

CITY CIVIL REGISTRY OFFICE

G/F Marikina City Hall Munding Ave. Sta. Elena, Marikina City
DEPARTMENT HEAD/OIC: DORY DATOR CORONADO
Tel. No.: 646-0373



The City Civil Registry Office is the agency in charge of recording and safekeeping of vital events and other documents wherein acts, events, legal instruments and court decrees affecting the civil status of a person.

SERVICES OFFERED

1. Issuance of Certified Copy of Civil Registry Documents (Birth Cert. /Marriage Cert. /Death Cert. etc.)
2. On-time and Late Registration of Birth, Death and Marriage Certificate
3. Application and Issuance of Marriage License
4. Registration of Legal Instruments
 - Registration of RA9255 {AUSF} (Adoption, Annulment, etc.)
 - Filing and Processing of RA9048 (Correction of Clerical Error/Change of First Name)
 - RA9858 (LEGITIMATION OF CHILDREN BORN TO PARENTS BELOW MARRYING AGE (Legitimation, Acknowledgement/Admission of Paternity))
5. Registration of Court Decrees
6. Registration of Foundling
7. Endorsement of Documents to National Statistics Office

BIRTH

ABOUT THE SERVICE: The birth of the child, being a vital event, should be registered at the Office of the City Civil Registrar within a thirty (30) day reglamentary period from the time of birth. Other than serving identification purposes, a certificate of birth is also required by various agencies and instrumentalities in availing of their services.

CLIENT GROUPS: Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.

A. REGULAR FILING OF BIRTH (On-time Registration)

REQUIREMENTS:

1. Properly accomplish Municipal Form 102 (Certificate of Live Birth form, typewritten, 1st page(green) original, rest carbon copy) Used only black ink
2. Attach the following:
 - a. If married attach Xerox copy of Marriage Contract
 - b. If not married attach the following:
 - i. Affidavit of paternity duly notarized by notary public.
 - ii. 3 copy's Affidavit to used the surname of the father (AUSF) duly notarized by notary

SERVICE SCHEDULES: Monday to Friday; 8:00 AM to 5:00 PM

Duration: 10 Minutes

Claim after: 5 working Days

	Applicant / Client	Service Provider	Person in Charge	Duration
1	Proceed to LCRO window 22, and submit the properly fill out Municipal Form 102 (COLB) (Certificate of Live Birth form) and its requirement	Receive the properly fill out form and requirements	Registration Officer 1 (RO1) Window 22 G/F City Hall	1 minute
2		Double Check MF 102 if the form is properly fill out	Registration Officer 1 (RO1) Window 22 G/F City Hall	5 minutes
		Check necessary attachment and requirement		
		Advise the client to pay to the Treasury office		
3	Pay to the Treasury office	Process payment and issue Official Receipt (OR)	Cashier	2 minutes
4	Submit the Official Receipt to the RO1 at LCRO window 22	Receive the OR from the client attach it to the MF102 and advise client to claim their copy of Birth Certificate after 5 working days	Registration Officer 1 (RO1) Window 22 G/F City Hall	2 minute
END OF TRANSACTION				

B. LATE REGISTRATION OF BIRTH (Delayed Registration of Birth)

REQUIREMENTS:

1. Properly accomplished Municipal Form 102 (Certificate of Live Birth form, typewritten, 1st page original, rest carbon copy) Used only black ink
2. Attach the following:
 - a. If married attach Xerox copy of Marriage Contract
 - b. If not married attach the following:
 - i. Affidavit of paternity duly notarized by notary public.
 - ii. 3 copy's Affidavit to used the surname of the father (AUSF) duly notarized by notary
 - c. Affidavit of two Disinterested Person
 - d. Negative Result from NSO
 - e. Affidavit for Late Registration (at the back of the Birth Certificate)
 - f. Attach any 2 of the following :
 - i. Baptismal
 - ii. Medical Record
 - iii. Voters Affidavit
 - iv. Form 137 or Transcript (school Record)
 - v. Dedication Certificate (other religious group)

SERVICE SCHEDULES: Monday to Friday; 8:00 AM to 5:00 PM

Duration: 10 Minutes

Claim after: 15 working Days

	Applicant / Client	Service Provider	Person in Charge	Duration
1	Proceed to LCRO window 22, and submit the properly fill out Municipal Form 102 (COLB) (Certificate of Live Birth form) and its requirement	Receive the properly fill out form and requirements	Registration Officer 1 (RO1) Window 22 G/F City Hall	2 minute
2		Double Check MF 102 if the form is properly fill out	Registration Officer 1 (RO1) Window 22 G/F City Hall	5 minutes
		Check necessary attachment and requirement		
		Advise the client to pay to the Treasury office		
3	Pay to the Treasury office	Process payment and issue Official Receipt (OR)	Cashier	2 minutes
		1 months - 1 year		
		2 years - 4 years		
		5years above		
4	Submit the Official Receipt to the RO1 at LCRO window 22	Receive the OR from the client attach it to the MF102 and advise client to claim their copy of Birth Certificate after 15 working days	Registration Officer 1 (RO1) Window 22 G/F City Hall	1 minute
END OF TRANSACTION				

**C. OUT OF TOWN LATE REGISTRATION OF BIRTH
(Out of town Delayed Registration of Birth)**

REQUIREMENTS:

1. Affidavit of Out of Town Registration
2. Postal Money Order from the Marikina Post Office
3. Requirements as Late Registration of Birth

SERVICE SCHEDULES: Monday to Friday; 8:00 AM to 5:00 PM

Duration: 16 Minutes

	Applicant / Client	Service Provider	Person in Charge	Duration
1	Proceed to LCRO window 23, and submit the properly fill out Municipal Form 102 (COLB) (Certificate of Live Birth form) and its requirement	Receive the properly fill out form and requirements	LCR Clerk (window 23) G/F City Hall	1 minute

2		Double Check MF 102 if the form is properly fill out	LCR Clerk (window 23) G/F City Hall	2 minutes
		Check necessary attachment and requirement		
		Advise the client to go to Post office for postal money order		
3	Proceed to Marikina Post Office and pay for postal Money order	Process payment and issue Postal Money Order Check	Post Office Personnel	2 minutes
4	Submit the Postal Money Order to the LCR Clerk at window 26	Receive the Postal Money Order from the client attach it to the MF102 together with the requirements	LCR Clerk (window 23) G/F City Hall	5 minutes
		Advise the client to send the document thru LBC and submit the LBC Tracking Number for verification		
5	Proceed to LBC	Submit the document	LBC personnel	5 minutes
6	Proceed to LCR Office and submit the LBC tracking Number	Encode the tracking number, give the contact number and advice to follow up after 1 month	LCR Clerk (window 23) G/F City Hall	1 minute
END OF TRANSACTION				

MARRIAGE

A. ISSUANCE OF MARRIAGE LICENCE

ABOUT THE SERVICE: Where a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside. The local civil registrar concerned enters all applications for marriage license filed in a registry book strictly in the order in which the same are received. When the license is issued, the same shall be valid in any part of the Philippines for a period of 120 days from the date of issuance, and shall be deemed automatically cancelled after the expiration date even if the contracting parties have not made use of it.

CLIENT GROUPS: Single Individuals / contracting parties whom wants to get married

REQUIREMENTS:

1. Personal appearance of applying parties

1. Both applicant must be of legal age (18 years old and/or above)

2. Either one of applicant must be a resident of Marikina City

3. If applicant is 18-24 years of age, parents of applicant should accompany applicant to sign Parental Consent/Advice

4. Applicants must bring the following:

a. Photocopy of recent year Community Tax Certificate

b. Photocopy of either Birth / Baptismal Certificate or Voters Affidavit

c. Identification Card (I.D.) with picture and signature. If no ID is available, bring (1) 2x2

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colored picture of applicants

d. SECURE NSO COPY OF CERTIFICATE OF NO MARRIAGE RECORD (CENOMAR)

e. If one of the applying parties is a foreigner/alien:

- i. Secure Legal Capacity to Marry (from their Embassy of Consular Office based in the Philippines)
- ii. Xerox copy of Foreigner’s Passport
- iii. If Divorced/Annulled , bring Divorced Papers / Annulment Paper

5. All applying parties are required to attend Marriage Counseling and Family Planning Seminar at Marikina City Health Office

6. Marriage License will be released (11th day) based on the date indicated on the claim stub. Be sure to bring the claim stub and the Family Planning Certificate

SERVICE SCHEDULES: Monday to Friday; 8:00 AM to 5:00 PM

Duration: 6 Minutes

Claim after: 11 working Day

Fee’s : Php. 150.00

ISSUANCE OF MARRIAGE LICENSE

	Applicant / Clients	Service Provider	Person in Charge	Duration
1	Proceed to window 19 to get (Application for Marriage License) Municipal form # 90 and present the requirements	Check the Requirements	Registration Officer III Window 19 G/F City Hall	1 minute
		If the requirements are complete give application		
2	Proceed to window 19 after completing all the requirements and properly filled-out application form	Check the requirement and attach requirements	Registration Officer III Window 19 G/F City Hall	1 minute
		advise the client to go to treasury office to pay Fee for Marriage License		
3	Proceed to treasury and payment for marriage license	Received the payment and give the official Receipt	Cashier	2 minutes
4	Submit the Official receipt, application form and requirement to LCR personnel	Received the document	Registration Officer III Window 19 G/F City Hall	2 minutes
		Check the requirements		
		advise to go to the city health office for the family planning seminar and claim the license on 11th working day		
END OF TRANSACTION				

B. REGISTRATION OF CERTIFICATE OF MARRIAGE

ABOUT THE SERVICE: For marriage being solemnized in the Marikina City, the solemnizing officer, contracting parties, any person duly authorized by the solemnizing officer / contracting parties shall register the Certificate of Marriage in the Local Civil Registry Office of the Marikina City within 15 days after the wedding rites. For marriage of exceptional character, 30 days from the date of solemnization (Article 34).

CLIENT GROUPS:

1. Any Priest, rabbi, imam, or minister of any church or religious sect duly authorized by his church or religious sect, their representative and registered with the civil registrar general,
2. Any incumbent member of the judiciary within the court's jurisdiction
3. Local Chief Executive (Mayor)'s
4. Owners of the document

REQUIREMENTS : Duly accomplished form of Certificate of Marriage

SERVICE SCHEDULES: Monday to Friday – 8:00 AM to 5:00 PM

TOTAL PROCESSING TIME: 10 minutes

A. REGULAR FILING OF MARRIAGE CONTRACT (On-time Registration)

	Applicant / Client	Service Provider	Person in Charge	Duration
1	Proceed to LCRO window 22, and submit the properly fill out Municipal Form 97 (Certificate of Marriage form) and its requirement	Receive the properly fill out form and requirements	Registration Officer 1 (R01) G/F City Hall Window 22	2 minute
2		Double Check MF 97 if the form is properly fill out	Registration Officer 1 (R01) G/F City Hall Window 22	5 minutes
		Check necessary attachment and requirement		
		Advise the client to pay to the Treasury office		
3	Pay to the Treasury office	Process payment and issue Official Receipt (OR)	Cashier Treasurer's Office G/F City Hall	2 minutes

4	Submit the Official Receipt to the RO1 at LCRO window 22	Receive the OR from the client attach it to the MF 97 and advise client to claim their copy of Birth Certificate after 5 working days	Registration Officer 1 (RO1) G/F City Hall Window 22	1 minute
END OF TRANSACTION				

B. LATE REGISTRATION OF MARRIAGE CONTRACT

REQUIREMENTS :

1. Duly accomplished form of Certificate of Marriage
2. Affidavit of Late Registration
3. Certification of Solemnizing officer
4. Negative Result of NSO

Processing Time: 10 minutes

	Applicant / Client	Service Provider	Person in Charge	Duration
1	Proceed to LCRO window 22, and submit the properly fill out Municipal Form 97 (Certificate of Marriage form) and its requirement	Receive the properly fill out form and requirements	Registration Officer 1 (RO1) Window 22	2 minute
2		Double Check MF 97 if the form is properly fill out	Registration Officer 1 (RO1) Window 22	5 minutes
		Check necessary attachment and requirement		
		Advise the client to pay to the Treasury office		
3	Pay to the Treasury office	Process payment and issue Official Receipt (OR)	Cashier	2 minutes

4	Submit the Official Receipt to the RO1 at LCRO window 22	Receive the OR from the client attach it to the MF 97 and advise client to claim their copy of Birth Certificate after 15 working days	Registration Officer 1 (RO1) Window 22	1 minute
END OF TRANSACTION				

DEATH

REGISTRATION OF DEATH

ABOUT THE SERVICE: It shall be the responsibility of the spouse or any nearest relative who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical assistance. The Health Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of the death to the officer of the Civil Registrar within the reglamentary period of thirty (30) days.

CLIENT GROUPS: General Public

REQUIREMENTS: Duly accomplished form of Certificate of Death

SERVICE SCHEDULES: Monday to Friday – 8:00 AM to 5:00 PM

TOTAL PROCESSING TIME: 15 minutes

A. REGULAR FILING OF DEATH CERTIFICATE (On-time Registration)

	Applicant / Client	Service Provider	Person in Charge	Duration
1	Proceed to LCRO window 29, and submit the properly fill out (Certificate of Death form) and its requirement	Receive the properly fill out form and requirements	Registration Officers Window 22	1 minute

2		Double Check MF 103 if the form is properly fill out Check necessary attachment, like burial permit from the city Heath Office. Put Registry Number on the Certificate of Death and ask for the client if he/she want to have a copy of death certificate If yes ask to go to Treasury office for the certified copy of the document	Window 24 Realising Clerk	5 minutes
END OF TRANSACTION				

B. LATE REGISTRATION OF DEATH (Delayed Registration of Birth)

REQUIREMENTS:

1. Properly accomplished Municipal Form 103 (Certificate of Death form) (typewritten) (1st page(green) original, rest carbon copy) Used only black ink
 - a. Negative Result from NSO
 - b. Affidavit for Late Registration of Death Certificate
 - c. Attach the following :
 - (i) Certification from cemetery or crematorium

SERVICE SCHEDULES: Monday to Friday; 8:00 AM to 5:00 PM

Duration: 6 Minutes

Claim after: 15 working Days

How to avail the services

**LATE REGISTRATION OF DEATH CERTIFICATE
(On-time Registration)**

	Applicant / Client	Service Provider	Person in Charge	Duration
1	Proceed to LCRO window 29, and submit the properly fill out (Certificate of Death form) and its requirement	Receive the properly fill out form and requirements	LCR Clerk Window 26 G/F City Hall	1 minute
2		Double Check MF 103 if the form is properly fill out Check necessary attachment, like burial permit from the city Heath Office. Give Claim Stab and advise to claim Death Certificate after 15 working days	LCR Clerk Window 26 G/F City Hall	5 minutes
END OF TRANSACTION				

ISSUANCE OF CERTIFIED TRUE TRANSCRIPTION COPIES OF BIRTH, DEATH AND MARRIAGE

ABOUT THE SERVICE: Any interested individuals may secure from the City Civil Registrar's Office certified true transcription copies of birth, marriage and death certificates for any legal purposes.

CLIENT GROUPS: General Public

REQUIREMENTS: Authorization letter from the owner if the client is not the owner of the documents

SERVICE SCHEDULES: Monday to Friday – 8:00 AM to 5:00 PM

TOTAL PROCESSING TIME: 15 minutes

ISSUANCE OF CERTIFIED COPY OF BIRTH, DEATH AND MARRIAGES

	Applicant / Clients	Service Provider	Person in Charge	Duration
1	Proceed to Window 24 or 25 to fill out request form and submit the same to the Receiving Clerk / Verifier	<input type="checkbox"/> Checks the request as to correctness and completeness of details. <input type="checkbox"/> Locates documents from file save in computer / archives <input type="checkbox"/> If the document / file is found <input type="checkbox"/> Issues order of payment to the applicant and advise to pay to the treasurer's office.	LCR Clerk (Window 23 to 25) G/F City Hall	5 minute
2	Proceed to treasury and present the order of payment And pay the amount indicated in the order of payment	Received the order of payment and the payment indicated in it and issue official Receipt	Cashier Treasurer's Office G/F City Hall	5 minute
4	Return to LCR Office and present the Official Receipt to LCR personnel at window 23 to 25	Check the Official Receipt Give the Certified Copy to the applicant/client	LCR Clerk (Window 23 to 25) G/F City Hall	5 minutes
END OF TRANSACTION				

R.A. 9048

PROCESSING OF PETITIONS UNDER R.A. 9048 FOR CORRECTION OF CLERICAL ERROR OR CHANGE OF NAME OR NICKNAME

ABOUT THE SERVICE: Republic Act No. 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/ or change of first name or nickname in the civil register without need of a judicial order. An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in her/ his record.

CLIENT GROUPS: Any persons of legal age who have direct and personal interest in the petition for correction of clerical error or change of first name (the owner of the document, or his/her spouse, children, parents, siblings and grandparents, guardian or any other person duly authorized by law or by the owner of the document).

REQUIREMENTS: (For correction of clerical error)

- a) NSO Copy of Birth, Marriage, Death Certificate to be corrected
- b) Baptismal Certificate (Child/Father/Mother/Husband/Wife)
- c) Birth Certificate (Father/Mother/Husband/Wife)
- d) Death Certificate (Father/Mother/Husband/Wife)
- e) Birth Certificate of two Brother or Sister showing correct entry
- f) Birth Certificate of Two Son/Daughter showing correct entry
- g) Voter's Affidavit (Applicant/Father/Mother/Husband/Wife)
- h) Passport (Applicant/Father/Mother/Husband/Wife)
- i) InsuranceLand Title
- k) Postal I.D. /Driver's License
- l) SSS Form E-1/I.D. of GSIS Form No.307-14 of (Applicant/Father/Mother/Husband/wife)
- m) School Record (Transcript/Diploma/Form 137)
- n) NBI and Police Clearance
- o) Employment Clearance Affidavit of Non-employment
- p) Medical Records showing entry to be corrected

SERVICE SCHEDULES: Monday to Friday – 8:00 AM to 5:00 PM

FEES / CHARGES: Correction Of Clerical Error – P1,000.00
Change of First Name – P3,000.00

Correction of Clerical Error (RA9048)

	Applicant / Clients	Service Provider	Person in Charge	Duration
1	Proceed to Local Civil Registry office and present the Birth Marriage or Death certificate to be corrected	<input type="checkbox"/> Briefs the client about the service. <input type="checkbox"/> Determines if the petition is within the jurisdiction: the birth/marriage/death is registered in the city. <input type="checkbox"/> Give Requirement and Application <input type="checkbox"/> Advise the client to Notarized the back page of the form	Registration Officer II Window 29 G/F City Hall	10 minute
2	Return to LCR and submit the requirement and properly filled out application form	<input type="checkbox"/> Validates the requirements. <input type="checkbox"/> If application form and requirement are complete <input type="checkbox"/> Give Order of payment and proceed advice to proceed to treasury office for payment	Registration Officer II Window 29 G/F City Hall	1 minute
3	Proceed to treasury and present the order of payment And pay the amount indicated in the order of payment	Received the order of payment and the payment indicated in it and issue official Receipt	Cashier Treasurer's Office G/F City Hall	2 minutes
4	Proceed to the LCR and submit the application form and the official receipt.	Received the OR and application form, do documentation and certification. Advise the client to follow up or call 646-03-73 if the finality result of the application was approved by the NSO.	Registration Officer II Window 29 G/F City Hall	2 minutes
END OF TRANSACTION				

Change of First Name (RA9048)

	Applicant / Clients	Service Provider	Person in Charge	Duration
1	Proceed to Local Civil Registry office and present the Birth Certificate and the name to be change	<input type="checkbox"/> Briefs the client about the service. <input type="checkbox"/> Determines if the petition is within the jurisdiction: the birth is registered in the city. <input type="checkbox"/> Give Requirement and Application <input type="checkbox"/> Advise the client to Notarized the back page of the form	Registration Officer II Window 29 G/F City Hall	10 minute
2	Return to LCR and submit the requirement and properly filled out application form	<input type="checkbox"/> Validates the requirements. <input type="checkbox"/> If application form and requirement are complete <input type="checkbox"/> Give Order of payment and proceed advice to proceed to treasury office for payment	Registration Officer II Window 29 G/F City Hall	1 minute
3	Proceed to treasury and present the order of payment And pay the amount indicated in the order of payment	Received the order of payment and the payment indicated in it and issue official Receipt	Cashier	2 minutes
4	Proceed to the LCR and submit the application form and the official receipt.	Received the OR and application form, do documentation and certification. Advise the client to follow up or call 646-03-73 if the finality result of the application was approved by the NSO.	Registration Officer II Window 29 G/F City Hall	2 minutes
END OF TRANSACTION				

LEGITIMATION BY SUBSEQUENT MARRIAGE

ABOUT THE SERVICE:

Who are illegitimate children?

Children conceived and born out of a valid marriage are illegitimate, unless otherwise provided in the Family Code (Art. 165, F. C.)

Who are considered illegitimate children?

The following are illegitimate children:

1. Children born to couples who are not legally married or of common-law marriages;
2. Children born of incestuous marriages;
3. Children born bigamous marriages;
4. Children born of adulterous relations between parents;
5. Children born of marriages void for reason of public policy under Art 38 of the Family Code;
6. Children born of couples below 18, whether there are married (which married is void) or not; and
7. Children born of other void marriages under Art. 15 unless otherwise provided. (OCRG Cir. No. 89-13 dated July 17, 1989)

What is the legitimation and who can be legitimated?

- a) Legitimation is a remedy by means of which those who in fact were not born in wedlock and should therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married. (1 Manresa 550, as cited on p. 251, Handbook on Family Code of the Philippines, Alicia V. Sempio-Diy)
- b) Only children conceived and born outside of wedlock of parents who, at the time of the conception of the former, were not disqualified by any impediments to marry each other, may be legitimated. (Art. 177, Family Code)
- c) Legitimation of children by subsequent marriage of parents shall be recorded in the civil registry office of the place where the birth was recorded. The requirements for registration of legitimation of illegitimate children are:
 - i) Certificate of Marriage;
 - ii) Certificate of Live Birth of the child;
 - iii) Acknowledgement (not required for illegitimate children born on or after August 3, 1988);
- d) Affidavit of legitimation executed by both parents shall contain the following facts:
 - i) The name of the parents;
 - ii) That at the time when child was conceived, the aforesaid parents could have contracted marriage, and that they subsequently contracted marriage;
 - iii) The date and place when such marriage was solemnized;
 - iv) The name of the officer who officiated the marriage;
 - v) The city or municipality where such marriage was recorded;
 - vi) The name of the child to be legitimated, and the other facts of birth;
 - vii) The date and place where the birth of the child was registered; and
 - viii) The manner by which the child was acknowledged by the parents which may be in the child's record of birth, in a will, a statement before a court of record, or any authentic writing. (not required for illegitimate children born on or after August 3, 1998)

1) For a child to be considered legitimated by subsequent marriage, it is necessary that:

- a. The parents could have legally contracted marriage at the time the child was conceived;

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- b) The child has been acknowledged by the parents before or after the celebration of their marriage; and
- c) The acknowledgement has been made with the consent of the child, if age or with the approval of court, is a minor, unless it has been made in the certificate before the court of record, or in any authentic writing.

Requirements:

- a) Deed of Legitimation (Notarized) – 3 Copies
- b) Birth Certificate of Child – NSO Copy
- c) Marriage Certificate of Parents – NSO Copy
- d) Affidavit of Acknowledgement of Paternity (3 copies)
- e) CENOMAR (Certificate of No Marriage Record) of both parents – NSO copy
IF Father is UNKNOWN in birth certificate of child:
- a) 2 sets of Municipal Form 102 (1 Set Signed by the Father)
- b) Affidavit of Paternity (Notarized) – 3 copies

SERVICE SCHEDULES: Monday to Friday; 8:00 AM to 5:00 PM

Duration: 8 Minutes

Processing period : one (1) month

Claim after: 30 working Day

LEGITIMATION TO SUBSEQUENTLY MARRIAGE

	Applicant / Clients	Service Provider	Person in Charge	Duration
1	Proceed To LCR Office and submit all the requirements needed for legitimation	<input type="checkbox"/> Check all the requirements and forms submitted by applicant <input type="checkbox"/> If the requirements and forms are complete advise applicant to go to the treasurer’s office for payment	Clerk / Verifier	5 minute
2	Proceed to treasury and present the order of payment And pay the amount indicated in the order of payment	Received the order of payment and the payment indicated in it and issue official Receipt	Cashier	1 minute
4	Submit the Official receipt, application form and requirement to LCR personnel	Received the document Check the requirements advise to go to the city health office for the family planning seminar and claim the license on 30th working day	Assistant Registration Officer	2 minutes
END OF TRANSACTION				

R.A.9858 LEGITIMATION OF CHILDREN BORN TO PARENTS BELOW MARRYING AGE

ABOUT THE SERVICE: These rules shall apply to all children conceived and born outside of marriage of parents who, at the time of conception of the child, were not disqualified by any impediment to marry each other, or were so disqualified only because either or both of them were below eighteen (18) years of age

CLIENT GROUPS: Mother / Father is BELOW 18 at the time of conception of the child

Requirements:

- a) Joint Supplemental Affidavit of Legitimation with a statement that at the time when the child was conceived the aforesaid parents were not disqualified by any impediment to marry each other except age, and that they subsequently entered into a valid marriage; and a statement that by virtue of the subsequent marriage, the said child is now legitimate (Notarized) – 3 Copies Notarized
- b) Birth Certificate of Child – NSO Copy
- c) Marriage Certificate of Parents – NSO Copy
- d) CENOMAR (Certificate of No Marriage Record) of both parents – NSO copy

SERVICE SCHEDULES: Monday to Friday; 8:00 AM to 5:00 PM

Duration: 8 Minutes

Claim after: 30 working Day

R.A. 9858 PROCEDURE

	Applicant / Clients	Service Provider	Person in Charge	Duration
1	Proceed To LCR Office and submit all the requirements needed for legitimation	<input type="checkbox"/> Check all the requirements and forms submitted by applicant <input type="checkbox"/> If the requirements and forms are complete advise applicant to go to the treasurer's office for payment	Clerk / Verifier	5 minute
2	Proceed to treasury and present the order of payment And pay the amount indicated in the order of payment	Received the order of payment and the payment indicated in it and issue official Receipt	Cashier	1 minute
4	Submit the Official receipt, application form and requirement to LCR personnel	Received the document Check the requirements advise to go to the city health office for the family planning seminar and claim the license on 30th working day	Assistant Registration Officer	2 minutes
END OF TRANSACTION				

R.A.9255 AN ACT ALLOWING ILLEGITIMATE CHILDREN TO USE THE SURNAME OF THEIR FATHER

Requirements:

- a) Photocopy of child’s birth certificate
- b) Duly accomplished affidavit to use the father’s surname (3 copies)
- c) Affidavit of Acknowledgement of Paternity (3 copies)
(For birth certificate wherein the father’s name was not indicated at the time of registration.)
- d) Three (3) sets blank birth certificate forms (Municipal Form No. 102)
For birth certificate wherein the father’s name was not indicated at the time of registration.)

SERVICE SCHEDULES: Monday to Friday; 8:00 AM to 5:00 PM

Duration: 8 Minutes

Claim after: 15 working Day

R.A. 9255 PROCEDURE

	Applicant / Clients	Service Provider	Person in Charge	Duration
1	Proceed To LCR Office and submit all the requirements needed for legitimation	<input type="checkbox"/> Check all the requirements and forms submitted by applicant <input type="checkbox"/> If the requirements and forms are complete advise applicant to go to the treasurer’s office for payment	Clerk / Verifier	5 minute
2	Proceed to treasury and present the order of payment And pay the amount indicated in the order of payment	Received the order of payment and the payment indicated in it and issue official Receipt	Cashier	1 minute
4	Submit the Official receipt, application form and requirement to LCR personnel	Received the document	Assistant Registration Officer	2 minutes
		Check the requirements		
		advise to go to the city health office for the family planning seminar and claim the license on 30th working day		
END OF TRANSACTION				

PROCESSING OF PETITIONS UNDER R.A. 10172 CORRECTION OF DATE AND MONTH OF BIRTH AND CHANGE OF GENDER OF A PERSON

ABOUT THE SERVICE: Republic Act (RA) 10172 entitled "An Act Further Authorizing the City or Municipal Civil 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 Amending for this Purpose Republic Act Numbered Ninety Forty Eight."

CLIENT GROUPS: Any persons of legal age who direct and personal interest in the petition for correction of date and birth and gender. (The owner of the document, or his/her spouse, children, parents, siblings and grandparents, guardians or any other person duly authorized by law or by the owner of the document).

REQUIREMENTS: (For correction of Date/Month and Gender)

- a. NSO Copy of Birth, Marriage, Death Certificate to be corrected
- b. Baptismal Certificate
- c. Birth Certificate
- e. Birth Certificate of Two Brother or Sister showing correct entry
- f. Birth Certificate of Two Son/Daughter showing correct entry
- g. Voter's Affidavit (Applicant/Father/Mother/Husband/Wife)
- h. Passport (Applicant/Father/Mother/Husband/Wife)
- i. Insurance
- j. Land title
- k. Postal I.D. /Driver's License
- l. SSS Form E-1/I.D. of GSIS Form No.307-14 (Applicant/Father/Mother/Husband/Wife)
- m. School Record (Transcript/Diploma/Form 137)
- n. NBI And Police Clearance
- o. Employment Clearance Affidavit of Non-employment
- p. Medical Records showing entry to be corrected
- q. Medical Certificate Sigh by Any Government Hospital/Health Institution Or Public Health Office (petitioner should not undergone SEX CHANGE or TRANSPLANT)

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.