

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 Transaction:	G2C – Government to Citizens G2B – Government to Businesses	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>Submission of Requirements</p> <ul style="list-style-type: none"> - Certified copy of birth (Local Copy) - PSA copy of birth certificate - Baptismal Certificate - School Records - NBI and Police Clearance - Certificate of Employment - If jobless (affidavit of unemployment) - Voter's Certification - Marriage Contract (if married) - Photocopy of IDs - Community Tax Cert. <p>Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings)</p> <p>Personal Appearance</p>	<p>Local Civil Registrar's Office</p> <p>PSA Church School</p> <p>NBI Office and Police Station Employer Law Office</p> <p>COMELEC PSA/Local Civil Registrar's Office</p> <p>Treasurer's Office</p> <p>Special Power of Attorney must secure in Law Offices</p>	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING 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. Give information	2. Interview	None	15 minutes	Laborer II (re assigned employee) or Clerk II LCRO
3. Sign petition		None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
4. Payment of prescribed fee	3. Receive payment 4. 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 6. 2 weeks publication in a newspaper 7. Submission to PSA Quezon City Legal Department for affirmation.	None None None	10 days 2 weeks 3-4 months	City Civil Registrar LCRO Newspaper Company (General Circulation) Legal Department PSA Quezon City
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:		Php3,200.00	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 Registrar's Office	
Classification:	Highly Technical(20days)	
Type of Transaction:	G2C – Government to Citizens G2G - Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Requirements: (depending on the document and item to be corrected) - Certified copies of affected document - PSA copy of affected document - Baptismal Certificate - School Record - Marriage Contract of parents - Photocopy of IDs - Civil Registry record of ascendants	Local Civil Registrar's Office PSA Church School PSA or Local Civil Registrar's Office	

- Marriage Contract of parents - Community Tax Cert Representative Must submit a Special Power of Attorney (excluded: mother/father, husband/wife, children, siblings) Personal Appearance		PSA or Local Civil Registrar's Office PSA or Local Civil Registrar's Office Treasurer's Office Special Power of Attorney must secure in Law Offices		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING 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. Give information	2. Interview	None	15 minutes	Laborer II (re assigned employee) or Clerk II LCRO
3. Sign petition		None	5 minutes	Laborer II (re assigned employee) or Clerk II LCRO
4. Payment of prescribed fee	3. Receive payment 4. Issuance of Official Receipt	Correction of Clerical Error – P1,000.00 Posting Fee – P200.00	10 minutes	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 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 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
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 Technical(20days)	
Type of Transaction:	G2C – Government to Citizens G2G - Government to Government	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Requirements: - Certified copies birth certificate - PSA copy of birth - Baptismal Certificate - Earliest School Record - NBI and Police Clearance - Certificate of Employment	Local Civil Registrar's Office PSA Church School NBI office and Police station Employer	

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 City
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	Laborer II (re assigned employee) or Clerk II LCRO PSA Regional Office
			3-4 weeks	
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 Technical(20days)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Requirements: (LEGITIMATE) - Duly accomplished Certificate of Live Birth - Baptismal Certificate - Marriage Contract - Marriage Contract of applicant (if married) - Voter's Certification (18 years old and above) - Negative Certification from PSA - Cedula (ILLEGITIMATE) - Duly accomplished Certificate of Live Birth - Baptismal Certificate - Voter's Certification (18 years old and above) - Affidavit of mother - Affidavit of two (2) disinterested persons - Affidavit of hospital (if born in hospital/clinic)	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 PSA or Local Civil Registrar's Office	

<ul style="list-style-type: none"> - Marriage Contract of applicant (if married) - Negative Certification from PSA - Cedula <p>Personal appearance of both parents</p> <p>Personal appearance of applicant if the parents are deceased</p>		PSA Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Registration Officer I LCRO
2. Give information 3. Signed document before payment	2. Interview	None	20 minutes	Registration Officer I LCRO
4. Payment of prescribed fee	3. Receive payment 4. 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	None	10 days	City Civil Registrar LCRO
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		
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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 Division: LCRO		Local Civil Registrar's Office		
Classification:		Highly Technical(20days)		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements: - Duly accomplished Certificate of Marriage - Affidavit of Delayed Registration - Negative Certification Personal appearance (husband/wife)		Solemnizing Officer Law Office PSA		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING 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. Payment of prescribed fee	2. Receive payment	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	
Classification:	Highly Technical(20days)	
Type of Transaction :	G2C – Government to Citizens	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Requirements: - Duly accomplished Certificate of Death - Affidavit of Delayed Registration - Negative Certification from PSA		City Health Office or

-Immediate family -Funeral Parlor Representative		Funeral Parlor Law Office PSA		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements needed	1. Check all requirements if complete	None	5 minutes	Clerk II LCRO
2. Payment of prescribed fee	2. Receive payment 3. 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: LCRO	Local Civil Registrar's Office
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Classification:	Simple (3days)
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government
Who may avail:	Citizen

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<p>Requirements: - Negative Certification from PSA</p> <p>Representative One (1) valid ID, photocopy for representative and person involved Authorization Letter</p> <p>Personal appearance One (1) photocopy of valid ID</p>	PSA
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Negative Certification from PSA	1. Receive Negative Certification	None	5 minutes	Casual Clerk LCRO
	2. Issuance of order of payment	None	5 minutes	
2. Payment	3. Receive payment	Depends on pages Php 130.00 each	15 minutes	LRCO1 Treasurer's Office
	4. Issuance of Official Receipt			
3. Submit Official Receipt to LCRO	5. Processing the documents	None	10 minutes	Casual Clerk LCRO
			5 minutes	

	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: LCRO	Local Civil Registrar's Office			
Classification:	Simple(3days)			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form Representative One (1) valid ID, photocopy for representative and person involved Authorization Letter Personal appearance One (1) photocopy of valid ID		Local Civil Registrar's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1. Receive request form	None	5 minutes	Casual Clerk LCRO

	2. Searching documents if registered	None	5 minutes	
2. Payment	3. Receive payment 4. Issuance of Official Receipt	Php 130.00	15 minutes	LRCO1 Treasurer's Office
3. Submit Official Receipt to LCRO	5. Processing the documents 6. Signing of documents	None	15 minutes 5 minutes	Casual Clerk LCRO 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 (3days)	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
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	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents	1. Receive and review documents	None	5 minutes	Registration Officer I LCRO
	2. Issuance of payment	None	5 minutes	
2. Payment	3. Receive payment	Acknowledgement Php 532.00 Legitimation Php 332.00	15 minutes	LRCO1 Treasurer's Office
	4. Issuance of Official Receipt	AUSF Php 332.00 Election of Citizenship Php 300.00	5 minutes	
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:		Acknowledgement t Php 532.00 Legitimation	45 minutes	

		Php 332.00 AUSF Php 332.00 Election of Citizenship Php 300.00		
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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 Registrar's Office		
Classification:	Highly Technical (20days)		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Citizen		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
<ul style="list-style-type: none"> - Certified copy/PSA copy of Birth Certificate - Family planning - Pre-Marital Counselling (25 years old below) - Cenomar (25 years old above) - Certificate of death if widowed - Court decree for annulment - Parental Consent (18 to 20 years old) - Parental Advice (21 to 24 years old) - Legal Capacity for foreigner (Embassy in the Philippines) - Photocopy of Passport of foreigner 	PSA or Local Civil Registrar's Office City Health Office DSWD PSA PSA or Local Civil Registrar's Office Regional Trial Court Local Civil Registrar's Office Local Civil Registrar's Office Foreign embassy or consular office in the Philippines/Law Office		
Personal appearance of both applicants			

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING 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 payment 4. 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 Division:	Local Civil Registrar's Office
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LCRO	
Classification:	Simple (3days)
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Four (4) copies of accomplished Certificate of Live Birth</p> <p>-If child is illegitimate the father must accomplish the acknowledgement portion at the back of the Certificate of Live Birth and the mother must submit to our office the Affidavit to Use the Surname of the Father</p> <p>Representative Mother/Father/Attendant/Hospital Authority</p>	<p>Local Civil Registrar's Office/Hospital/Clinic/Hilot</p> <p>Law Offices</p>

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	5. Signing of documents		5 minutes	LCRO City Civil Registrar LCRO
4. Received copy of Certificate of Live Birth	6. Releasing of documents	None	1day	Registration Officer I LCRO
		None	5 minutes	
TOTAL:		Illegitimate : Php332.00	1 day and 50 minutes	

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.

Office or Division: LCRO	Local Civil Registrar's Office		
Classification:	Simple (3days)		
Type of Transaction:	G2C – Government to Citizens		
Who may avail:	Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Four (4) copies of accomplished Certificate of Marriage -Both parties (husband/wife) -Representative of solemnizing officer		Solemnizing Officer	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies marriage certificate	1. Check all requirements submitted	None	5 minutes	Laborer II (re assigned employee) Immediate officer Registration Officer I LCRO
2. Wait for the release	2. Processing the documents	None	20 minutes	Laborer II (re assigned employee) Immediate officer Registration Officer I LCRO
	3. Signing of documents	None	5 minutes	City Civil Registrar LCRO
3. Receive copy of Certificate of Marriage	4. Releasing of documents	None	5 minutes	Laborer II (re assigned 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 Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Four (4) copies of accomplished Certificate of Death -Immediate Family -Representative from Funeral Parlor		Funeral Parlor		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies of death certificate	1. Check and Receive the Death Certificate if properly filled out	None	5 minutes	Clerk II LCRO
2. Waiting for processing	2. Processing the documents	None	20 minutes	Clerk II LCRO
	3. Signing of documents		5 minutes	City Civil Registrar LCRO
3. Receive file copy of Certificate of Death	4. Releasing of documents	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: LCRO	Local Civil Registrar's Office
Classification:	Simple (3days)

Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Entry of judgement - Certification - Court Decision - Certification of Registration - Authenticity <p>Representative with authorization letter One (1) photocopy of valid id of representative and person involved</p> <p>Petitioner with Valid ID</p>		<p>Regional Trial Court Regional Trial Court Regional Trial Court Local Civil Registrar’s Office</p> <p>Local Civil Registrar’s Office</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request entry of judgement/ finality from the court who rendered case	1. Release entry of judgement/ finality	None	5 minutes	Petitioner or Court Representative
2. Bring documents to LCRO	2. Check all requirements submitted	None	5 minutes	Laborer II (re assigned employee) Immediate officer Registration Officer I LCRO
	3. Search the decision in the file copies	None	10 minutes	
3. Payment	4. Receive payment	Depends on pages Php 130.00 each	15 minutes	LRCO1 Treasurer’s Office

	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
TOTAL:		Depends on pages Php 130.00 each Adoption/ Nullity/ Cancellation/ Correction /Recognition of foreign judgement Php 532.00	1 hour and 30 minutes	

11. Registration of Foundling

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

Office or Division: LCRO	Local Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - 4 copies of Certificate of Live Birth - Social Case Study Report - Certification Declaring a Child Legally Available for Adoption <p>DSWD Staff</p>		Local Civil Registrar's Office DSWD DSWD		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring documents to LCRO	1. Check all requirements submitted	None	5 minutes	Registration Officer I LCRO
2. Payment	2. Receive payment 3. Issuance of Official Receipt	Php 202.00	15 minutes	LRCO1 Treasurer's Office
3. Wait for release	4. Processing the documents	None	30 minutes	Registration Officer I LCRO
	5. Signing of documents	None	20 minutes	City Civil Registrar LCRO
4. Received file copy	6. Releasing of documents	None	5 minutes	Registration Officer I LCRO

TOTAL:		Php 202.00	1 hour and 15 minutes	
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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: LCRO	Local Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>- Affidavit of supplemental report</p> <p>Personal appearance of document owner</p> <p>Representative One (1) Valid ID photocopy, for representative and person involved Authorization letter</p>		Law Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring documents to LCRO	1. Check all requirements submitted	None	5 minutes	Clerk II LCRO
2. Payment	2. Receive payment 3. Issuance of Official Receipt	Php 130 each page	15 minutes	LRCO1 Treasurer's Office
3. Wait for release	4. Processing the documents	None	30 minutes	Clerk II 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	