



Municipal Government  
Of Burgos, Ilocos Sur



# **MUNICIPAL GOVERNMENT OF BURGOS, ILOCOS SUR**

## **CITIZEN'S CHARTER** 2022, First Edition



Municipal Government  
Of Burgos, Ilocos Sur

# **Office of the Municipal Civil Registrar**

## **External Services**



## 1. ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

Civil Registry documents such as Birth, Marriage and Death Certificate may be availed by securing a certified transcript or photocopy from the office.

| <b>Office:</b>  | Office of the Municipal Civil Registrar   |
|---|---|
| <b>Classification:</b>  | Simple  |
| <b>Type of transaction:</b>   | G2C - Government to Citizen   |
| <b>Who may avail:</b>   | Individuals who want to get certifications of record of births, marriages and death from the registry books.        |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |
| <b>FROM WHERE TO SECURE</b>   |   |
| <p><b><u>CERTIFICATE OF LIVE BIRTH</u></b><br/>If the requester is the Document Owner and of legal age:</p> <ol style="list-style-type: none"> <li>1. Valid identification card (ID) of Document Owner;</li> <li>2. ID of the mother or father if the Document Owner is minor.</li> </ol>   | <p>Document owner;</p> <p>Mother or father if he/she is indicated in the Certificate of Live Birth of the child</p> |
| <p>If the requester is an authorized representative:</p> <ol style="list-style-type: none"> <li>1. Authorization letter and valid ID from Document Owner if of legal age or from the mother/father if the child is of minor age; and</li> <li>2. Valid identification card (ID) of authorized representative.</li> </ol>              | <p>Document owner or mother/father;</p> <p>Authorized representative.</p>   |
| <p><b><u>CERTIFICATE OF MARRIAGE</u></b></p> <ol style="list-style-type: none"> <li>1. Valid ID of either the husband, wife or children provided that they show link/proof of relationship to the couple.</li> </ol>  | <p>Surviving spouse or children of the couple</p>   |
| <p>If the requester is an authorized representative:</p> <ol style="list-style-type: none"> <li>1. Authorization letter, and valid ID from either husband, wife or children of the couple provided that they show link/relationship to the couple</li> <li>2. Valid identification card (ID) of authorized representative.</li> </ol> | <p>Husband, wife or children of the couple</p> <p>Authorized representative</p>                                     |
| <p><b><u>CERTIFICATE OF DEATH</u></b><br/>If the deceased is not married:</p> <ol style="list-style-type: none"> <li>1. Valid identification card of mother, father, and siblings in the order mentioned provided that they</li> </ol>  | <p>Mother, father, or siblings if</p>   |



| show link/relationship to the deceased.   |  | informant  |                   |   |
|---|--|--|-------------------|---|
| If the deceased is married:<br>1. Valid identification card of surviving spouse, children in the order mentioned and provided that they show link/relationship to the deceased.   |  | Husband, wife or children                                  |                   |   |
| If the requester is an authorized representative:<br>1. Authorization letter and valid ID from either Husband, wife or children provided that they show link/relationship to the deceased<br><br>2. Valid identification card (ID) of authorized representative.<br><b><i>In compliance to Republic Act 10173 also known as Data Privacy Act of 2012.</i></b> |  | Husband, wife or children<br><br>Authorized representative |                   |   |
| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID  | PROCESSING TIME   | PERSON RESPONSIBLE                                      |
| 1. Sign client log book for documents to be requested.  | 1. Conduct interview   |  | 2 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Wait for the verification of availability of the civil registry documents in the Registry Book and the preparation of said documents.  | 2. Manual verification of the requested document in the Registry Book and preparation of the said documents. |  | 5 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 3. Pay the required fees  | 3. Issue the corresponding official receipt.   | Certified Copy<br>P132.82                                  | 5 minutes         | Revenue Collection Clerk                                |
| 4. Wait for the issuance of the requested document  | 4. Sign and release the requested document   |  | 3 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| <b>TOTAL:</b>   |  | <b>P132.82</b>   | <b>15 minutes</b> |   |



## 2. REGISTRATION OF CERTIFICATE OF LIVE BIRTH (COLB) (Timely Registered)

Birth Registration is the permanent and official recording of a person's existence. It serves to define and protect a person's human and civil rights in society. The COLB must be registered within thirty (30) calendar days upon the birth of the child.

Registration of birth is free of charge pursuant to Sec. 6, P.D No. 651

|   |   |   |                        |   |
|---|---|---|------------------------|---|
| <b>Office:</b>  | Office of the Municipal Civil Registrar         |   |                        |   |
| <b>Classification:</b>  | Simple  |   |                        |   |
| <b>Type of transaction:</b>   | G2C - Government to Citizen                     |   |                        |   |
| <b>Who may avail:</b>   | All Burgos, Ilocos Sur born persons/individuals |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>FROM WHERE TO SECURE</b>   |                        |   |
| 1. Four (4) copies of duly accomplished and signed Original Certificate of Live Birth;                            |   | Health centers, registered midwife, traditional midwife (hilot), others.                |                        |   |
| 2. Four (4) copies of duly Notarized Affidavit to Use the Surname of the Father (AUSF) for Illegitimate children; |   | Public Attorney's Office or Office of the Municipal Civil Registrar.                    |                        |   |
| 3. Municipal Form 102 (for Muslims);  |   | Muslim mosques, health centers, others.   |                        |   |
| 4. Municipal Form 102 (IP Form No. 1) for Indigenous People,  |   | Office of the Commission on Indigenous People in the community, health centers, others. |                        |   |
| 5. Certification from the Barangay Captain that the parent have planted two (2) fruit tree seedlings.             |   | Barangay Captain and Secretary  |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>                            | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                               |
| 1. Sign client log book for documents to be requested.  | 1. Conduct interview                            |   | 2 minutes              | Municipal Civil Registrar<br><br>Administrative Aide VI |



|  |   |             |                   |   |
|--|---|-------------|-------------------|---|
| 2. Submit the requirements;  | 2. Check the completeness of requirements and authenticity of documents |             | 5 minutes         | Municipal Civil Registrar<br>Administrative Aide VI |
| 3. Wait while the Certificate of Live Birth is prepared  | 3. Preparation of Certificate of Live Birth                             |             | 7 minutes         | Municipal Civil Registrar<br>Administrative Aide VI |
| 4.1 Review the Certificate of Live Birth for correctness of entries.<br><br>4.2 Sign the document with the attendant | 4. Double check and finalize the document                               |             | 3 minutes         | Municipal Civil Registrar<br>Administrative Aide VI |
| 5. Wait for the released of the document.  | 5. Record and release the document                                      |             | 3 minutes         | Municipal Civil Registrar<br>Administrative Aide VI |
| <b>TOTAL:</b>  |   | <b>NONE</b> | <b>20 minutes</b> |   |

### 3. REGISTRATION OF CERTIFICATE MARRIAGE (Timely Registered)

Marriage Registration is the permanent and official recording of the union between a man and a woman entered into in accordance with law. It serves to establish conjugal and family life.

|   |   |
|---|---|
| <b>Office:</b>                            | Office of the Municipal Civil Registrar   |
| <b>Classification:</b>                    | Simple                                    |
| <b>Type of transaction:</b>               | G2C - Government to Citizen               |
| <b>Who may avail:</b>                     | All couples married in Burgos, Ilocos Sur |
| <b>CHECKLIST OF REQUIREMENTS</b>          |   |
| <b>FROM WHERE TO SECURE</b>               |   |
| 1. Copies of duly accomplished and signed | Churches, Office of Justices, Judges,     |



| Certificate of Marriage;  | Reverend, Imam or Solemnizing Officers.                                       |                 |                 |   |
|---|---|-----------------|-----------------|---|
| 2. Affidavit of Cohabitation (Article 34 of the Family Code if applicable);                         | Churches, Office of Justices, Judges, Reverend, Imam or Solemnizing Officers. |                 |                 |   |
| 3. Certification of Authority to solemnize marriage, if applicable;                                 | Solemnizing Officers  |                 |                 |   |
| 4. Form 97 (for Muslims and IPs);   | Imam or Mosque  |                 |                 |   |
| 5. Official receipt as proof of payment for the registration fee or solemnization fee.              | Municipal Treasury Office   |                 |                 |   |
| CLIENT STEPS  | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                  |
| 1. Signs client log book for documents to be requested.   | 1. Conduct interview  |                 | 2 minutes       | Municipal Civil Registrar<br>Administrative Aide VI |
| 2. Submit Certificate of Marriage with the requirements for review;                                 | 2. Check/ review the completeness of requirements including the attachments.  |                 | 3 minutes       | Municipal Civil Registrar<br>Administrative Aide VI |
| If the marriage is solemnized by the <u>Municipal Mayor</u><br><br>3. Pay for the solemnization fee | 3. Issue the official receipt   | P577.50         | 5 minutes       | Revenue Collection Clerk                            |
| 4. Submit the Certificate of Marriage with official receipt and wait for the                        | 4. Code & sign, record and release the copy of the client                     |                 | 5 minutes       | Municipal Civil Registrar                           |



|   |  |                |                   |                        |
|---|--|----------------|-------------------|------------------------|
| release duly signed by the Mun. Civil Registrar |  |                |                   | Administrative Aide VI |
| <b>TOTAL:</b>                                   |  | <b>P577.50</b> | <b>15 minutes</b> |                        |

#### 4. REGISTRATION OF CERTIFICATE OF DEATH (Timely Registered)

Marriage Registration is the permanent and official recording of the union between a man and a woman entered into in accordance with law. It serves to establish conjugal and family life.

|  |   |  |                        |                           |
|--|---|--|------------------------|---------------------------|
| <b>Office:</b>   | Office of the Municipal Civil Registrar |  |                        |                           |
| <b>Classification:</b>   | Simple                                  |  |                        |                           |
| <b>Type of transaction:</b>  | G2C - Government to Citizen             |  |                        |                           |
| <b>Who may avail:</b>  | All concerned parties                   |  |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>                                   |   | <b>FROM WHERE TO SECURE</b>  |                        |                           |
| 1. Clinical Abstract (no medical record at the Mun. Health Center) |   | Hospital/clinic  |                        |                           |
| 2. Mayor's Permit  |   | Municipal Mayor  |                        |                           |
| 3. Burial Permit   |   | Mun. Treasury Office   |                        |                           |
| 4. Two (2) copies of Municipal Form 103 (for Muslims)              |   | Hospital, clinics, funeral service provider,<br>Office of the Muslim Affairs |                        |                           |
| 5. Municipal Form 103 (IP Form NO. 2 for Indigenous People); and   |   | Office of Commission on Indigenous People in the community                   |                        |                           |
| 6. Medico Legal (if applicable)                                    |   | National Bureau of Investigation (NBI)                                       |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>                    | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |





|  |   |  |           |   |
|--|---|--|-----------|---|
| 1. Signs client log book for documents to be requested.                                      | 1. Conduct interview  |  | 2 minutes | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Submission of Certificate of Death with the requirements for review                       | 2. Check the completeness of requirements including the attachments (if applicable);  |  | 2 minutes | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 3. Wait while the Certificate is prepared  | 3. Prepare the document   |  | 5 minutes | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 4.1 Review the Certificate of Death for correctness of entries.<br><br>4.2 Sign the document | 4. Tell the client to review & sign the document and secure the signature of the Embalmer, Mun. Health Officer and Mayor's Permit |  | 2 minutes | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 5. Secure the signature of the Embalmer & the Mun. Health Officer                            |   |  | 2 hours   | Embalmer<br><br>Mun. Health Officer                     |
| 6. Secure Mayor's Permit   |   |  | 2 minutes | Municipal Mayor   |
| 7. Pay for the required fees needed.   | 6. Issue the Official receipt   | Mayor's Permit<br>P177.87<br>Burial Permit – P200.00 | 5 minutes | Revenue Collection Clerk                                |
| 8. Submit the Certificate of Death   | 7. Double check and finalize the document   |  | 5 minutes | Municipal Civil Registrar                               |



|   |   |                |                                 |   |
|---|---|----------------|---------------------------------|---|
|   |   |                |                                 | Administrative Aide VI                                  |
| 9. Wait for the release of the document | 8. Record and release the copy of the client. |                | 2 minutes                       | Municipal Civil Registrar<br><br>Administrative Aide VI |
| <b>TOTAL:</b>                           |   | <b>P377.87</b> | <b>2 hours &amp; 24 minutes</b> |   |

## 5. APPLICATION FOR DELAYED REGISTRATION OF LIVE BIRTH

Late registration is made when the Certificate of Live Birth of a BURGOS, ILOCOS SUR born person was not registered at the Burgos Civil Registry Office within the thirty (30) calendar day prescribed period of registration upon the birth of the child.

| <b>Office:</b>   | Office of the Municipal Civil Registrar   |                             |
|--|---|-----------------------------|
| <b>Classification:</b>   | Highly Technical  |                             |
| <b>Type of transaction:</b>  | G2C - Government to Citizen   |                             |
| <b>Who may avail:</b>  | All concerned parties   |                             |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>FROM WHERE TO SECURE</b> |
| 1. Duly accomplished original Certificate of Live Birth that includes duly notarized affidavit of Late registration;   | Health centers, lying-ins, registered midwife, traditional midwife (hilot), others. |                             |
| 2. Duly notarized affidavit of midwife/ hilot stating the reason of delay (home delivery);   | Traditional midwife (hilot), others.  |                             |
| 3. Certification of No Record from Philippine Statistics Authority;  | Philippine Statistics Authority( PSA)   |                             |
| 4. Photocopy / Xerox copy of ID of parents;  | Parents   |                             |
| 5. Certificate of Marriage of registrant, if married   | Philippine Statistics Authority (PSA) or Concerned party                            |                             |
| 6. Certified copy of Certificate of Marriage of Parents or Certificate of Live Birth of brother/sister with date and place of marriage of parents or Certificate of Live | Philippine Statistics Authority (PSA)<br><br>Concerned party                        |                             |



|  |  |
|--|--|
| Birth of older brother/sister with proof of legitimacy;  |  |
| 7. Affidavit to Use the Surname of Father (AUSF), if applicable;   | Municipal Civil Registry Office  |
| 8. Original Copy of any two (2) of the following both showing the date and place of birth of the registrant: <ul style="list-style-type: none"> <li>• Baptismal certificate;</li> <li>• Form 137;</li> <li>• Voter's Registration Affidavit</li> <li>• Employment Records (GSIS/SSS, E1 or E4 Form);</li> <li>• Philhealth Member Data Record;</li> <li>• Service Record;</li> <li>• Community Tax Certificate (Cedula)</li> </ul> | Registrant<br>Church<br>School<br>COMELEC<br>GSIS/SSS<br><br>Philhealth<br>Mun. Treasury Office or Barangay<br>Treasurer |

| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                      |
|---|--|-----------------|-----------------|---|
| 1. Signs client log book for documents to be requested. | 1. Ask the client what we can do to help him/her;        |                 | 2 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Submit documents with the requirements needed        | 2. Review and evaluate the submitted requirements needed |                 | 2 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 3.Wait while the Certificate of Live Birth is prepared  | 3.Preparation of Certificate of Live Birth               |                 | 7 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |



|  |   |                |                                 |   |
|--|---|----------------|---------------------------------|---|
| 4. Review the Certificate of Live Birth for correctness of entries and sign the document   | 4. Finalize and check if there are any corrections on the document. |                | 2 minutes                       | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 5. Pay the required fees   | 5. Issue the official receipt                                       | P506.93        | 5 minutes                       | Revenue Collection Clerk                                |
| 6. Return after Ten (10) days posting  |   |                | 10 days                         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 7. Wait for the issuance of the delayed registered document & endorsement letter;<br><br><b>NOTE:</b><br>Submit to Philippine Statistics Authority Office, Vigan City for endorsement and request for Security Paper | 6. Record and release the copy of the client.                       |                | 12 minutes                      | Municipal Civil Registrar<br><br>Administrative Aide VI |
| <b>TOTAL:</b>  |   | <b>P506.93</b> | <b>10 days &amp; 30 minutes</b> |   |

## 6. APPLICATION FOR DELAYED REGISTRATION OF MARRIAGE

Late registration is made when the Certificate of Marriage of a couple whose marriage was solemnized in Burgos, Ilocos Sur but was not registered in Burgos Civil Registry Office within the following prescribed period upon the date of marriage, to wit:

- Thirty (30) calendar days for those with Marriage License;
- Thirty (30) calendar days for those who were qualified to use Article 34 of Executive Order No. 209; and



- Thirty (30) calendar days for those whose marriage was solemnized in accordance with the provisions of Presidential Decree No. 1083 (Muslim Rites).

|   |   |   |                        |                           |
|---|---|---|------------------------|---------------------------|
| <b>Office:</b>  | Office of the Municipal Civil Registrar |   |                        |                           |
| <b>Classification:</b>  | Highly Technical                        |   |                        |                           |
| <b>Type of transaction:</b>   | G2C - Government to Citizen             |   |                        |                           |
| <b>Who may avail:</b>   | All concerned parties                   |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>FROM WHERE TO SECURE</b>                     |                        |                           |
| 1. Latest copy of Certificate of No Marriage (CENOMAR) of each contracting party, issued by PSA;  |   | Philippine Statistics Authority (PSA)           |                        |                           |
| 2. Original or duplicate copy of old Certificate of Marriage with fresh signatures;   |   | Church or Solemnizing Officer                   |                        |                           |
| 3. If No. 2 is not available, certificate from the church or solemnizing officer indicating the date of said marriage based on their records;                           |   | Church or Solemnizing Officer                   |                        |                           |
| 4. Duly notarized affidavit of delayed stating the exact place and date of marriage, facts and circumstances surrounding the marriage and the reason or cause of delay; |   | Solemnizing Officer                             |                        |                           |
| 5. If solemnizing officer is deceased or no longer available secure certification from PSA regarding the authority to solemnized marriage;                              |   | Philippine Statistics Authority (PSA)           |                        |                           |
| 6. Affidavit of contracting parties indicating the cause of delay of registration   |   | Contracting Parties                             |                        |                           |
| 7. Certified Copy of Application for Marriage License bearing the date the license was issued, if applicable;   |   | Municipal Civil Registrar                       |                        |                           |
| 8. Certified Copy of Certificate of Live Birth of children with date and marriage of parents;   |   | Philippine Statistics Authority (PSA)           |                        |                           |
| 9. Community Tax Certificate  |   | Municipal Treasury Office or Barangay Treasurer |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>                    | <b>FEES TO BE PAID</b>                          | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |



|   |   |         |           |   |
|---|---|---------|-----------|---|
| 1. Signs client log book for documents to be requested.   | 1. Conduct interview  |         | 2 minutes | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Submit the duly accomplished and signed civil documents (if applicable) with the requirements.   | 2. Review and evaluate the documents and requirements needed; |         | 2 minutes | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 3.Wait while the Certificate of Marriage is prepared  | 3. Prepare the document.                                      |         | 7 minutes | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 4.Pay for the required fee  | 4.Issue the official receipt                                  | P506.93 | 5 minutes | Revenue Collection Clerk                                |
| 5. Submit the Certificate of Marriage with Official Receipt<br><br>5.1.Return after Ten (10) days posting   | 5. Receive and review the submitted document.                 |         | 10 days   | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 6. Receive delayed registered Certificate of Marriage & endorsement letter;<br><br><b>NOTE:</b><br>Submit to Philippine Statistics Authority Office, Vigan City for endorsement and | 6. Record and release the copy of the client.                 |         | 2 minutes | Municipal Civil Registrar<br><br>Administrative Aide VI |



|                            |  |                |                                 |  |
|----------------------------|--|----------------|---------------------------------|--|
| request for Security Paper |  |                |                                 |  |
| <b>TOTAL:</b>              |  | <b>P506.93</b> | <b>10 days &amp; 18 minutes</b> |  |

## 7. APPLICATION FOR DELAYED REGISTRATION OF DEATH

Late registration is made when the Certificate of Death of a person who died in Burgos, Ilocos Sur was not registered in Burgos Civil Registry Office within the thirty (30) calendar days prescribed period of registration.

|                             |   |
|-----------------------------|---|
| <b>Office:</b>              | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of transaction:</b> | G2C - Government to Citizen             |
| <b>Who may avail:</b>       | All concerned parties                   |

| CHECKLIST OF REQUIREMENTS   | FROM WHERE TO SECURE                            |
|---|---|
| 1. Latest copy of certificate of no record;   | Philippine Statistics Authority (PSA)           |
| 2. Notarized affidavit of the nearest relative of the deceased or any person having legal charge of the deceased when he/she was still alive, stating the exact date and place of death, facts and circumstances surrounding the death and the reason/cause of the delay; | Family or nearest relative of the deceased      |
| 3. Original Copy of the Certificate of Burial or other means of corpse disposal/Memorial Service Certification  | Cemetery, Funeral Service provider              |
| 4. Community Tax Certificate  | Municipal Treasury Office or Barangay Treasurer |

| CLIENT STEPS  | AGENCY ACTION                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                      |
|---|---|-----------------|-----------------|---|
| 1. Signs client log book for documents to be requested. | 1. Ask the client what we can do to help him/her; |                 | 2 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |



|   |   |                   |                                 |   |
|---|---|-------------------|---------------------------------|---|
| 2. Submit the duly accomplished and signed civil documents (if applicable) with the requirements.   | 2. Review and evaluate the submitted documents and all the requirements needed; |                   | 2 minutes                       | Municipal Civil Registrar<br>Administrative Aide VI |
| 3. Wait while the Certificate of Death is prepared  | 3. Prepare the document and let the client review for any corrections needed;   |                   | 7 minutes                       | Municipal Civil Registrar<br>Administrative Aide VI |
| 4. Pay for the required fee   | 4. Issue the official receipt   | P506.93           | 5 minutes                       | Revenue Collection Clerk                            |
| 5. Submit the Certificate of Marriage with official receipt<br><br>5.1. Returns after Ten (10) days posting   | 5. Receive and review the submitted document.                                   |                   | 10 days                         | Municipal Civil Registrar<br>Administrative Aide VI |
| 6. Receive delayed registered document & endorsement letter;<br><b>NOTE:</b><br>Submit to Philippine Statistics Authority Office, Vigan City for endorsement and request for Security Paper | 6. Record and release the copy of the client.                                   |                   | 2 minutes                       | Municipal Civil Registrar<br>Administrative Aide VI |
| <b>TOTAL:</b>   |   | <b>PHP 506.93</b> | <b>10 days &amp; 18 minutes</b> |   |





## 8. APPLICATION FOR MARRIAGE LICENSE

Marriage License is required when a man and a woman intend to marry.

| <b>Office:</b>  | Office of the Municipal Civil Registrar   |                             |
|---|---|-----------------------------|
| <b>Classification:</b>  | Highly Technical  |                             |
| <b>Type of transaction:</b>   | G2C - Government to Citizen   |                             |
| <b>Who may avail:</b>   | All Burgos, Ilocos Sur residents (either one or both of the contracting parties are residents of Burgos)      |                             |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>FROM WHERE TO SECURE</b> |
| 1. Certificate of Live Birth of both parties <ul style="list-style-type: none"> <li>• Latest certified local copy or PSA Copy;</li> <li>• Latest Original Copy of Baptismal (if no record of birth);</li> </ul>   | Philippine Statistics Authority (PSA)<br>Municipal Civil Registry Office<br><br>Church or religious authority |                             |
| 2. Latest Certificate of No Marriage (CENOMAR) issued by PSA (groom & bride);   | Philippine Statistics Authority (PSA)   |                             |
| 3. Valid ID of each couple (original & photocopy);  | Couple  |                             |
| 4. <u>Parental Consent</u><br>Applicants aged Eighteen (18) to twenty (20) (under Article 14 of the Family Code) father or parent's valid ID (Original & Xerox).<br><br><b>NOTE:</b> Father to personally appear at Municipal Civil Registrar Office with valid ID  | Parent (father, Mother or Guardian in the order mentioned)  |                             |
| 5. <u>Parental Advice</u><br>Applicants aged twenty-one (21) to twenty-five (25) (under Article 14 of the family code) both parents to personally appear at Municipal Civil Registrar Office with valid ID's (Father, Mother, or Guardian in the order mentioned).<br>• <u>Parental Advice</u> - if not obtain or unfavorable, Marriage License shall not be issued until after Three (3) months. Following the completion of the publication of the application. A sworn statement of the contracting parties must likewise be submitted | Parent ( Father and Mother or Guardian in the order mentioned)  |                             |



|  |   |
|--|---|
| indicating therein that the parents refuse to give advice.   |   |
| 6. Attend Family Planning Seminar and Pre-Marriage Counselling;  | Municipal Health Office<br>Department of Social Welfare |
| 7. Submit Legal Capacity to Marry for Foreigner or Former Filipino Citizen but is now Naturalized Citizen of other country.  | Respective Embassy here in the Philippines.             |
| 8. Submit the copy of Passport for foreign Nationals/ foreign Citizen (Original & Photocopy)   | Foreign Nationals/Citizens                              |
| 9. Judicial Recognition of the Absolute Decree of Divorce obtained abroad of her/his previous marriage, if one of the applicants is a Former Filipino Citizen and a divorcee or foreign national formerly married to a Filipino. | Concerned Party   |
| 10. Decree of Annulment for applicant who was previously married   | Concerned party   |
| 11. Death Certificate of the deceased spouse   | Concerned party   |
| 12. Certification from the Barangay Captain pursuant to Mun. Ordinance No. 3, s. 1991.   | Barangay Captain  |
| 13. (Community Tax Certificate (Cedula)  | Municipal Treasury Office or<br>Barangay Treasurer      |

| CLIENT STEPS  | AGENCY ACTION                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                      |
|---|---|-----------------|-----------------|---|
| 1. Signs client log book for documents to be requested. | 1. Conduct interview                              |                 | 2 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Submit application and requirements needed           | 2. Review and evaluate the submitted requirements |                 | 5 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |



|  |  |                   |   |  |
|--|--|-------------------|---|--|
| 3. Wait while the application form is accomplished and let it signed   | 3. Prepare the document and let the client review for any corrections needed;  |                   | 7 minutes                               | Municipal Civil Registrar<br><br>Administrative Aide VI  |
| 4. Pay the required fees   | 4. Issue the Official Receipt  | P556.50           | 5 minutes                               | Revenue Collection Clerk   |
| 5. Attend the Pre-marriage counselling (PMC) at DSWD<br><br>5.1. Family Planning seminar at the Rural Health Unit which is conducted any day of the week | 5. Conduct Pre-marriage counselling<br><br>5.1 Conduct Family Planning seminar |                   | 1 hour                                  | Municipal Social Welfare Development Officer<br><br>Action Officer of Pre-Marriage Counselling |
| 6. Wait for the release of the application   | 6. Release the copy of the client.   |                   | 3 minutes                               | Municipal Civil Registrar  |
| 7. Return after Ten (10) days prior to the date applied to get the Marriage License  | 7. Issue marriage license duly signed  |                   | 10 days                                 | Municipal Civil Registrar  |
| <b>TOTAL:</b>  |  | <b>PHP 556.50</b> | <b>10 days, 1 hour &amp; 22 minutes</b> |  |

## 9. LEGITIMATION BY SUBSEQUENT MARRIAGE / ACKNOWLEDGEMENT / ADMISSION PATERNITY

Legitimation is applicable to those children conceived and born outside of wedlock of parents who at the time of the conception of the former were not disqualified by any impediment to marry each other (Article 77 of the Family Code).

Acknowledgement/ Admission of Paternity is when the child is recognized by the father as his child through public and private handwritten instruments.

*Note: Mail the document to Philippine Statistics Authority (PSA) and follow up after 2 months.*



| <b>Office:</b>   | Office of the Municipal Civil Registrar                 |
|--|---|
| <b>Classification:</b>   | Simple  |
| <b>Type of transaction:</b>  | G2C - Government to Citizen                             |
| <b>Who may avail:</b>  | All concerned parties                                   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |
| <b>FROM WHERE TO SECURE</b>  |   |
| 1. One (1) Latest Certificate of Live Birth of the child from PSA;   | Philippine Statistics Authority                         |
| 2. One (1) Latest copy of Certificate of Marriage of parents: <ul style="list-style-type: none"> <li>• Local Certified True Copy or</li> <li>• PSA/SECPA copy</li> </ul> <p>Not required if applying only for acknowledgement/admission of paternity.</p>  | Document Owner<br>Philippine Statistics Authority (PSA) |
| 3. Latest copy of Certificate of No Marriage (CENOMAR) of each parent;<br>Not required if applying only for acknowledgement/admission of paternity.  | Philippine Statistics Office (PSA)                      |
| 4. If the name of the father does not appear in the Certificate of Live Birth of the child, submit any of the supporting documents that reflects the paternity between the father and the child or child was declared beneficiary by the father, i.e: <ul style="list-style-type: none"> <li>• SSS-E1 or E4;</li> <li>• GSIS;</li> <li>• Income Tax Return (ITR);</li> <li>• Philhealth;</li> <li>• Insurance Policy;</li> <li>• Statement of Assets and Liabilities.</li> </ul> | Father of the child                                     |
| 5. Any document belonging to the child with the name of father reflected therein i.e.: <ul style="list-style-type: none"> <li>• Original Baptismal Certificate of the Child;</li> <li>• Original Copy of Report card (F-138) or Certified True Copy of School Record (F-137) of the child wherein the name of the father is declared, and the signature of the father is affixed at the card; or Medical Record</li> </ul>   | Child   |
| 6. Latest Certified True Copy/PSA copy of Certificate of Death, if mother is deceased;   | Document Owner  |



|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Authentic Writing (with fresh signature of the father) will be needed if father is deceased and any other records that will prove the filiation of the child or documents showing that the father has acknowledged the child.</li> </ul> | Philippine Statistics Authority (PSA)<br><br>Concerned Party |
| 7. Valid ID of the parents;   | Concerned Party  |
| 8. Affidavit of Legitimation  | Office of the Municipal Civil Registrar                      |
| 9. Affidavit of Admission of Paternity, if not previously acknowledged  | Public Attorney's Office                                     |
| 10. Personal appearance of mother, father and child, if eighteen (18) years old and above, is needed.   | Parents, Child   |
| 11. Community Tax Certificate (Cedula) of the parents   | Mun. Treasury Office or Barangay Treasurer                   |

| CLIENT STEPS                                      | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                      |
|---|---|-----------------|-----------------|---|
| 1. Register in the logbook and state the purpose. | 1. Conduct interview  |                 | 2 minute        | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Submit all the documents needed;               | 2. Receive and check the submitted requirements and the duly accomplished affidavit for registration and annotation |                 | 3 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 3. Wait while the document is prepared            | 3. Prepare the document and let the client check for any corrections needed;  |                 | 7 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 4. Pay the corresponding fee                      | 4. Issue the official receipt   | P845.52         | 5 minutes       | Revenue Collection Clerk                                |



|  |   |                   |                   |   |
|--|---|-------------------|-------------------|---|
| 5. Submit the duly accomplished affidavits with official receipt | 5. Review and sign the documents              |                   | 2 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 6. Receive the owner's copy                                      | 6. Record and release the copy of the client. |                   | 2 minutes         | Municipal Civil Registrar                               |
| <b>TOTAL:</b>  |   | <b>PHP 845.52</b> | <b>32 minutes</b> |   |

### 10. AFFIDAVIT TO USE THE SURNAME OF THE CHILD PURSUANT TO REPUBLIC ACT 9255 IN CASE OF UNMARRIED PARENTS (For illegitimate children)

Children who want to carry/use the surname of their biological father but whose parents are not married.

**Note:** *\*Illegitimate children born from August 3, 1988 to March 18, 2004 who want to use the surname of their father, need to undergo judicial proceedings.*

*\*Mail the document to Philippine Statistics Authority (PSA) and follow up after 2 months.*

|   |   |
|---|---|
| <b>Office:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>  | Simple                                  |
| <b>Type of transaction:</b>                                       | G2C - Government to Citizen             |
| <b>Who may avail:</b>   | All concerned parties                   |
| <b>CHECKLIST OF REQUIREMENTS</b>                                  |   |
| <b>FROM WHERE TO SECURE</b>                                       |   |
| 1. One (1) latest Certificate of Live Birth of the child from PSA | Philippine Statistics Authority (PSA)   |
| 2. Valid ID's of mother and father;                               | Parents of the child                    |



|   |   |
|---|---|
| <p>3. If the name of the father does not appear in the certificate of Live Birth of the child, submit any of the supporting document that reflects the filiation/paternity between the father and the child or child was declared beneficiary by the father, i.e.;</p> <ul style="list-style-type: none"> <li>• SSS-E1 or E4;</li> <li>• GSIS;</li> <li>• Income Tax Return (ITR);</li> <li>• Philhealth;</li> <li>• Insurance Policy;</li> <li>• Statement of Assets and Liabilities (if available)</li> </ul> | <p>Father</p> <p>SSS<br/>GSIS<br/>BIR<br/>Philhealth<br/>Insurance Company<br/>Concerned Office</p> |
| <p>4. Any document belonging to the child with the name of father reflected therein i.e.;</p> <ul style="list-style-type: none"> <li>• Original Baptismal Certificate of the Child</li> <li>• Original Copy of Report Card (F-138) or Certified True Copy of School Record (F-137) of the child wherein the name of the father is declared and the signature of the father is affixed at the card; or</li> </ul>  | <p>Child</p> <p>Church or religious authorities<br/>School</p>                                      |
| <p>5. Latest Certified True Copy of the Certificate of Death, if mother or father is deceased;</p>  | <p>Office of the Municipal Civil Registrar or Philippine Statistics Authority (PSA)</p>             |
| <p>6. Authentic writing (with fresh signature of the father) will be needed if father is deceased and any other records that will prove the filiation of the child or documents showing that the father has acknowledged the child (if available)</p>   | <p>Concerned Party</p>  |
| <p>7. Affidavit to Use the Surname of the Father;</p>   | <p>Municipal Civil Registrar's Office</p>   |
| <p>8. Affidavit of Admission of Paternity, if not previously acknowledged; and</p>  | <p>Public Attorney's Office</p>   |
| <p>9. Personal appearance of mother/father is needed.</p>   |   |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------|-----------------|-----------------|--------------------|
|--------------|---------------|-----------------|-----------------|--------------------|



**Municipal Government  
Of Burgos, Ilocos Sur**

|  |   |                 |                   |   |
|--|---|-----------------|-------------------|---|
| 1. Register in the logbook and state the purpose | 1. Ask the client what we can do to help him/her;                             |                 | 1 minute          | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Submit all the requirements needed;           | 2. Receive and check/evaluate the submitted requirements                      |                 | 2 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 3. Wait while the document is prepared           | 3. Prepare the documents needed and let the client check for any corrections; |                 | 10 minutes        | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 4. Pay the Corresponding fee                     | 4. Issue official receipt   | P845.52         | 5 minutes         | Revenue Collection Clerk                                |
| 5. Present Official Receipt of payment           | 5. Review and finalize all the documents                                      |                 | 2 minute          | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 6. Receive the owner's copy                      | 6. Register and release the copy of the client.                               |                 | 2 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| <b>TOTAL:</b>                                    |   | <b>P 845.52</b> | <b>22 minutes</b> |   |





## 11. ISSUANCE OF SUPPLEMENTAL REPORT

Supplemental report for birth, marriage and death may be filed to supply to supply information inadvertently omitted when the civil document was registered.

**Note:** Mail the document to Philippine Statistics Authority (PSA) and follow up after 2 months.

|  |  |  |                        |   |
|--|--|--|------------------------|---|
| <b>Office:</b>   | Office of the Municipal Civil Registrar  |  |                        |   |
| <b>Classification:</b>   | Complex  |  |                        |   |
| <b>Type of transaction:</b>  | G2C - Government to Citizen  |  |                        |   |
| <b>Who may avail:</b>  | All concerned individuals  |  |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>FROM WHERE TO SECURE</b>            |                        |   |
| 1. One original copy issued by the Philippine Statistics Authority (PSA);  |  | At the Philippine Statistics Authority |                        |   |
| 2. Two (2) copies of duly accomplished and notarized Affidavit of Supplemental executed by the party concerned if aged 18 and above, or by the parent if Document Owner is a minor or in abroad; |  | Public Attorney's Office               |                        |   |
| 3. At least two (2) personal documents showing the information that needs to be supplied;  |  | Document owner                         |                        |   |
| 4. Photocopy of two (2) valid identification card/s (ID).  |  | Document owner                         |                        |   |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b>                 | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                               |
| 1. Register in the logbook and state the purpose   | 1. Ask the client what we can do to help him/her;                                    |  | 1 minute               | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Submit the civil document and other requirements;   | 2. Check and evaluate the Affidavit of Supplemental Report and supporting documents. |  | 3 minutes              | Municipal Civil Registrar<br><br>Administrative Aide VI |



|  |  |                |  |   |
|--|--|----------------|--|---|
| 3. Wait while the application is being processed and review the completeness of information in the affidavit and Supplemental Report | 3. Prepare and process the application and let the client check the document for any corrections needed; |                | 20 minutes   | Municipal Civil Registrar<br>Administrative Aide VI                           |
| 4. Pay the required fees   | 4. Issue the official receipt  | P845.52        | 4 minutes  | Revenue Collection Clerk  |
| 5. Submit and wait for the release of the document   | 5. Process and release the copy of the client  |                | If supplying more than two (2) missing information, approval from Philippine Statistics Office is mandatory. Time Frame of approval is indefinite. | Municipal Civil Registrar<br>Philippine Statistics Authority (Legal Division) |
| <b>TOTAL:</b>  |  | <b>P845.52</b> | <b>28 minutes</b>  |   |

## 12. CHANGE OF FIRST NAME, CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR (R.A. 9048) AND CORRECTION OF SEX/DAY & MONTH OF BIRTH (R.A. 10172)

This process allows the correction of **typographical error/s** in the first name, nickname and for correction of clerical or typographical error of a person in his/her Certificate of Live Birth.

**Note:** Mail the document to Philippine Statistics Authority (PSA) and follow up after 2 months.

|                             |   |
|-----------------------------|---|
| <b>Office:</b>              | Office of the Municipal Civil Registrar |
| <b>Classification:</b>      | Highly Technical                        |
| <b>Type of transaction:</b> | G2C - Government to Citizen             |
| <b>Who may avail:</b>       | All concerned parties                   |



| CHECKLIST OF REQUIREMENTS   | FROM WHERE TO SECURE   |
|---|--|
| 1. Latest Copy of Certificate of Live Birth to be corrected (Original and Photocopy), PSA issued copy   | Philippine Statistics Authority (PSA)  |
| 2. Original copies and four (4) photocopies of the following personal records with correct information, i.e: <ul style="list-style-type: none"> <li>• Baptismal Certificate;</li> <li>• School records (F-137/138 or certification either Elem. or HS) or College (TOR) or Diploma; and</li> <li>• Voter's registration record/voters affidavit.</li> </ul>   | Church / religious authorities<br>School<br><br>Commission on Elections<br>Note: Old personal copy without alteration from the Document Owner/petitioner is accepted.  |
| 3. In the absence of one of those listed in No. 2, the following if available, shall be an option provided that it bears correct information, i.e: <ul style="list-style-type: none"> <li>• GSIS/SSS record;</li> <li>• Medical Record;</li> <li>• Business record (SEC, Business permit;</li> <li>• Service Record;</li> <li>• Philhealth Member's Data Record;</li> <li>• Insurance Policy;</li> <li>• Land Title;</li> <li>• Bank Passbook;</li> <li>• Billing/s; and</li> <li>• Certificate of Employment if applicable.</li> </ul> | Owner of the Certificate of Live Birth and the Mother<br><br>SSS/GSIS<br>Hospital/Clinic<br>Security Exchange Commission<br><br>Employer<br>Philhealth<br>Insurance Company<br>Land Registration Authority<br>Bank/Financial Institution<br>Utilities, Credit Cards etc.<br>Employer<br><br><b>Note:</b> Old personal copy without alteration from the Document Owner is accepted. |
| 4. NBI Clearance;<br><br>PNP Clearance;<br><br><b>Note:</b> Aged Zero (0) to seven (7) years old not required.  | National Bureau of Investigation (NBI)<br>PNP Headquarter nearest to your residence.   |



|   |   |
|---|---|
| 5. Two (2) valid IDs of the petitioner and/or document owner.   | Concerned Party   |
| 6. Notarized Special Power of Attorney (SPA) if the petitioner is a representative (not the Document Owner like auntie, uncle, godparents, client, friend, officemate etc.)   | Owner of the Certificate of Live Birth<br>If minor, must be executed by mother or father, if he is in the COLB. |
| 7. If Document Owner is married: <ul style="list-style-type: none"> <li>• Certificate of Marriage (Certified True Copy if married in Burgos, PSA-Issued copy if married outside of Burgos).</li> <li>• Certificate of Live Birth at least two (2) children (Certified True Copy if born in Burgos, PSA-Issued copy if born outside of Burgos).</li> </ul> | MCRO/ PSA<br><br>MCRO/ PSA  |
| <b>Note/Reminders:</b> <ul style="list-style-type: none"> <li>• For documents registered outside of Burgos, submit PSA or concerned Local Civil Registry issued copy;</li> <li>• Bring all original copies of the documents/requirements;</li> <li>• All documents/requirements must be photocopied in four (4) sets;</li> </ul>                          |   |

| CLIENT STEPS  | AGENCY ACTION                           | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                      |
|---|---|-----------------|-----------------|---|
| 1. Signs client log book  | 1. Conduct interview                    |                 | 2 minutes       | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Inform the personnel the name to be changed in his/her birth certificate and the name he/she is using or the clerical error/s to be corrected. | 2. Verify the documents to be corrected |                 | 15 minutes      | Municipal Civil Registrar<br><br>Administrative Aide VI |



|   |  |   |                     |   |
|---|--|---|---------------------|---|
| 3. Fill up the petition form and submit the supporting documents for review   | 3. Review and examine the supporting documents for authenticity            |   | 10 minutes          | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 4. Pay for the required fees  | 4. Issue the official receipt  | Filing fee for change of First Name – P3,000.00<br>Filing fee for CCE – P1,000.00<br>Service Fee for migrant petitioner (CCE) – P500.00<br>(CFN) P 1,000.00 | 5 minutes           | Revenue Collection Clerk                                |
| 5. Wait while the petition is processed<br><b>Note:</b><br>For petition for change of first name/correction of gender/day & month of birth get notice for publication | 5. Prepare the document and let the petitioner to sign their petition      |   | 5 minutes           | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 6. For petition of change of first name. Have your petition published in a local newspaper of general circulation for two consecutive weeks                           | 6. Notice for publication<br><br>6.1. Issue the Certificate of publication |   | 2 consecutive weeks | Publishing Company                                      |
| 7. After two weeks submit the proof of publication  | 7. Check the submitted proof of publication                                |   | 2 minutes           | Municipal Civil Registrar<br><br>Administrative Aide VI |



|  |  |  |  |  |
|--|--|--|--|--|
| 8. Follow-up the Petition after four (4) months which shall commence on the date the petition was received by this Office; | 8. Process, review and examine the Petition for finalization and submit the document to PSA - Legal Division |  | <b>Note:</b><br>Processing of affirmed petitions is indefinite as it depends on the action and return of affirmed petitions from PSA . | Municipal Civil Registrar<br><br>Philippine Statistics Authority |
| <b>TOTAL:</b>  |  |  |  |  |

### 13. REGISTRATION OF COURT DECREES AND OTHER LEGAL INSTRUMENTS

This process is to register Court Decisions pertaining to correction of errors in the Certificate of Live Birth that are not covered by the provisions of Republic Act 9048, adoption, annulment, presumptive death, cancellation of registration, legitimation thru court, use of father's surname by an illegitimate child, etc.

Court decisions concerning the status of a person must be registered in the Civil Registry Office where the court is functioning within ten (10) days after the court decree/order has become final and executor.

Court decisions that must be registered are the following:

- ❖ Decree of Adoption
- ❖ Decree of Nullity of Marriage/Declaration of Nullity of Marriage
- ❖ Decree of Legal Separation
- ❖ Court decision or order to correct, cancel or delete entries in any certificate of birth, marriage or death
- ❖ Declaration of Presumptive Death
- ❖ Registration of voluntary renunciation of citizenship
- ❖ Court decisions recognizing or acknowledging natural children or impugning or denying such recognition or acknowledgement
- ❖ Judicial determination of maternity affiliation
- ❖ Aliases

Legal Instruments that must have to be registered

- ❖ Affidavit of Reappearance
- ❖ Marriage Settlement



- ❖ Voluntary emancipation of minor, parental authorization or ratification non artificial insemination
- ❖ Acknowledgement
- ❖ Acquisition of citizenship
- ❖ Option to elect Philippine Citizenship
- ❖ Partition and distribution of properties of sponsor and delivery of the children's legitimate
- ❖ Waiver of right's interest of absolute community

|   |   |                        |   |   |
|---|---|------------------------|---|---|
| <b>Office:</b>  | Office of the Municipal Civil Registrar                   |                        |   |   |
| <b>Classification:</b>  | Simple  |                        |   |   |
| <b>Type of transaction:</b>                                     | G2C - Government to Citizen                               |                        |   |   |
| <b>Who may avail:</b>   | All concerned parties                                     |                        |   |   |
| <b>CHECKLIST OF REQUIREMENTS</b>                                |   |                        | <b>FROM WHERE TO SECURE</b>                               |   |
| 1. Certified copy of Court Decision and Certificate of Finality |   |                        | Civil Registry Office where the court is situated         |   |
| 2. Certificate of Authenticity and Certificate of Registration; |   |                        | Clerk of Court;   |   |
| 3. Confirmation Letter;   |   |                        | Office of the Clerk of Court where Decision was rendered; |   |
| 4. Certificate of registration from LCR.                        |   |                        | Municipal Civil Registry Office (MCRO)                    |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>                                      | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>                                    | <b>PERSON RESPONSIBLE</b>                               |
| 1. Register in the logbook and state the purpose.               | 1. Conduct interview                                      |                        | 2 minutes   | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Submit all the documents needed;                             | 2. Recieve and check/pre-evaluate submitted requirements; |                        | 10 minutes  | Municipal Civil Registrar<br><br>Administrative Aide VI |



|   |                                      |                |                   |   |
|---|--------------------------------------|----------------|-------------------|---|
| 3. Wait for the preparation of the requested document | 3. Register and process the document |                | 5 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 4. Pay the corresponding fees                         | 4. Issue the official receipt        | P845.52        | 5 minutes         | Revenue Collection Clerk                                |
| 5. Wait for the release of the document.              | 5. Release the copy of the client    |                | 2 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| <b>TOTAL:</b>   |                                      | <b>P845.52</b> | <b>24 minutes</b> |   |

#### 14. ENDORSEMENT OF CIVIL REGISTRY TO THE CIVIL REGISTRAR GENERAL (WITH RECORD FROM CRO NEGATIVE FROM PSA)

As a rule, all Local Civil Registrars shall submit civil registry documents to the Office of the Civil Registrar General (OCRG) thru their respective PSA provincial offices.

There are instances when the PSA cannot issue copy/copier to the interested party because their office have no available record in its archive, or the current document is still with the PSA provincial office being processed.

To facilitate the issuance of request documents, the concerned Provincial Statistics Office or Civil Registrar is required to submit or endorse the needed document on a piecemeal basis to the PSA.

|   |   |
|---|---|
| <b>Office:</b>  | Office of the Municipal Civil Registrar |
| <b>Classification:</b>  | Simple                                  |
| <b>Type of transaction:</b>   | G2C - Government to Citizen             |
| <b>Who may avail:</b>   | All concerned parties                   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   |
| <b>FROM WHERE TO SECURE</b>   |   |
| 1. Latest Copy of Certificate of Live Birth (Original and Photocopy), PSA issued copy | Philippine Statistics Authority (PSA)   |





| 2. Two (2) valid Ids or document of the document owner.                                    |   | Concerned Party            |                   |   |
|--|---|----------------------------|-------------------|---|
| CLIENT STEPS   | AGENCY ACTION   | FEES TO BE PAID            | PROCESSING TIME   | PERSON RESPONSIBLE                                      |
| 1. Register in the logbook and state the purpose.  | 1. Conduct interview  |                            | 2 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 2. Wait while it is being verified in the registry book                                    | 2. Verify whether the record for endorsement is available                                   |                            | 2 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 3. Review the document   | 3. Prepare the document to be endorsed to PSA and let the client review for any corrections |                            | 3 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| 4. Pay the required fee  | 4. Issue Official Receipt   | Secretary's Fee<br>P132.82 | 5 minutes         | Revenue Collection Clerk                                |
| 6. Wait for the release of the document to be submitted to PSA and follow up after 3 weeks | 5. Release the copy of the client   |                            | 2 minutes         | Municipal Civil Registrar<br><br>Administrative Aide VI |
| <b>TOTAL:</b>  |   | <b>P132.82</b>             | <b>14 minutes</b> |   |