



**MUNICIPAL GOVERNMENT OF BANSUD
FRONTLINE SERVICES**

CITIZEN'S CHARTER

2nd Edition Series of 2023

I. Mandate

The Constitution of the Philippines, states that the local governments “shall enjoy local autonomy”, and in which the Philippine president exercises “general supervision”. Congress enacted the Republic Act 7160 otherwise known as the Local Government Code of 1991 to “provide for a more responsive and accountable local government structure instituted through a system of decentralization with effective mechanisms of recall, initiative, and referendum, allocate among the different local government units their powers, responsibilities, and resources, and provide for the qualifications, election, appointment and removal, term, salaries, powers and function and duties of local officials, and all other matters relating to the organization and operation of local units.”

II. Vision

BANSUD “A ROBUST AGRICULTURAL TOWN”

A town with a well-kept, balanced environment where peace and opportunities for development abound, inhabited by God-centered, healthy, educated and empowered citizenry in a participatory governance.

The province’s leading supplier of quality banana and other agricultural products.

III. Mission

To enhance the delivery of basic services for the entire Bansud Citizenry.

To utilize all resources that will contribute to the rapid growth of the economic through a concerted effort, capable of providing the need of an urbanizing community

IV. Service Pledge

The Officials and Employees of the Municipal Government of Bansud do hereby pledge and commit to:

- Deliver efficient government service to the entire Bansud citizenry through the core values of Integrity with utmost Professionalism in Responsive and Client-Friendly working environment.
- Serve all applicants or department concerned prior to the end of official working hours and during lunch break shall be attended to.



**OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
Frontline Services**

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Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

CITIZEN'S CHARTER

TIMELY REGISTRATION OF BIRTH CERTIFICATE				
<p>The birth of child must be registered at the Local Civil Registry Office in the city of municipality where the child is born, using the appropriate Certificate of Live Birth Form. The Certificate of Live Birth must be filled-up, taking care that each item is supplied with the accurate information or either by the registrant or the parents/guardian of the registrant. If at the time of registration, the parents or guardian are no longer available to register the child, any person other than the parents/guardian or registrant may serve as the Informant of the birth of the child provided that he/she has the legal personality to represent the registrant and has personal knowledge of the facts of birth of the child. Registration of Birth Certificate within the reglementary period of 30 days.</p>				
Office / Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All born in Bansud			
CHECKLIST OF THE REQUIREMENTS		WHEN TO SECURE		
Legitimate Child:				
1. Information sheet	Office of the Municipal Civil Registrar			
2. Certificate of Live Birth	Office of the Municipal Civil Registrar			
3. Certificate of Marriage of Parents	Office of the Municipal Civil Registrar, Philippine Statistics Authority			
4. IP Form No. 102, attachment	Office of the Municipal Civil Registrar			
Illegitimate Child:				
1. Information Sheet	Office of the Municipal Civil Registrar			
2. Certificate of Live Birth	Office of the Municipal Civil Registrar, Philippine Statistics Authority			
3. Affidavit of Admission of Paternity (Father)	Notary Public			
4. Affidavit to Use the Surname of the Father (Mother)	Notary Public			
5. Subscription Fee	Office of the Municipal Treasurer			
6. Community Tax Certificate	Office of the Municipal Treasurer, Barangay Hall			
7. Valid ID of both parents	Government of Agencies			
8. Documentary Stamp	Office of the Municipal Treasurer			
9. IP Form No. 102, attachment	Office of the Municipal Civil Registrar			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out properly information sheet then submits to Local Civil Registrar	1. Receive and review the information provided.		2 minutes	Administrative Division Staff
2. Submit AUSF of mother/guardian for illegitimate child	2. Verify status of the registrant whether legitimate or illegitimate		1 minute	Administrative Division Staff

3. Proceed to Municipal Treasurer for payment, secure official receipt	3. Prepare/type form of Certificate of Live birth (Municipal Form 102)		3 minutes	Administrative Division Staff
4. Present the official receipt	4. Receive payment and issue official receipt (for subscription fee for not married of parents)	Unmarried Php.300.00 Subscription fee Php.100.00 Documentary stamp Php.30.00		MTO
5. Check the entries and information in the certificate	5. Final review of the documents to be registered		2 minutes	MCR
6. Receive copy of certification	6. Assign registry number		1 minute	Administrative Division Staff
	7. Release certificate		1 minute	Administrative Division Staff
	8. Forwarded copy to PSA-OCRG			Administrative Division Staff
TOTAL			10 minutes	

TIMELY REGISTRATION OF MARRIAGE CERTIFICATE

The certificate of marriage must be registered in the Local Civil Registry Office of the city/municipality where the marriage was Solemnized, within 15 days for marriages with license and within 30 days for marriages of exceptional character from the date of solemnization.

Office / Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All solemnized in Bansud			
CHECKLIST OF THE REQUIREMENTS		WHEN TO SECURE		
1. Certificate of Marriage issued by solemnizing officer in four (4) copies (Municipal Form No. 97)		Office of the Municipal Civil Registrar, Municipal Trials Court and Church		
2. Copy of CRASM of solemnizing officer		Philippine Statistics Authority		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the entries and details/ information in the	1. Receive and review the		2 minutes	Administrative Division Staff

certificate for any discrepancies	entries in the documents			
2. Present four (4) copies of certificate of marriage duly sign by contracting parties, solemnizing officer and witnesses	2. Register and assign registry number		2 minutes	MCR
3. Receive certificate	3. Release certificate		1 minute	Administrative Division Staff
	4. Forwarded copy to PSA-OCRG			Administrative Division Staff
TOTAL			5 minutes	

TIMELY REGISTRATION OF DEATH CERTIFICATE

The certificate of death must be registered within the 30 days reglementary period in the civil registry office of the place where the death occurred. If death occurred abroad, the Death Certificate will be registered in the Philippine Consul Office and a copy is forwarded to the OCRG.

Office / Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All deaths in Bansud			
CHECKLIST OF THE REQUIREMENTS		WHEN TO SECURE		
1. Certificate of Death (Municipal Form 103)		Office of the Municipal Civil Registrar		
2. Death Certificate fee		Office of the Municipal Treasurer		
3. Burial fee		Office of the Municipal Treasurer		
4. Documentary stamp		Office of the Municipal Treasurer		
5. Valid ID of informant		Government Agencies		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out information sheet and submit to local Civil Registry Office	1. Interview information		2 minutes	Administrative Division Staff
2. Check the entries/information in the certificate	2. Prepare/type Certificate of Death (Municipal Form 103)		3 minutes	Administrative Division Staff
3. Proceed to Municipal Health Office for certification as to the cause of death, review and signature of completeness	3. Give the Certificate of Death to information to review and signatures of attending/certifying physician and embalmer			Administrative Division Staff
4. Proceed to embalmer for certification of embalming and signature	4. Final review of certificate		1 minute	Administrative Division Staff

5. Information sign correctness of Certificate of Death	5. Receive payment and issue official receipt	Burial fee Php.100.00 Death Cert. Php.100.00 Documentary stamp Php.30.00		MTO
6. Return the Certificate of Death to Local Civil Registry Office for registration	6. Sign registry number		1 minute	
7. Proceed to Municipal Treasurer Office for payment. Secure official receipt	7. Release certificate		1 minute	Administrative Division Staff
8. Receive copy of certificate	8. Forwarded copy to PSA-OCRG			Administrative Division Staff
TOTAL			8 minutes	

LATE REGISTRATION OF BIRTH

Late Registration of Birth Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office / Division: Office of the Municipal Civil Registrar

Classification: Complex

Type of Transaction: G2C

Who may avail: All born in Bansud

CHECKLIST OF THE REQUIREMENTS	WHEN TO SECURE
1. All requirements of legitimate/ illegitimate child	
2. Negative Certification from PSA	Philippine Statistics Authority
3. Notarized Affidavit of Two Disinterested Person	Office of the Municipal Civil Registrar, Notary Public
4. Affidavit to Use the Surname of the Father by child (if the child 7-17 years old)	Office of the Municipal Civil Registrar, Notary Public
5. Sworn Attestation by mother	Office of the Municipal Civil Registrar, Notary Public
6. Subscription Fee	Office of the Municipal Treasurer
7. Late Registration	Office of the Municipal Treasurer
8. Penalty	Office of the Municipal Treasurer
9. Posting	Office of the Municipal Civil Registrar
10. Community Tax Certificate or Valid ID	Office of the Municipal Treasurer, Barangay Hall and other Government Agencies
11. Notarized Affidavit of Acknowledgement (for births occurred before August 3, 1988)	Notary Public

12. Notarized Affidavit of Admission of Paternity (for births occurred from March 19, 2004 onwards)		Notary Public		
13. Documentary Stamp		Office of the Municipal Treasurer		
14. IP Form 102, attachment		Office of the Municipal Civil Registrar		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out properly information sheet then submit to the Local Civil Registrar	1. Receive and review the information provided		2 minutes	Administrative Division Staff
2. Submit AUSF of mother/guardian for illegitimate child	2. Verify status of the registrant whether legitimate or illegitimate		2 minutes	Administrative Division Staff
3. Proceed to Municipal Treasurer's Office for payment, secure official receipt	3. Prepare/type form of Certificate of Live Birth (Municipal Form 102)		5 minutes	Administrative Division Staff
4. Present the official receipt	4. Received payment and issue official receipt (for subscription fee for not married of parents	Late registration of birth: 1-2 mos. Php.50.00 2-6 mos. Php.100.00 7 mos. To 1 year Php. 150.00 Penalty for more than 1 year Php.10.00/year Subscription fee Php.100.00 Documentary stamp Php.30.00 Unmarried Php.300.00		MTO
5. Check the entries and information in the certificate	5. Final review of the documents to be registered		1 minute	Administrative Division Staff
6. Receive copy of certification	6. Advise client to return for release of certificate			Administrative Division Staff
	7. Comply with the 10 days posting requirements then register the		10 days posting	Administrative Division Staff

	Certificate after			
	8. Release Certificate		1 minute	Administrative Division Staff
	9. Forwarded copy to PSA-OCRG			Administrative Division Staff
TOTAL			10 days and 11 minutes	

LATE REGISTRATION OF MARRIAGE	
Late Registration of Marriage Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.	
Office / Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All solemnized in Bansud
CHECKLIST OF THE REQUIREMENTS	WHEN TO SECURE
1. Negative Certification issued by PSA (Certification that the Marriage Certificate has been previously registered)	Philippine Statistics Authority
2. Copy of Certificate of Marriage and Marriage License (if available, original or duplicate)	Office of the Municipal Civil Registrar
3. At least 2 documentary evidences	
4. Affidavit of solemnizing officer or person registering the Marriage Certificate	Notary Public
5. Certified true copy of Marriage License	Office of the Municipal Civil Registrar
6. If no original or duplicate copy of Certificate of Marriage the following documents may be submitted <ul style="list-style-type: none"> - Certification issued by the church or solemnizing officer indication the date and place of marriage based on their record - Affidavit of contracting parties, with explanation of the reason for the delay in registration - Certified true copies of the application for Marriage License, except in the marriage of exceptional character 	Church or Solemnizing Officer Notary Public Office of the Municipal Civil Registrar
7. If no certification issued by the church or Solemnizing Officer for purposes of reconstruction and registration (Additional requirements)	

<ul style="list-style-type: none"> - Local and national certification that the marriage has not been registered - Affidavit of witnesses/sponsor attesting to their personal knowledge and presence during the solemnization of the marriage - Birth Certification of children wherein the date and place of marriage of parents are indicated 	<p>Philippine Statistics Authority</p> <p>Notary Public</p> <p>Office of the Municipal Civil Registrar</p>			
<ul style="list-style-type: none"> - Secondary proof of existence of marriage such as acquisition of conjugal properties during the marriage such as land title stating the names of both spouses, ITRs, SSS/ GSIS record and service record stating marital status and name of spouse, if employed 	<p>Other Government Agencies</p>			
8. Marriage Certificate for Late Registration (Municipal Form 97)	Office of the Municipal Civil Registrar			
9. Community Tax Certificate/Valid ID	Office of the Municipal Treasurer, Barangay Hall, and other Government Agencies			
10. Penalty charges	Office of the Municipal Treasurer			
11. Subscription fee	Office of the Municipal Treasurer			
12.				
13. Documentary stamps	Office of the Municipal Treasurer			
14. Posting	Office of the Municipal Civil Registrar			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary requirements for late registration	1. Receive and review entries in the documents submitted to support the late registration. Check completeness of all the require documents.		2 minutes	Administrative Division Staff
2. Check the entries and details in the certificate for any discrepancies	2. Prepare/encode Certificate of Marriage and review all entries		5 minutes	Administrative Division Staff
3. Proceed to the Municipal Treasurer Office for payment. Secure official receipt and present to Local Civil Registry Office	3. Received issued official receipt	Late registration Php.200.00 Subscription fee Php.100.00 Penalty for more than 1 year Php.10.00/year Documentary stamp Php.30.00		MTO

4. Return to Local Civil Registry Office after posting	4. Advise client to return for release of certificate			Administrative Division Staff
5. Receive Certificate, check the entries and details again in the certificate before leaving the Local Civil Registry Office	5. Comply with the posting (10 days) requirement		10 days posting	Administrative Division Staff
	6. Register and assign registry number		1 minute	MCR
	7. Release certificate		1 minute	Administrative Division Staff
	8. Forwarded copy to PSA-OCRG			Administrative Division Staff
TOTAL			10 days and 9 minutes	

LATE REGISTRATION OF DEATH

Late Registration of Marriage Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.				
Office / Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	All deaths in Bansud			
CHECKLIST OF THE REQUIREMENTS		WHEN TO SECURE		
1. Negative Certification from PSA		Philippine Statistics Authority		
2. Affidavit for delayed registration executed by death attendant/hospital institution where death occurred or nearest relative		Notary Public		
3. Police report as needed		Philippine National Police		
4. Documentary evidences (buried permit/cremation certificate)		Office of the Municipal Civil Registrar		
5. Certificate of Death (Municipal Form 103)		Office of the Municipal Civil Registrar		
6. Subscription fee		Office of the Municipal Treasurer		
7. Late registration fee		Office of the Municipal treasurer		
8. Penalty charges		Office of the Municipal Treasurer		
9. Posting		Office of the Municipal Civil Registrar		
10. Community Tax Certificate/Valid ID		Office of the Municipal Treasurer, Barangay Hall and other Government Agencies		
11. Documentary stamps		Office of the Municipal Treasurer		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out information sheet and submit to local Civil Registry Office	1. Interview informant		2 minutes	Administrative Division Staff

2. Check the entries/information in the certificate	2. Check the completeness of supporting documents for delayed registration of death if complied with		2 minutes	Administrative Division Staff
3. Proceed to Municipal Health Office for certification as to the cause of death, review and signature completeness	3. Prepare/encode the Certificate of Death (Municipal Form 103)		5 minutes	Administrative Division Staff
4. Proceed to embalmer for certification of embalming and signature	4. Give the Certificate of Death to information for review and signatures of attending/certifying physicians and embalmer			Administrative Division Staff
5. Information sign correctness of Certificate of Death	5. Final review of certificate		1 minute	Administrative Division Staff
6. Return the Certificate of Death to Local Civil Registry Office for registration	6. Receive payment and issue official receipt	Late registration Php.100.00 Subscription fee Php.100.00 Penalty for than 1 year Php.10.00/year Documentary stamp Php.30.00		MTO
7. Proceed to Municipal Treasurer Office for payment. Secure official receipt	7. Comply with the 10 days posting		10 days posting	Administrative Division Staff
8. Receive copy of certificate	8. Sign and assign registry number		1 minute	MCR
	9. Release certificate		1 minute	Administrative Division Staff
	10. Forwarded copy to PSA-OCRG			Administrative Division Staff
TOTAL			10 days and 12 minutes	

OUT-OF-TOWN REGISTRATION OF BIRTH

It is the process of registration whereby the Certificate of Live Birth, together with its supporting documents are reviewed and received by the City/Municipal Civil Registrar of the city or municipality other than the place of birth of the registrant, usually at the place where the registrant is currently residing. The documents are then forwarded by the City/Municipal Civil Registrar who received the documents to the City/Municipal Civil Registrar of the city or municipality where the applicants was born. This is where the birth is registered.

Office / Division: Office of the Municipal Civil Registrar

Classification: Complex

Type of Transaction: G2G

Who may avail: All residents in Bansud

CHECKLIST OF THE REQUIREMENTS		WHEN TO SECURE		
1. All requirements of legitimate/ illegitimate child				
2. Negative Certification from PSA		Philippine Statistics Authority		
3. Affidavit of informant/registrant for out-of-town late registration stating the facts of birth and reason for the application for out-of-town reporting		Office of the Municipal Civil Registrar, Notary Public		
4. Affidavit of two disinterested person		Office of the Municipal Civil Registrar, Notary Public		
5. Affidavit to Use the Surname of the Father by child (if the child 7-17 years old)		Office of the Municipal Civil Registrar, Notary Public		
6. Sworn Attestation by mother		Office of the Municipal Civil Registrar, Notary Public		
7. Subscription Fee		Office of the Municipal Treasurer		
8. Late Registration		Office of the Municipal Treasurer		
9. Authentication Fee		Office of the Municipal Treasurer		
10. Penalty		Office of the Municipal Treasurer		
11. Posting		Office of the Municipal Civil Registrar		
12. Community Tax Certificate or Valid ID		Office of the Municipal Treasurer, Barangay Hall and other Government Agencies		
13. Notarized Affidavit of Acknowledgement (for births occurred before August 3, 1988)		Notary Public		
14. Notarized Affidavit of Admission of Paternity (for births occurred from March 19, 2004 onwards)		Notary Public		
15. Mailing/courier expenses		LBC, Post Office		
16. Documentary Stamps		Office of the Municipal Treasurer		
17. IP Form 102, attachment		Office of the Municipal Civil Registrar		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Receive, review completeness and entries of all supporting documents		2 minutes	Administrative Division Staff
2. Review prepared Certificate of Live Birth for any discrepancies	2. Prepare/encode Certificate of Live Birth		7 minutes	Administrative Division Staff
3. Proceed to Municipal Treasurer for payment. Secure official receipt and	3. Ask the client to review and check the correctness of information		1 minute	Administrative Division Staff

present to Local Civil Registry Office				
4. Wait for the copy of certificate registered and return by Record Keeping Civil Registrar	4. Attached supporting documents and payment to Local Civil Registry Office (place of event)	Payment to RKCR Php.500.00 Subscription fee Php.100.00 OOT registration Php.100.00 Documentary stamp Php.30.00		MTO
	5. Comply with the 10 days posting		10 days posting	Office of the Municipal Civil Registrar (place of events and subscription)
	6. Mail/send thru courier to Record Keeping Civil Registry	Mailing Php.200.00		LBC/Post Office
	7. Inform the client when the document returned, then release the owners copy of certificate			Administrative Division Staff
TOTAL			10 days and 10 minutes	

OUT-OF-TOWN REGISTRATION OF MARRIAGE

The registration of Certificate of marriage, together with its supporting documents, are reviewed and received at the LCRO of the city/municipality other than the place of marriage. The C/MCR forwards the certificate of Death to the city/municipal of the city/municipality of the place where the marriage occurred.

Office / Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	All residents in Bansud			
CHECKLIST OF THE REQUIREMENTS		WHEN TO SECURE		
1. All requirements for late registration number 1 to 9				
2. Penalty charges (C/MCR place of events)		Office of the Municipal Treasurer		
3. Subscription fee		Office of the Municipal Treasurer		
4. Late registration		Office of the Municipal Treasurer		
5. Documentary stamps		Office of the Municipal Treasurer		
6. Posting		Office of the Municipal Civil Registrar		
7. Mailing/courier expenses		LBC/Post office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary	1. Receive and review entries		3 minutes	Administrative Division Staff

requirements for late registration	in the documents submitted to support late registration. Check completeness of all the require documents.			
2. Check the entries and details in the certificate for any discrepancies	2. Prepare/encode Certificate of Marriage and review all entries		7 minutes	Administrative Division Staff
3. Proceed to the Municipal Treasurer Office for payment. Secure official receipt and present to Local Civil Registry Office	3. Received issued official receipt	Payment to RKCR Php.500.00 Subscription fee Php.100.00 OOT registration Php.100.00 Documentary stamp Php.30.00		MTO
4. Return to Local Civil Registry Office after posting	4. Attached supporting documents and payment to Local Civil Registry Office (place of event)			Administrative Division Staff
5. Receive Certificate, check the entries and details again in the certificate before leaving the Local Civil Registry Office	5. Advise client to return for release of certificate			Administrative Division Staff
	6. Comply with the posting (10 days) requirements		10 days posting	Administrative Division Staff
	7. Mail/send thru courier to Record Keeping Civil Registry	Mailing Php.200.00		LBC/Post Office
	8. Inform the client when the registered certificate returned			Administrative Division Staff
	9. Release copy of certificate of marriage to the owner			Administrative Division Staff
TOTAL			10 days and 10 minutes	

OUT-OF-TOWN REGISTRATION OF DEATH

The registration of Certificate of death, together with its supporting documents, are reviewed and received at the LCRO of the city/municipality other than the place of death. The C/MCR forwards the Certificate of Death to the city/municipality of the city/municipality of the place where the death occurred.

Office / Division: Office of the Municipal Civil Registrar

Classification: Complex

Type of Transaction: G2G

Who may avail: All residents in Bansud

CHECKLIST OF THE REQUIREMENTS	WHEN TO SECURE
1. All requirements for late registration number 1, 3 and 4	
2. Affidavit for out-of-town registration executed by death attendant/hospital institution where death occurred or nearest relative	Notary Public
3. Affidavit of two disinterested person	Notary Public
4. Certificate of Death (Municipal Form 103)	Office of the Municipal Civil Registrar
5. Subscription fee	Office of the Municipal Treasurer
6. Late registration fee	Office of the Municipal treasurer
7. Penalty charges to C/MCR of place of events	Office of the Municipal Treasurer
8. Posting	Office of the Municipal Civil Registrar
9. Mailing/courier expenses	LBC/Post Office
10. Community Tax Certificate/Valid ID	Office of the Municipal Treasurer, Barangay Hall and other Government Agencies
11. Documentary stamps	Office of the Municipal Treasurer

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out information sheet and submit to local Civil Registry Office	1. Interview informant. Check the completeness of supporting documents for delayed registration of death if complied with		3 minutes	Administrative Division Staff
2. Check the entries/information in the certificate	2. Prepare/encode the Certificate of death Municipal Form 103		7 minutes	Administrative Division Staff
3. Information sign correctness of Certificate of Death	3. Receive issued official receipt	Payment to RKCR Php.500.00 Subscription fee Php.100.00 OOT registration Php.100.00 Documentary stamp Php.30.00		MTO
4. Proceed to Municipal Treasurer Office for payment.	4. Final review of certificate			Administrative Division Staff

Secure official receipt				
5. Receive Certificate, check the entries and details again in the certificate before leaving the Local Civil Registry Office	5. Comply with the 10 days posting requirements		10 days posting	Administrative Division Staff
	6. Attached requirements and payment to RKCR. Send thru courier to Local Civil Registry Office of place of events			Administrative Division Staff
	7. Mail/send thru courier to Record Keeping Civil Registry	Mailing Php.200.00		LBC/Post Office
	8. Inform the client when the copy of registered certificate is being returned			Administrative Division Staff
	9. Release copy of Certificate of Death to the owner			Administrative Division Staff
TOTAL			10 days and 10 minutes	

APPLICATION FOR MARRIAGE LICENSE	
A Marriage License shall be issued by the Local Civil Registry of the city or municipality where either contracting party habitually records, except in marriage where no license is required.	
Office / Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Atleast one resident in Bansud
CHECKLIST OF THE REQUIREMENTS	WHEN TO SECURE
1. Personal appearance of the contracting parties	
2. Application for Marriage License (Municipal Form 90 (Form No. 2)	Office of the Municipal Civil Registrar
3. Certificate of Live Birth, Baptismal, Passport or any identification of the applicants	
4. Certificate of No Marriage (CENOMAR-CRS Form No. 4)	Philippine Statistics Authority
5. Parental consent for ages 18-21 of parents/legal guardian or person in-charge	Office of the Municipal Civil Registrar, Notary Public
6. Parental Advice for ages 21-25 of parent/legal guardian or person in-charge	Office of the Municipal Civil Registrar, Notary Public

7. Certificate of Marriage Counselling and Certificate of Compliance	Office of the Municipal Social Welfare and Development and other member of PMOC			
8. Puno ng Pag-ibig	Office of the Municipal Civil Registrar, Department of Agriculturist			
9. Posting	Office of the Municipal Civil Registrar			
10. For foreigners, Certificate of Legal Capacity to Contract Marriage	Embassy			
11. Court Decisions (with Certificate of Finality, Certificate of Authenticity and Registration) for applicants with previous marriage registration				
12. Application and Marriage Counselling fee	Office of the Municipal Treasurer			
13. Payment for Marriage License	Office of the Municipal Treasurer			
14. Documentary Stamps	Office of the Municipal Treasurer			
15. Solemnization fee	Office of the Municipal Treasurer			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out information sheet	1. Receive, review entries in the documents and information sheet submitted, interview client		3 minutes	
2. Submit filled out information sheet and attach complete requirements	2. Issue order payments	AML Php.500.00 AML for foreigner Php.1,500.00 Marriage License Php.200 plus 2 pesos		MTO
3. Proceed to the Municipal Treasurer's Office for payment. Secure official receipt	3. Receive payment and issued official receipt	PMC Php.200.00 Parental Advice and consent Php.100.00 Solemnization Php.500.00 Solemnization for foreigner Php.1,500.00 Registration on Legal Capacity Php.500.00 Registration on Legal Separation (foreigner) Php.1,000.00		MTO
4. Present official receipt	4. Prepare Application for Marriage License and inform the applicants for the schedule of PMC and PMOC		7 minutes	Administrative Division Staff

5. Check the correctness of details and information in the Application for Marriage License	6. Prepare Parental Advice and Parental Consent		5 minutes	
6. Sign the Application for Marriage License	7. Review and sign by the Municipal Civil Registrar the Application for Marriage License		3 minutes	MCR
7. Receive copy of Application for Marriage License and wait for the schedule of PMC and/or PMOC	8. Release copy of Application for Marriage License		1 minute	Administrative Division Staff
8. Attend the PMC and/or PMOC	9. Conduct of PMC and PMOC. Receive of Certificate of attendance			PMOC Member
9. Present the PMC and/or PMOC Certificate to Local Civil Registry office	10. Prepare notice of 10 days posting and issue claim stub for the schedule of release of Marriage License		10 days posting	Administrative Division Staff
10. Wait for the 10 days posting period or notice	9. Post Notice in the bulletin board in front of the Local Civil Registry Office			Administrative Division Staff
11. Return after 10 days posting, pay the marriage license fee and receive the marriage license				
TOTAL			10 days and 19 minutes	

LEGITIMATION

If the parents of a child were not yet married at the time the child was conceived and/or born and the parents subsequently get married, the child becomes legitimated by legal fiction. He acquires the status of a legitimate child when the parents get married. Provided that the parents were free to marry and that there were no legal impediments to contract marriage at the time that the child was conceived and/or born.

Office / Division: Office of the Municipal Civil Registrar

Classification: Complex

Type of Transaction: G2C

Who may avail: All registered in Bansud

CHECKLIST OF THE REQUIREMENTS

WHEN TO SECURE

1. Certificate of Live Birth of the child from PSA	Philippine Statistics Authority			
2. Certificate of Marriage of parents from PSA	Philippine Statistics Authority			
3. Advisory on Marriage of Parents (CRS FormNo.5) from PSA	Philippine Statistics Authority			
4. Notarized Affidavit of Legitimation	Office of the Municipal Civil Registrar, Notary Public			
5. Notarized Affidavit of Confirmacy (if child is 18 years old and above)	Notary Public			
6. Notarized Affidavit of Admission of Paternity (if needed)	Notary Public			
7. Annotated Certificate of Live Birth of the child	Office of the Municipal Civil Registrar			
8. Subscription fee	Office of the Municipal Treasurer			
9. Documentary Stamps	Office of the Municipal Treasurer			
10. Authentication of Birth	Office of the Municipal Civil Registrar			
11. Legitimation fee	Office of the Municipal Treasurer			
12. Community Tax Certificate	Office of the Municipal Treasurer, Barangay Hall and other Government Agencies			
13. Joint Supplemental Affidavit of Legitimation that contains information on the minority of parent/s (under RA 9858)	Notary Public			
14. Certificate of Death (if applicable)	Philippine Statistics Authority			
15. Annotated Certificate of Marriage of previous marriage/s (if applicable)	Philippine Statistics Authority			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Local Civil Registry Office	1. Receive, review the submitted documents, determine/verify if the status of the child is qualified for legitimation		3 minutes	Administrative Division Staff
2. Proceed to the Municipal Treasurer's Office for payment	2. Issue order of payment	Legitimation Php.200.00 Acknowledgement/ Admission of Paternity Php.200.00 Registration of LIR Php.100.00 Re-endorsement Php.50.00		MTO
3. Present of official receipt to the Local Civil Registry Office	3. Receive payment and issued official receipt	Authentication of Birth Php.50.00 Certification Php.100.00 Subscription fee Php.100.00 Documentary stamp Php.30.00		MTO
4. Read and check the Affidavit of Legitimation for and discrepancies	4. Prepare affidavit of Legitimation and all necessary documents i.e		10 minutes	Administrative Division Staff

	Certificate of registration			
5. Sign the Affidavit of Legitimation by the parents	5. Reviewed and signed by the Municipal Civil Registrar		1 minute	MCR
6. Pay courier fee	6. Register the Affidavit of Legitimation under Legal Instruments. Assign registry number		1 minute	Administrative Division Staff
7. Return to local Civil Registry Office, received the copy of the Affidavit of Legitimation and courier receipt, then follow-up to PSA to secure copy of annotated Certificate of Live Birth	7. Final review for any discrepancies		1 minute	Administrative Division Staff
	8. Prepare endorsement letter and other requirements		3 minutes	Administrative Division Staff
	9. Submit to PSA-OCRG			Administrative Division Staff
TOTAL			19 minutes	

AFFIDAVIT TO USE THE SURNAME OF THE FATHER

R.A.9255 (An act allowing Illegitimate Children to Use the Surname of their Father, amending for the Purpose Article 176 of Executive Order 209, otherwise known as the "Family Code of the Philippines". The Revised IRR of this law shall apply to all illegitimate children born on or after 19 March 2004. In this portion, includes registered births under the surname of the mother.

Office / Division: Office of the Municipal Civil Registrar

Classification: Complex

Type of Transaction: G2C

Who may avail: All registered in Bansud

CHECKLIST OF THE REQUIREMENTS

WHEN TO SECURE

- For illegitimate children born on August 3, 1998 to March 18, 2004, judicial order that the child can use the surname of the father:
 - Certificate of Live Birth of the child
 - Certified true copy of judicial order and necessary documents
 - Endorsement to Philippine Statistics Authority
 - Subscription fee
 - Documentary stamps

Office of the Municipal Civil Registrar
Court

Office of the Municipal Civil Registrar

Office of the Municipal Treasurer
Office of the Municipal Treasurer

- Authentication of Birth	Office of the Municipal Civil Registrar			
<p>2. Illegitimate children born on or after March 19, 2004 registered under the surname of the mother:</p> <ul style="list-style-type: none"> - Certificate of Live Birth of the child - Affidavit to use the Surname of the father for child 0-6 years old - Affidavit of the guardian if the mother is deceased or unknown whereabouts (for children 0-6 years old) - Affidavit to Use the Surname of the father execute by the child for 7-17 years old - Sworn Attestation (execute of the mother/guardian) - Child 18 years old and above execute Affidavit to use the Surname of the father himself - Annotated and unannotated Certificate of Live Birth - Subscription fee - Certification of Birth - Authentication of Birth - Documentary stamps - Community Tax Certificate/Valid ID 	<p>Office of the Municipal Civil Registrar Office of the Municipal Civil Registrar, Notary Public</p> <p>Notary Public, Office of the Municipal Social Welfare and Development</p> <p>Office of the Municipal Civil Registrar, Notary Public</p> <p>Office of the Municipal Civil Registrar, Notary Public</p> <p>Notary Public</p> <p>Office of the Municipal Civil Registrar</p> <p>Office of the Municipal Treasurer Office of the Municipal Civil Registrar Office of the Municipal Civil Registrar Office of the Municipal Treasurer Office of the Municipal Treasurer, Barangay Hall and other Government Agencies</p>			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Local Civil Registry Office	1. Receive, review the submitted documents, determine/verify if the status of the child is qualified for AUSF		2 minutes	Administrative Division Staff
2. Proceed to the Municipal Treasurer's Office for the payment. Secure official receipt	2. Issue order of payment	AUSF Php.200.00 Authentication Php.50.00 Certification Php.100.00		MTO
3. Present official receipt to the Local Civil Registry Office	3. Receive payment and issued official receipt	Subscription fee Php.100.00 Documentary stamp Php.30.00		MTO
4. Read and check the Affidavit to Use the Surname of the Father for any discrepancies	4. Prepare Affidavit to use the Surname and all necessary documents i.e Certificate of Registration		3 minutes	Administrative Division Staff
5. Sign the Affidavit to Use the Surname of the Father by the parents	5. Review and signed by the Municipal Civil Registrar		1 minute	MCR

6. Pay courier fee	6. Register the Affidavit to Use the Surname of the Father under Legal Instruments. Assign registry number		1 minute	Administrative Division Staff
7. Return to Local Civil Registry Office. Received the copy of the Affidavit to Use the Surname of the Father and courier receipt then follow-up to PSA to secure copy of annotated Certificate of Live Birth	7. Final Review for any discrepancies		1 minute	Administrative Division Staff
	8. Prepare endorsement letter and other requirements		3 minutes	Administrative Division Staff
	9. Submit to PSA-OCRG			Administrative Division Staff
TOTAL			11 minutes	

ADMINISTRATIVE ISSUANCES

Issuance of certification of Certificate of Live Birth in Local Civil Registry Form 1A, Certification of Death Local Civil Registry Form 3A, Certification of Marriage in Local Civil Registry Form 2A. Authentication and Certified true Copy of civil registry documents are also included.

Office / Division: Office of the Municipal Civil Registrar

Classification: Complex

Type of Transaction: G2C

Who may avail: All registered in Bansud

CHECKLIST OF THE REQUIREMENTS

WHEN TO SECURE

1. Research information slip	Office of the Municipal Civil Registrar
2. Prescribed forms: Certificate of Birth, marriage and Death	Office of the Municipal Civil Registrar
3. Authentication of civil registry documents	Office of the Municipal Civil Registrar
4. Certified true copy of civil registry documents	Office of the Municipal Civil Registrar
5. Endorsement to PSA if needed	Office of the Municipal Civil Registrar
6. Documentary stamps	Office of the Municipal Civil Registrar

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out verification/ query slip	1. Search and verify requested civil registry documents and order of payment		3 minutes	Administrative Division Staff
2. Pay to the Municipal Treasurer's Office. Secure official receipt	2. Receive issued official receipt	Certification for Local Php.100.00		MTO

		Certification for abroad Php.200.00 Authentication Php.50.00		
3. Present official receipt to Local Civil Registry Office	3. Prepare the needed civil registry document		3 minutes	Administrative Division Staff
4. Received Certification, Certified true copy, and authentication of civil registry document needed	4. Record official receipt in logbook			Administrative Division Staff
	5. Sign and issue to client the civil registry document being requested		2 minutes	MCR
TOTAL			8 minutes	

SUPPLEMENTAL REPORT

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

Office / Division: Office of the Municipal Civil Registrar

Classification: Complex

Type of Transaction: G2C

Who may avail: All registered in Bansud

CHECKLIST OF THE REQUIREMENTS

WHEN TO SECURE

1. Affidavit of Supplemental Report with the affixed registry number of the affected document.	Notary Public
2. Certified PSA copy of the document with omitted entry/entries	Philippine Statistics Authority
3. Certified copy of the document bearing the effects of the supplemental report with remarks "with supplemental report"	Office of the Municipal Civil Registrar
4. Certified copy of the Certificate of Marriage of the parents of the document owner, if the document affected is a Certificate of Live Birth	Philippine Statistics Authority
5. At least two supporting documents to the omitted entry/entries: - Baptismal Certificate - School Record - Medical Record - SSS, GSIS, Postal ID, Philhealth (MDR), Voter's ID/Voter Certification	Church Department of Education Hospital Government Agencies
6. Authentication fee	Office of the Municipal Treasurer
7. Certification of civil registry documents in Local Civil Registry Form	Office of the Municipal Civil Registrar
8. Community Tax Certificate/Valid ID	Office of the Municipal Treasurer, Barangay Hall, other Government Agencies

9. Documentary stamps		Office of the Municipal Treasurer		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Execute Affidavit for Supplemental Report by the parents/guardian or the party concerned	1. Receive and review the notarized affidavit for supplemental report and all necessary supporting documents		3 minutes	Administrative Division Staff
2. Submit the notarized Affidavit of Supplemental Report and all necessary supporting documents to the Local Civil Registry Office	2. Receive issued official receipt	Supplemental report Php.100.00 Authentication Php.50.00 Certification Php.100.00 Subscription fee Php.100.00 Documentary stamp Php.30.00		MTO
3. Proceed to Municipal Treasurer's Office for payment. Secure official receipt	3. Prepare annotated and unannotated civil registry documents including endorsement, certify all letter to PSA. Attached supporting documents		7 minutes	Administrative Division Staff
4. Present official receipt	4. Hand over the documents to the client to check for errors			
5. Review the document/certificate for any correction	5. Release the personal and OCRG copy of the documents with instruction to bring them to PSA-Region IV-MIMAROPA (for one omitted entry)			Administrative Division Staff
6. Received copy of filled supplemental report with attached supporting documents and official receipt	6. Mail to the Central Office if the omitted entries is more than two			Administrative Division Staff
7. Bring the prepared documents to PSA-MIMAROPA and Central Office to endorsed thru DeCap	7. Review and sign supplemental report with supporting documents		2 minutes	MCR
TOTAL			12 minutes	

PROCESS PETITION

Petitions for Correction of Clerical Error and Change of First Name are filed under RA 9048 otherwise known as "An Act Authorizing the city/municipal civil registrar or the Consul General to correct clerical or typographical error in an entry and or change of first name or nickname in the register without need of judicial order amending for this purpose articles 376 and 412 of the Civil Code of the Philippines.

Filed under RA 10172, An Act Further Authorizing the city/municipal civil registrar or the Consul General to correct the clerical error or typographical errors in the day and month in the date of birth or sex of a person appearing in the Civil Register without need of a Judicial Order, Amending for this Purpose Act No. Ninety Forty-Eight.

Office / Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All registered in Bansud

CHECKLIST OF THE REQUIREMENTS	WHEN TO SECURE
1. PSA copy of civil registry documents with alleged erroneous	Philippine Statistics Authority
2. At least 2 public or private documents which the correction shall be based	
3. Notice of Posting	Office of the Municipal Civil Registrar
4. Certificate of Posting	Office of the Municipal Civil Registrar
5. Other necessary documents depending on the nature of clerical error: <ul style="list-style-type: none"> - Newspaper Publication - NBI and Police Clearance - Medical Certificate - Certificate of Employment or Affidavit of Non-Employment - Earliest School Record - Baptismal Certificate 	<ul style="list-style-type: none"> Newspaper NBI, PNP Hospital Notary Public, Company Department of Education Church
6. Prescribed forms for RA 9048/RA10172	Office of the Municipal Civil Registrar
7. Prescribed Filing Fee <ul style="list-style-type: none"> - Correction of Clerical Error RA 9048 - Correction of Clerical Error RA 10172 - Change of First Name RA 9048 	Office of the Municipal Treasurer
8. Processing Fee	Office of the Municipal Treasurer
9. Personal filling (for the correction of Sex)	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements. Present document with error/s for correction or change of first name	1. Interview informant/petitioner		5 minutes	Administrative Division Staff
2. Proceed to Municipal Treasurer's Office for payment. Secure official receipt	2. Receive, review and verify documentary evidence and supporting documents		2 minutes	Administrative Division Staff
3. Present official receipt and pay	3. Received petition upon payment of prescribed fees.	CCE Php.1,000.00		MTO

necessary processing fee	Received issued official receipt	CFN Php.3,000.00 RA 10172 Php.3,000.00 Publication Php.2,500.00 Certificate of finality Php.50.00 Educational support program fee Php.100.00 Processing fee Php.500.00		
4. Review and check details of the petition form	4. Prepare petition to be signed by the petitioner		30 minutes	Administrative Division Staff
5. Wait for the ten days posting period of notice, and/or affidavit of publication if applicable	5. Comply with the posting period of 10 days, and/or Publication period for CFN and Petitions under RA 10172		10 days posting	MCR
6. Return to the scheduled date or wait for further notice thru call or text message to get a copy of affirmed petition	6. Act and render decision in a prescribed form		5 days decision	MCR
7. Wait for the approval of Civil Registry Unit for the annotation. Secure annotated copy of civil registry documents	7. Forward and endorsed to PSA-OCRG			MCR
	8. Issue Certificate of Finality to petitioner with forwarded copies to legal Services and OCRG		10 minutes	MCR
TOTAL			15 days and 47 minutes	

MIGRANT PETITION				
A petition for CCE and CFN filed before the Petition-Receiving Civil Registrar (PRCR) by the petitioner who resides or is domiciled in the place different from the place where the civil registry record to be corrected was registered.				
Office / Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	All residents in Bansud			
CHECKLIST OF THE REQUIREMENTS		WHEN TO SECURE		
1. The requirements stated in the processing of petitions for Correction of Clerical Error and Change of First Name under RA 9048 and RA 10172				
2. Payment for migrant petition of Correction of Clerical Error		Office of the Municipal Treasurer		
3. Payment for migrant petition of Change of first Name		Office of the Municipal Treasurer		
4. Processing fee		Office of the Municipal Civil Registrar		
5. Prescribed filling fee to (PKPR-place of event)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements. Present document with error/s for correction or change of first name	1. Interview informant/petitioner		5 minutes	MCR
2. Proceed to Municipal Treasurer's Office for payment. Secure official receipt	2. Receive, review and verify documentary evidence and supporting documents		2 minutes	MCR
3. Present official receipt and pay necessary processing fee	3. Received petition upon payment of prescribed fees. Receive issued official receipt	Migrant petition CCE Php.500.00 Migrant petition CFN RA 10172 Php.1,000.00 Publication Php.2,500.00 CCE to RKCR Php.1,000.00 CFN and RA 10172 to RKCR Php.3,000.00 Educational support Program fee Php.100.00		MTO

		Processing fee php.500.00		
4. Review and check details of the petition form	4. Prepare petition to be signed by the petitioner		30 minutes	MCR
5. Wait for ten days posting period of notice, and/or affidavit of Publication if applicable	5. Comply with the posting period of 10 days, and/or Publication period for CFN and Petition under RA 10172		10 days posting	MCR
6. Return to the scheduled date or wait for further notice thru call or text message to get a copy of affirmed petition	6. Forward petition with attached supporting documents to RKCR for decision and granted petition			MCR
7. Wait for the approval of Civil Registry unit for the annotation. Secure annotated copy of civil registry documents	7. Issue Certificate of Finality to petitioner with forwarded copies to PSA-OCRG			
TOTAL			15 days and 37 minutes	

PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY COURT

Court Decrees (CD) is a court order which is registrable. It has undergone a hearing and the petition was approved by a competent court.

Office / Division: Office of the Municipal Civil Registrar

Classification: Complex

Type of Transaction: G2C

Who may avail: All registered in Bansud

CHECKLIST OF THE REQUIREMENTS

WHEN TO SECURE

1. Certified True Copy of the Court Decision/Order	Office of the Municipal Civil Registrar
2. Certified True Copy of Certificate of Registration of the Court Decision/Order	Office of the Municipal Civil Registrar
3. Certified True Copy of the Certificate of Finality	Office of the Municipal Civil Registrar
4. Certified True Copy of the certificate of Authenticity of the Court Decision/Order issued by the Civil Registrar where the decision/order is registered	Office of the Municipal Civil Registrar
5. Certified True copy of the annotated civil registry document/amended Certificate of Live birth (for Adoption Cases)	Office of the Municipal civil Registrar
6. Certified True Copy of the civil registry document without annotation/Certificate of	Office of the Municipal Civil Registrar

Live Birth prior to Adoption (for Adoption Cases)				
7. Endorsement to Philippine Statistics Authority - Annulment of Marriage - Declaration of Nullity of Marriage - Other court decisions - Documentary stamps - Court Orders fee		Office of the Municipal Civil Registrar Office of the Municipal Civil Registrar Office of the Municipal Civil Registrar Office of the Municipal Treasurer Office of the Municipal Treasurer		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements. Present document with error/s for correction or change of first name	1. Receive and review copy of court decree and check for the completeness of all necessary documents.		Within 3 days from receipt of the registered court decree	MCR
2. Submit photocopy of the affected civil registry documents	2. Receive photocopy of the affected civil registry document/s			MCR
3. Proceed to Municipal Treasurer's Office for payment. Secure official receipt	3. Issue order for payment and receive official receipt	Court order Php.300.00 Registration of annulment, declaration of Absolute nullity Php.1,000.00		MTO
4. Present official receipt to Local Civil Registry Office	4. Prepare endorsement of court decree to PSA-OCRG. Certify the authenticity of all attached supporting documents		20 minutes	MCR
5. Check and review the completeness of documents or for any discrepancies	5. Endorse to PSA-OCRG			MCR
6. Received copy of petition	6. Release personal copy to client			MCR
7. Send the PSA copy thru courier				
TOTAL			3 days and 20 minutes	