrar Local Civil Registry Office</i>
	4.3 Post the notice of posting for 10 working days	None	10 days	<i>Municipal Civil Registrar Local Civil Registry Office</i>
5. Return to LCRO after 10 working days to receive notice of publication and comply publication requirement	5. Advise client to submit notice of publication to his/her publisher Note: Notice is published once a week for two consecutive weeks	None	20 days (Estimated time since submission of notice of posting to the publisher is upon the control of the client)	<i>Municipal Civil Registrar Local Civil Registry Office</i>
6. Submit two (2) sets of newspaper and Affidavit of Publication. 6.1 Receive copy of transmittal and mail the petition and other documents to the receiving LCRO. 6.2 Secure a contact information of the receiving LCRO for follow up purposes.	6. Compile all submitted documentary requirements and advise the client to mail the petition and other documents to the receiving LCRO where the civil registry document was registered	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
Total		PHP1000	30 days, 2 hours and 30 minutes	
"Service Covered Under RA 9048 and RA 10172"				
END OF TRANSACTION				

23. PROCESSING OF MIGRANT PETITION FOR CORRECTION OF CLERICAL ERROR UNDER RA 9048

For processing of migrant petition for correction of clerical error under RA 9048 in the civil registry documents registered outside the municipality

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Document Owner (must be 18 years old and above) 2. Parents, guardian, nearest kin of the document owner 3. Authorized representative/individual of the document owner			
Checklist of Requirements		Where to Secure		
1. PSA Copy of Civil Registry Document for correction (1 Original and 2 photocopy)		PSA		
2. Baptismal/Dedication Certificate (2 photocopies)		Church, Client		
3. School Records (Form 137, Form 138, Diploma, TOR) (2 photocopies)		School		
4. COM/COLB/COD showing the correct entry upon which the correction shall be based (2 photocopies)		PSA, LCRO		
5. Employment Record (2 photocopies)		Employer		
6. Voter's Certification (1 photocopy)		COMELEC		
7. GSIS/SSS Record (1 photocopy)		GSIS/SSS		
8. Driver's License (1 photocopy)		LTO		
9. Land Titles (1 photocopy)		Land Registration Authority or Register of Deeds		
10. Other Government Issued ID (1 photocopy)		Post Office, BIR, PhilHealth, DFA,		
11. Special power of Attorney if the petitioner is not the document owner (2 original copies)		Notary Public		
12. Other pertinent documents showing the correct entry upon which the correction shall be based		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR Staff the document with clerical error for assessment	1. Assess the document with clerical error and provide list of necessary requirements	None	20 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
2. Present to the MCR/LCRO Staff all valid necessary documents	2. Review documents submitted and validate the accuracy of entries thereof to support the document for correction	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>

3. Pay Corresponding fees at the Municipal Treasurer's Office	3. Issue Official Receipt	Service Fee – PHP 500	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
4. Return to LCRO and present Official Receipt 4.1 Wait while petition is being prepared	4. Receive and photocopy the Official Receipt 4.1. Prepare the petition for correction to be filed	None	40 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
5. Return to LCRO and present Official Receipt 5.1 Wait while petition is being prepared 5.2 Sign the petition prepared	5. Receive and photocopy the Official Receipt 5.1. Prepare the petition for correction to be filed 5.2 Issue notice of posting	None	40 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
	5.3 Post the notice of posting for 10 working days	None	10 days	<i>Municipal Civil Registrar Local Civil Registry Office</i>
6. Return to LCRO after 10 days of posting period 6.1 Receive copy of transmittal and mail the petition and other documents to the receiving LCRO. 6.2 Secure a contact information of the receiving LCRO for follow up purposes.	6. Compile all submitted documentary requirements 6.1 Advise the client to mail the petition and other documents to the receiving LCRO where the civil registry document was registered	None	20 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
Total		PHP 500	10 days, 2 hours and 40 minutes	
"Service Covered Under RA 9048"				
END OF TRANSACTION				

24. PROCESSING OF ANNOTATION FOR COURT ORDER/DECREEES

For processing of annotation for Court Order/Decrees

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Petitioner 2. Authorized representative/individual of the petitioner			
Checklist of Requirements			Where to Secure	
1. Court Order (1 Original and 4 certified machine copies)			Issuing Court	
2. Certificate of Finality (1 original)			Issuing Court	
3. Certificate of Authenticity and Certificate of Registration (1 original)			LCRO of Jurisdiction	
4. Authorization letter from the Petitioner with photocopy of one valid ID with fresh signature if the client is an authorized representative (1 original)			Petitioner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR/LCRO Staff the Court Decree/Order and other attachments	1. Receive the Court Decree/Order and interview the client to verify facts of the event. 1.1 Issue Order of payment	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
2. Pay Corresponding fees at the Municipal Treasurer's Office	2. Issue Official Receipt	Service Fee – PHP 500	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
3. Return to LCRO and present Official Receipt 3.1 Wait while the document is being prepared	3. Receive and photocopy the Official Receipt 3.1. Prepare the document	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
4. Receive copy of transmittal 4.1 Follow-up at the LCRO after 3 months	4. Compile all submitted documentary requirements 4.1 Endorse the document at PSA Regional Office for Annotation 4.2 Advise client to verify after 3 months	None	20 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
Total			1 hour & 30 minutes	
END OF TRANSACTION				

25. PROCESSING OF REGISTRATION OF COURT ORDER/DECREEES

For processing of registration of Court Order/Decrees

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	1. Petitioner 2. Authorized representative/individual of the petitioner			
Checklist of Requirements		Where to Secure		
1. Court Order (1 Original and 4 certified machine copies)		Issuing Court		
2. Certificate of Finality (1 original)		Issuing Court		
3. Authorization letter from the Petitioner with photocopy of one valid ID with fresh signature if the client is an authorized representative (1 original)		Petitioner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present to the MCR Staff the Court Decree/Order and Certificate of Finality	1. Receive the Court Decree/Order and interview the client to verify facts of the event. 1.1 Issue Order of payment	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
2. Pay Corresponding fees at the Municipal Treasurer's Office	2. Issue Official Receipt	Registration Fee - PHP 500	10 minutes	<i>Revenue Collector Municipal Treasurer's Office</i>
3. Return to LCRO and present Official Receipt 3.1 Wait while the document is being prepared	3. Receive and photocopy the Official Receipt 3.1. Prepare the document	None	30 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
4. Receive copy of Certificate of Authenticity and Registration	4. Release client's copy of Certificate of Authenticity and Registration	None	10 minutes	<i>Municipal Civil Registrar Local Civil Registry Office</i>
Total		PHP 500	1 hour & 20 minutes	
END OF TRANSACTION				