CITY REGISTRAR'S OFFICE External Services

1. Change of First Name

Republic Act No. 9048 has given authority to the City/Municipality Civil Registrars and consul registrars to decide petitions for change of first name in the Certificate of Live Birth subject to affirmation by the Civil Registrar General.

Office or Division: LCRO	Local Civil Registrar Office				
Classification:	Highly Technical (20days)				
Type of	G2C – Gov	ernment to Citizens			
Transaction:	G2B – Gov	ernment to Businesses			
Who may avail:	Citizen				
CHECKLIST	OF	WHERE TO SECURE			
REQUIREMEI	NTS				
Submission of Require - Certified copy of birth Copy) - PSA copy of birth ce - Baptismal Certificate	n (Local rtificate	Local Civil Registrar's Office PSA Church			
- School Records		School			
- NBI and Police Clea		NBI Office and Police Station			
 Certificate of Employ If jobless (affidavit of 		Employer Law Office			
unemployment)		Law Onice			
- Voter's Certification	· · · ·	COMELEC			
 Marriage Contract (if Photocopy of IDs 	married) PSA/Local Civil Registrar's Office				
- Community Tax Cert		Treasurer's Office			
Representative		Special Dower of Attorney must secure in Low			
Must submit a Specia Attorney	Power of	Special Power of Attorney must secure in Law Offices			
(excluded: mother/fath					
husband/wife, childrer	n, siblings)				
Personal Appearanc	e				

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
 2. Give information 3. Sign petition 	2. Interview	None None	15 minutes 5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
4. Payment of prescribed fee	3. Receive payment4. Issuance of Official Receipt	Change of First Name – P3,000.00 Posting Fee – P200.00	10 minutes	LRCO Treasurer's Office
5. Present Official Receipt to the LCRO	5. Posting of filed petition for 10 consecutive days	None	10 days	City Civil Registrar LCRO
	6. 2 weeks publication in a newspaper	None	2 weeks	Newspaper Company (General Circulation)
	7. Submission to PSA Quezon City Legal Department for affirmation.	None	3-4 months	Legal Department PSA Quezon Clty
6. Received affirmed petition	8. Give a call to the petitioner if the petition was affirmed by the Civil Registrar	None	5 mins	Laborer II (re assigned employee) or Clerk II LCRO

	General. If impugned, petitioner may file motion for reconsideration 9. Send the affirmed petition to PSA thru courier for data encoding.		3-4 weeks	PSA Regional Office
7. Request PSA Copy	10. Secure SECPA Copy	None		Any PSA Outlet
TOTAL:		Php3,200.0 0	6 months and 40 minutes	

2. Correction of Clerical Error

Republic Act No. 9048 has given authority to the City/Municipal Civil Registrars and consul registrars to decide petitions for correction of clerical error in the certificates of live birth, marriage and death subject to affirmation by the Civil Registrar General.

Office or Division:	Local Civil F	Local Civil Registrar's Office				
		nical(20days)				
Classification:	0,					
	G2C – Gove	ernment to Citizens				
Type of Transaction:	G2G - Gove	ernment to Government				
Who may avail:	Citizen					
CHECKLIST	OF	WHERE TO SECURE				
REQUIREMEN	ITS					
Requirements: (depend document and item to b corrected) - Certified copies of affe document - PSA copy of affected - Baptismal Certificate - School Record - Marriage Contract of p - Photocopy of IDs - Civil Registry record of ascendants	ected document barents	Local Civil Registrar's Office PSA Church School PSA or Local Civil Registrar's Office				

- Marriage Contract of parents		PSA or Local Civil Registrar's Office		
- Community Tax Cert		PSA or Local Civil Registrar's Office Treasurer's Office		
Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings)		Special Power of Attorney must secure in Law Offices		
Personal Appear	rance			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
2.Giveinformation3. Sign petition	information		15 minutes 5 minutes	Laborer II (re assigned employee) or Clerk II
4. Payment of prescribed fee 3. Receive payment 4. Issuance of Official Receipt		Correctio n of Clerical Error – P1,000.0 0 Posting Fee – P200.00	10 minutes	LCRO LRCO1 Treasurer's Office
5. Present Official Receipt to the LCRO	 5. Posting of filed petition for 10 consecutive days 6. Submission to PSA Quezon City Legal 	None	10 days 3-4 months	City Civil Registrar LCRO Legal Department PSA Quezon CIty

	Department for affirmation			
6. Received file copy and PSA copy	8. Give a call to the petitioner if the petition was	None	5 mins	Laborer II (re assigned employee)
copy	affirmed by the Civil Registrar			or Clerk II LCRO
	General. If impugned,			
	petitioner may file motion for		3-4 weeks	
	reconsideration. 9. Send the			
	affirmed petition to PSA thru			
	courier for data encoding.			
7. Request PSA Copy	10. Secure SECPA Copy	None		Any PSA Outlet
TOTAL:		Php 1,200.00	5 months and 40 minutes	

3. Correction of Clerical Error (Date of Birth/Sex)

Republic Act No. 10172 has given authority to city/municipal registrar or the consul general to correct clerical 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.

Office or Division: LCRO	Local Civil Registrar's Office			
Classification:	Highly Technica	al(20days)		
Type of	G2C – Governr	nent to Citizens		
Transaction:	G2G - Governm	nent to Government		
Who may avail:	Citizen			
CHECKLIST OF REC	QUIREMENTS WHERE TO SECURE			
Requirements: - Certified copies birth - PSA copy of birth - Baptismal Certificate - Earliest School Reco - NBI and Police Clear - Certificate of Employ	ord rance	Local Civil Registrar's Office PSA Church School NBI office and Police station Employer		

 If jobless (affidavit of unemployment) Voter's Certification Marriage Contract (if married) Medical Records Photocopy of IDs Community Tax Cert In entry of sex (Medical Certification issued by the City Health Officer of Cavite City) 			Law Office COMELEC PSA or Local Civil Registrar's Office Hospital/Clinic Treasurer's Office City Health Office	
Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings) Personal appearance specially in Correction of SEX		Special	Power of Attorne Law Office	•
		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Laborer II (re assigned employee) or Clerk II

STEPS	AGENCY ACTION	BE PAID	G TIME	RESPONSIBL E
1. Submit all	1. Check all	None	5 minutes	Laborer II (re
requirements	requirements if			assigned
needed	complete			employee)
				or Clerk II
				LCRO
2. Give	2. Interview	None	15 minutes	Laborer II (re
information				assigned
				employee)
3. Sign		None	5 minutes	or Clerk II
petition				LCRO
4. Payment	3. Receive	Date of	10 minutes	LRCO1
of prescribed	payment	Birth/Sex		Treasurer's
fee		-		Office
		P3,000.0		
	4. Issuance of	0		
	Official Receipt	Posting		
		Fee –		
		P200.00		

5. Present Official Receipt to the LCRO	5. Posting of filed petition for 10 consecutive days	None	10 days	City Civil Registrar LCRO
	6. 2 weeks publication in a newspaper	None	2 weeks	Manila Star National Newspaper Birador Press INC.
	7. Submission to PSA Quezon City Legal Department for affirmation	None	3-4 months	Legal Department PSA Quezon Clty
6. Received file copy and PSA copy	 8. Give a call to the petitioner if the petition was affirmed by the Civil Registrar General. If impugned, petitioner may file motion for reconsideration. 9. Send the affirmed petition to PSA thru courier for data encoding. 	None	5 mins 3-4 weeks	Laborer II (re assigned employee) or Clerk II LCRO PSA Regional Office
7. Request PSA Copy	10. Secure SECPA Copy	None		Any PSA Outlet
TOTAL:		Php 3,200.00	5 months and 40 minutes	

4. Delayed Registration of Civil Registry Documents

A. BIRTH

A report of vital event beyond the reglementary period is considered delayed. Delayed registry of birth must be filed at the Office of the Civil Registrar of the place where the event occurred, following the lapse of the reglementary period to register.

Office or Division: LCRO	Local Civil Registrar's Office				
Classification:	Highly Technic	al(20days)			
Type of Transaction:	G2C – Govern	ment to Citizens			
Who may avail:	Citizen				
	_	WHERE TO SECURE			
Requirements: (LEGITIMATE) - Duly accomplished Live Birth - Baptismal Certifica - Marriage Contract - Marriage Contract married) - Voter's Certificatio old and above) - Negative Certificat - Cedula (ILLEGITIMATE) - Duly accomplished Live Birth - Baptismal Certifica - Voter's Certificatio old and above) - Affidavit of mother - Affidavit of two (2) persons - Affidavit of hospita hospital/clinic)	d Certificate of ate of applicant (if n (18 years ion from PSA d Certificate of ate n (18 years disinterested	Local Civil Registrar's Office/Hospital/Clinic/Hilot Church PSA or Local Civil Registrar's Office PSA or Local Civil Registrar's Office COMELEC PSA Treasurer's Office Local Civil Registrar's Office/Hospital/Clinic/Hilot Church COMELEC Law Office Law Office Law Office			

married) - Negative Ce - Cedula Personal app parents Personal app	ntract of applicant (if ertification from PSA bearance of both bearance of he parents are		PSA Treasurer's Of	ffice	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE	
1. Submit all requirement s needed	1. Check all requirements if complete	None	5 minutes	Registration Officer I LCRO	
2. Giveinformation3. Signeddocumentbeforepayment	2. Interview	None	20 minutes	Registration Officer I LCRO	
4. Payment of prescribed fee	3. Receive payment4. Issuance of Official Receipt	Legitimate: Php 232.00 Illegitimate: Php 564.00	10 minutes	LRCO1 Treasurer's Office	
5. Present Official Receipt to the LCRO	5. Sign notice of posting and posted for 10 consecutive days				
6. Return after ten day posting period	6. Release of the delayed registered birth	None	5 minutes	Registration Officer I LCRO	
TOTAL:		(Legitimate) Php 332.00 (Illegitimate)	10 days and 40 minutes		

	Php 564.00	

4. Delayed Registration of Civil Registry Documents

B. MARRIAGE

Late registration applies to marriages that have not been registered after 30 days reglementary period.

Office or Divis LCRO	ion:	Local Civil Registrar's Office				
Classification:		Highly Te	echnica	al(20days))	
Type of Transaction:		G2C – G	Governr	ment to Ci	tizens	
Who may avail	l:	Citizen				
CHECKLIST (OF REC	QUIREME	NTS		WHERE TO S	ECURE
Requirements: - Duly accompli Marriage - Affidavit of De						
- Negative Cert	ificatior	ו			PSA	
Personal appe (husband/wife)		9				
CLIENTS STEPS		ENCY TION		s to be Paid	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit all requirements needed		eck all rements nplete	None		5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
2. Payment of prescribed fee	2. Re paym		Php 332.00		10 minutes	LRCO1 Treasurer's Office

	3. Issuance of Official Receipt			
3. Present Official Receipt to the LCRO	4. Sign notice of posting and posted for 10 consecutive days	None	10 days	City Civil Registrar LCRO
4. Return after ten day posting period	5. Release of the delayed registered marriage	None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
TOTAL:		Php 332.00	10 days and 20 minutes	

4. Delayed Registration of Civil Registry Documents

C. DEATH

Delayed registration of death must be filed at the Office of the Civil Registrar of the place where the event occurred, following the lapse of the reglementary period to register.

Office or Division: LCRO	Local Civil Registrar's Office				
Classificati on:	Highly Technical(20days)				
Type of Transaction :	G2C – Government to Citizens				
Who may avail:	Citizen				
	CHECKLIST OF REQUIREMENTS				
Requirements: - Duly accomp Death - Affidavit of Du - Negative Cer	City Health Office or				

-Immediate family -Funeral Parlor Representative		Funeral Parlor Law Office PSA		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Clerk II LCRO
2. Payment of prescribed fee	 Receive payment Issuance of Official Receipt 	Php 332.00	10 minutes	LRCO1 Treasurer's Office
3. Present Official Receipt to the LCRO	4. Sign of notice of posting and posted for 10 consecutive days	None	10 days	City Civil Registrar LCRO
4. Return after ten day posting period	5. Release of the delayed registered death	None	5 minutes	Clerk II LCRO
TOTAL:		Php 332.00	10 days and 20 minutes	

5. Endorsement of Legal Documents to PSA

Endorsement of Documents is required if an applicant receives a negative copy of documents from PSA.

Office or	
Division:	Local Civil Registrar's Office
LCRO	

Classificati on:	Simple (3days)			
Type of Transaction :	G2C – Government to G2G – Government to Government			
Who may avail:	Citizen			
	OF REQUIREMENTS	WHERE TO SECUR E		
Requirements - Negative Ce	: rtification from PSA	PSA		
	D, photocopy for and person involved			
Personal app One (1) photo	earance copy of valid ID			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit Negative Certification	1. Receive Negative Certification	None	5 minutes	Casual Clerk LCRO
from PSA	2. Issuance of order of payment	None	5 minutes	
2. Payment	Payment 3.Receive payment 4. Issuance of Official Receipt		15 minutes	LRCO1 Treasurer's Office
3. Submit Official Receipt to	5. Processing the documents	None	10 minutes	Casual Clerk LCRO

	6. Signing of documents			City Civil Registrar LCRO
4. Received file copy and PSA copy (to mail)	7. Release of Endorsed documents	None	5 minutes	Casual Clerk LCRO
TOTAL:		Php 130.00	45 minutes	

6. Issuance of certified copies of civil registry documents

The City Civil Registrar's Office issues certified copies of documents such as birth, death and marriage certificates.

Office or Division	on: l	Local Civil Registrar's Office				
Classification:		Simple(3	Bdays)			
Type of Transac	ction: (G2C – G	Bovernm	ent to Citi	zens	
Who may avail:	. (Citizen				
CHECKLIST (OF REQU	JIREME	NTS		WHERE TO SE	CURE
Request form				L	ocal Civil Registra.	ar's Office
Representative One (1) valid ID, photocopy for representative and person involved Authorization Letter Personal appearance One (1) photocopy of valid ID			ed			
CLIENTS STEPS				TO BE AID	PROCESSING TIME	PERSON RESPONSIBL E
1. Fill up request form	1. Recei request		N	one 5 minutes Casual Clerk LCRO		

	2. Searching documents if registered	None	5 minutes	
2. Payment	3. Receive payment	Php 130.00	15 minutes	LRCO1 Treasurer's Office
	4. Issuance of Official Receipt			
3. Submit Official Receipt to LCRO	5. Processing the documents	None	15 minutes	Casual Clerk LCRO
	6. Signing of documents		5 minutes	City Civil Registrar LCRO
4. Received file copy	7. Releasing of documents	None	5 minutes	Casual Clerk LCRO
TOTAL:		Php 130.00	50 minutes	

7. Legal Instruments

This is a sworn statement in the form of an affidavit which affects the civil status of a person, these acts are executed without an order from the court.

Office or Division:	Local Civil Registrar's Office					
Classification:	Simple (3	days)				
Type of Transaction:	G2C – G	G2C – Government to Citizens				
Who may avail:	Citizen					
CHECKLIST REQUIREME						
Depend upon the affected document Birth - Affidavit of admission of paternity/acknowledgement , legitimation, Affidavit to Use the Surname of Father (AUSF)		Law Office				

Representative/Personal Appearance of document owner				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Present documents	 Receive and review documents Issuance of payment 	None None	5 minutes 5 minutes	Registration Officer I LCRO
2. Payment	 3. Receive payment 4. Issuance of Official Receipt 	Acknowledgement Php 532.00 Legitimation Php 332.00 AUSF Php 332.00 Election of Citizenship Php 300.00	15 minutes 5 minutes	LRCO1 Treasurer's Office
3. Submit Official Receipt to LCRO	5. Processing the documents	None	10 minutes	Registration Officer I LCRO
4. Received file copy	6. Releasing of the annotated document and Certification of Registration	None	5 minutes	Registration Officer I LCRO
TOTAL:	-	Acknowledgemen t Php 532.00 Legitimation	45 minutes	

Php 332.00	
AUSF	
Php 332.00	
Election of	
Citizenship	
Php 300.00	

8. Marriage License

In applying for issuance of marriage license, each of the contracting parties must fill out separately such application under oath before the City Civil Registrar.

Office or Division:	Local Civil F	Registrar's Office
Classification:	Highly Tech	nical (20days)
Type of Transaction:	G2C – Gove	ernment to Citizens
Who may avail:	Citizen	
CHECKLIST	OF	WHERE TO SECURE
REQUIREMEN		
- Certified copy/PSA co	py of Birth	PSA or Local Civil Registrar's Office
Certificate		City Health Office
- Pre-Marital Counsellir	ng (25 years	DSWD
old below)		
- Cenomar (25 years of		PSA DOA and and Civil De sistery's Office
- Certificate of death if v - Court decree for annu		PSA or Local Civil Registrar's Office Regional Trial Court
- Parental Consent (18		Local Civil Registrar's Office
old)	ý	U U
- Parental Advice (21 to	24 years	Local Civil Registrar's Office
old) - Legal Capacity for for	eigner	Foreign embassy or consular office in the
(Embassy in the Philipp	•	Philippines/Law Office
- Photocopy of Passpor	,	
foreigner		
Personal appearance	of both	
applicants		

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit all requirements needed (both parties)	1. Check all requirements if complete	None	1. minutes	Clerk II LCRO
2. Fill up application form for Marriage License	2. Interview	None	30 minutes	Clerk II LCRO
3. Payment	3. Receive payment4. Issuance of Official Receipt	Php 302.00	10 minutes	LRCO1 Treasurer's Office
4. Present Official Receipt to the LCRO	5. Posting of filed petition for 10 consecutive days	None	10 days	City Civil Registrar LCRO
5. Received copy	6. Release of the Marriage License on the 11 th day.	None	5 minutes	Clerk II LCRO
TOTAL:		Php 302.00	10 days and 50 minutes	

9. Registration of Civil Registry Documents A. Birth

The office of the City Civil Registrar ensures that the birth of a child shall be registered within thirty (30) days from the time of birth in the city where it occurred. It is the responsibility of the attendant, clinic or hospital authority to cause the registration of birth.

Office or Local Civil Registrar's Office
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LCRO]	
Classificati on:	Simple (3days)			
Type of Transactio n:	G2C – Government to Citizens			
Who may avail:	Citizens			
CHE	CKLIST OF	WHERE		
REQ	UIREMENTS	то		
		SECURE		
Four (4) copie Certificate of	es of accomplished Live Birth	Local Civil Registrar's		
must accomp acknowledge	ment portion at the	Office/Hos pital/Clinic/ Hilot		
Birth and the to our office t	ertificate of Live mother must submit he Affidavit to Use of the Father	Law Offices		
Representat Mother/Fathe Authority	ive er/Attendant/Hospital			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit 4 copies birth certificate	1. Check all requirements submitted	None	5 minutes	Registration Officer I LCRO
2. Payment	2. Receive payment 3. Issuance of Official Receipt	Illegitimate : Php 332.00	15 minutes	LRCO1 Treasurer's Office
3. Submit Official	4. Processing the documents	None	20 minutes	Registration Officer I

Receipt to LCRO				LCRO
	5. Signing of documents		5 minutes	City Civil Registrar
				LCRO
4. Received	6. Releasing of	None	1day	Registration
copy of	documents			Officer I
Certificate				LCRO
of Live Birth				
		None	5 minutes	
		Illegitimate	1 day and 50	
TOTAL:		:	minutes	
		Php332.00		

9. Registration of Civil Registry Documents

B. Marriage

For marriage with license, submission of Certificate of Marriage shall be within fifteen (15) days following the solemnization of marriage. For marriage that is exempted from the license requirement, the prescribed period is thirty (30) days at the City/Municipality where the marriage was solemnized.

Olean If and the Cim	vala (2da)	Local Civil Registrar's Office		
Classification: Sim	Simple (3days)			
Type of Transaction: G20	C – Gove	rnment to Citizens		
Who may avail: Citiz	zens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Four (4) copies of accomplis Certificate of Marriage -Both parties (husband/wife) -Representative of solemn officer		Solemnizing Officer		

CLIENTS	AGENCY	FEES TO	PROCESSIN	PERSON
STEPS	ACTION	BE PAID	G TIME	RESPONSIBLE
1. Submit 4	1. Check all	None	5 minutes	Laborer II (re
copies marriage	requirements			assigned
certificate	submitted			employee)
				Immediate
				officer
				Registration
				Officer I
				LCRO
2. Wait for the	2. Processing	None	20 minutes	Laborer II (re
release	the documents			assigned
				employee)
				Immediate
				officer
				Registration Officer I
				LCRO
				LUKU
	3. Signing of	None	5 minutes	City Civil
	documents			Registrar
				LCRO
3. Receive copy	4. Releasing of	None	5 minutes	Laborer II (re
of Certificate of	documents			assigned
Marriage				employee)
				Immediate
				officer
				Registration
				Officer I
				LCRO
TOTAL:		None	35 minutes	

9. Registration of Civil Registry Documents

C. Death

It is the responsibility of the representative from Funeral Parlor or Immediate Family to cause the registration of death.

Office or Division: LCRO	Local Civil Registrar's Office
Classification:	Simple (3days)

Type of Transact	ion:	G2C – Government to Citizens			
Who may avail:		Citizens			
CHECK	-		WHERE TO SECURE		
Four (4) copies of Certificate of Dea -Immediate Fami -Representative Parlor	th ily from	Funeral	Funeral Parlor		lor
CLIENTS STEPS		GENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit 4 copies of death certificate	Rece Deat Certi	neck and eive the h ficate if erly filled	None	5 minutes	Clerk II LCRO
2. Waiting for processing	the c 3. Si	ocessing locuments gning of iments	None	20 minutes 5 minutes	Clerk II LCRO City Civil Registrar LCRO
3. Receive file copy of Certificate of Death		eleasing of ments	None	5 minutes	Clerk II LCRO
TOTAL:			None	35 minutes	

10. Registration of Court Documents It is the responsibility of the court representative or document owner to cause the registration of court documents.

Office or	
Division:	Local Civil Registrar's Office
LCRO	
Classificatio	Simple (3days)
n:	Simple (Suays)

Type of Transaction	G2C – Go	G2C – Government to Citizens			
Who may avail:	Citizens				
CHECK		W	HERE TO SECUR	E	
REQUIR	EMENTS				
- Entry of jud - Certificatior - Court Decis - Certificatior Registration - Authenticity	sion of	Regional Trial Court Regional Trial Court Regional Trial Court Local Civil Registrar's Office Local Civil Registrar's Office			
id of represe person involv	n letter ocopy of valid ntative and /ed				
Petitioner with Valid ID					
CLIENTS	AGENCY	FEES TO BE	PROCESSING	PERSON	
		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
CLIENTS	AGENCY				
CLIENTS STEPS 1. Request entry of judgement/ finality from the court who rendered	AGENCY ACTION 1. Release entry of judgement/	PAID	TIME	RESPONSIBLE Petitioner or Court	
CLIENTS STEPS 1. Request entry of judgement/ finality from the court who rendered case	AGENCY ACTION 1. Release entry of judgement/ finality	PAID None	TIME 5 minutes	RESPONSIBLE Petitioner or Court Representative	
CLIENTS STEPS 1. Request entry of judgement/ finality from the court who rendered case 2. Bring documents	AGENCY ACTION 1. Release entry of judgement/ finality 2. Check all requirement s submitted 3. Search the decision in the file	None	TIME 5 minutes 5 minutes	RESPONSIBLE Petitioner or Court Representative	
CLIENTS STEPS 1. Request entry of judgement/ finality from the court who rendered case 2. Bring documents to LCRO	AGENCY ACTION 1. Release entry of judgement/ finality 2. Check all requirement s submitted 3. Search the decision in the file copies	PAID None None None	TIME5 minutes5 minutes10 minutes	RESPONSIBLE Petitioner or Court Representative	

	5. Issuance of Official Receipt	Adoption/ Nullity/ Cancellation/ Correction /Recognition of foreign judgement Php 532.00		
4. Wait for release	6. Processing the documents	None	30 minutes	Laborer II (re assigned employee) Immediate officer Registration Officer I LCRO
	7. Signing of documents	None	20 minutes	City Civil Registrar LCRO
5. Receive file copy	8. Releasing of documents	None	5 minutes	Laborer II (re assigned employee) Immediate officer Registration Officer I LCRO
		Depends on pages Php 130.00 each	1 hour and 30 minutes	
TOTAL:		Adoption/ Nullity/ Cancellation/ Correction /Recognition of foreign judgement Php 532.00		

11. Registration of Foundling The DSWD Staff, within thirty (30) days register the certificate of foundling.

Office or Divisio LCRO	n:	Local Civil F	Registrar's Office			
Classification: Simple						
Type of Transact	tion:	G2C – Gove	ernment to Citizens			
Who may avail:		Citizens				
CHECK			WHERE TO SECURE			
REQUIR		-				
 4 copies of Certificate of Live Birth Social Case Study Report Certification Declaring a Child Legally Available for Adoption 		Local Civil Registrar's Office DSWD DSWD				
DSWD Staff						
CLIENTS STEPS		GENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1.Bring		neck all	None	5 minutes	Registration	
documents to		irements	None	0 111110100	Officer I	
LCRO		nitted			LCRO	
2. Payment	payr 3. Is:	eceive nent suance of ial Receipt	Php 202.00	15 minutes	LRCO1 Treasurer's Office	
3. Wait for release		ocessing locuments	None	30 minutes	Registration Officer I LCRO	
		gning of Iments	None	20 minutes	City Civil Registrar LCRO	
4. Received file copy		eleasing of ments	None	5 minutes	Registration Officer I LCRO	

TOTAL:	Php	1 hour and 15	
	202.00	minutes	

12. Supplemental Omitted Entry in the Civil Registry Documents

An additional report of birth, death, marriage file for the purpose of supplying information that was omitted at the time the birth/death/marriage was originally registered

Office or Division	1: Local Civil F	Local Civil Registrar's Office			
Classification:	Simple	Simple			
Type of Transact	ion: G2C – Gove	G2C – Government to Citizens			
Who may avail:	il: Citizens				
CHECKL		WHERE TO SECURE			
REQUIRE					
 Affidavit of supplemental report Personal appearance of document owner Representative One (1) Valid ID photocopy, for representative and person involved Authorization letter 		Law Office			
CLIENTS	AGENCY	FEES TO	PROCESSIN	PERSON	
STEPS 1. Bring	ACTION 1. Check all	BE PAID None	G TIME 5 minutes	RESPONSIBLE Clerk II	
documents to	requirements	NONE	Jinnutes	LCRO	
LCRO	submitted			20110	
2. Payment	2. Receive	Php 130	15 minutes	LRCO1	
	payment	each		Treasurer's	
		page		Office	
	3. Issuance of				
	Official Receipt				
3. Wait for	4. Processing	None	30 minutes	Clerk II	
release	the documents			LCRO	

	5. Signing of documents	None	5 minutes	City Civil Registrar LCRO
4. Receive file copy and copy for PSA (to mail)	6. Releasing of documents	None	5 minutes	Clerk II LCRO
TOTAL:		Php 130 each page	1 hour	