

1. Issuance of Application for Marriage License

All couples (either one or both residents of San Vicente) of legal age intending to get married must apply for a marriage license at the Municipal Civil Registry Office. A marriage license is valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue.

Office of Division	Office of the Municipal Civil Registrar		
Classification:	Complex		
Type of Transaction:	G2C-Government to Citizen		
Who may Avail:	Unmarried persons of legal age / widow / widower / Annulled / Divorced		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE	
<ol style="list-style-type: none"> 1. CENOMAR (Certificate of No Marriage) – (1 original and 1 photocopy) 2. PSA Issued Birth Certificate (1 photocopy) or MCR Issued Birth Certificate (1 Photocopy) 		Philippine Statistics Authority (PSA)	
<ol style="list-style-type: none"> 1. Parental Consent Form for 18-20 yrs. Old Applicant (2 original copy) 2. 3. Parental Advice Form for 21-24 yrs. Old Applicant (2 original copy) 4. 5. Pre-marriage counselling certificate (1 original copy) 		Philippine Statistics Authority (PSA) Municipal Civil Registrar Office (MCR) Municipal Civil Registrar Office (MCR)	
For Widow or Widower <ol style="list-style-type: none"> 1. Death Certificate 		Municipal Civil Registrar Office (MCR) Municipal Social Welfare Office (MSWO) Philippine Statistics Authority (PSA) or Municipal Civil Registrar Office (MCR)	
		Respective Embassy Foreign Court	

For Foreigner 1. Legal Capacity to Contract marriage (1 original copy) 2. Decree of Divorce (1 set Certified True Copy)		Regional Trial Court Regional Trial Court		
For Annulled Applicant 1. Decree of Annulment (1 Set Certified True Copy) 2. Certificate of Finality (1 Original Copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. Provide Marriage License Application Form	NONE	3 min	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar Office
2. Accomplish and submit the application form	2. Review the authenticity and veracity of the required documents	NONE	10 mins	<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
	2.2 Prepare and type the application form	None	30 minutes	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar Office
3. Sign Marriage Application Form	3. Subscribe Marriage License Application Form	NONE	5 minutes	<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
4. Pay the corresponding fees	4. Issue Official Receipt	Application fee PHP 148.00	7 minutes	<i>Rosemarie J. Ranches</i> <i>Admin. Aide IV</i> Municipal Treasurer's Office

		<p>Marriage License Fee PHP 2.00</p> <p>Marriage Counselling fee PHP100.00</p>		
5. Present Official Receipt	<p>5. Receive and record Official Receipt</p> <p>5.2. Advise the client to comeback after the (10) calendar days posting period</p> <p>5.3. Post the Notice of Application for Marriage license</p>		<p>5 minutes</p> <p>2 minutes</p> <p>2 minutes (10 Calendar days posting period)</p>	<p><i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar Office</p> <p><i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i></p> <p><i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar Office</p>
6. Receive the marriage license together with the attached required documents	7. Issue the marriage license to the client	NONE	30 minutes	<p><i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar Office</p>
TOTAL		P250.00	10 days, 1 hour, 34 minutes	

2. Issuance of Certified Copy of Birth, Death and Marriage Certificates

A certified transcript such as birth, death and marriage certificates may be availed from the Municipal Civil Registry Office.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	Owner of document or his/her authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Valid ID – One (1) photocopy <ol style="list-style-type: none"> a. Driver’s License b. Voter’s ID/Certification c. Passport d. Philhealth ID e. SSS Issued Unified Multi-purpose ID f. GSIS Issued Unified Multi Purpose ID g. Senior Citizen ID h. National ID i. Pag-ibig ID <p>IF NOT THE OWNER</p> <ol style="list-style-type: none"> 1. Authorization letter with both (any) valid ID of the owner and the representative (1 original copy) 		<p>Land Transportation Office (LTO) Commission on Election (COMELEC) Department of Foreign Affairs (DFA) Philippine Health Insurance Corporation (PHIC) Social Security System (SSS) Government Service Insurance System (GSIS) Office of the Senior Citizens Affairs (OSCA) Philippine Statistics Authority (PSA) Development Mutual Fund Office</p> <p>Applicant</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Register on the client's log book	1. Interview the client	NONE	3 minutes	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar Office
	1.2. Verify the requested document and if intact, prints a copy of the document	NONE	15 minutes	<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar Office
2. Pay the prescribed fee	2. Issue Official Receipt	For Local PHP 55.00 For Abroad PHP 120.00	5 minutes	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Treasurer's Office
3. Present the Official Receipt Copy and Receive Certified copy of the documents	4. Record Official Receipt in the log book	NONE	1 minute	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar Office
	4.2. Release the Document to the client		10 minutes	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar Office
TOTAL			34 minutes	

3. Delayed Registration of Birth, marriage and death certificates

Delayed registration of birth, marriage and death must be filed at the Municipal Civil Registry Office following the lapse of the prescribed period of thirty (30) calendar days from the date of birth, death and marriage.

Office of Division	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen

Who may Avail:	Owner of document or his/her authorized representative	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
<p>For Birth:</p> <ol style="list-style-type: none"> 1. Negative Certification of birth (2 photocopies) 2. Baptismal certificate (1 photocopy) 3. Voter's Record (1 photocopy) 4. Marriage certificate of registrant and parents (1 photocopy each) 5. School record (1 photocopy) 6. Joint Affidavit of two (2) disinterested persons (2 original copy) 	<p>Philippine Statistics Authority (PSA) Religious affiliation Commission On Election (COMELEC) Philippine Statistics Authority (PSA) or Municipal. Civil Registrar Office (MCRO) School / Institution attended Notary Public</p>	
<p>For death:</p> <ol style="list-style-type: none"> 1. Negative Certification of Death (1 photocopy) 2. Death Certificate (1 photocopy) 3. Joint affidavit of two (2) disinterested persons (2 original copies) 4. Cert. of Burial rites from church (1 photocopy) 	<p>Philippine Statistics Authority (PSA) Rural Health Unit (RHU) Notary Public/PAO Religious affiliation</p>	
<p>For marriage:</p> <ol style="list-style-type: none"> 1. Negative Certification of Marriage (2 photocopies) 2. Marriage Contract (2 photocopies) 3. Joint affidavit of two (2) disinterested persons (2 Original Copies) 4. Affidavit of solemnizing officer (2 Original Copies) 5. Affidavit of husband and wife (2 Original Copies) 	<p>Philippine Statistics Authority (PSA) Religious Affiliation or Mayor's Office or Municipal Circuit Trial Court (MCTC) Notary Public Notary Public Notary public</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's log book	1. Provide prescribed form to client	NONE	3 minutes	<i>Rosemarie J. Ranches Administrative Aide IV Municipal Civil Registrar</i>
2. Accomplish and submit the prescribed form	2. Receive the accomplished prescribed form for evaluation	NONE	10 minutes	<i>Rosemarie J. Ranches Administrative Aide IV</i>
	2.2. Encode the given entries to the system	NONE	30 minutes	<i>Henry R. Ranches Municipal Civil Registrar Municipal Registrar's Office</i>
	2.3. Print out prescribe form			<i>Henry R. Ranches Municipal Civil Registrar Municipal Registrar's Office</i>
3. Review and affix signature on the printed form	3. Receive document and advices client to come back after the ten (10) days calendar posting period	NONE	3 minutes	<i>Rosemarie J. Ranches Administrative Aide IV</i>
	3.2. Post Notice of Delayed Registration	None	3 minutes (10 Calendar days posting period)	<i>Henry R. Ranches Municipal Civil Registrar Municipal Registrar's Office</i>

4. Pay prescribed fees	4. Issue Official Receipt	PHP 300.00	5 minutes	<i>Rosemarie J. Ranches Administrative Aide IV Municipal Treasurer</i>
5. Receive the registered document	5. Record Official Receipt and releases the document	NONE	15 minutes	<i>Administrative Aide IV Municipal Civil Registrar Municipal Registrar's Office</i>
TOTAL		PHP 300.00	10 days , 1 hour, & 14 minutes.	

4. Registration of birth and marriage certificates (Timely Registration)

Registration of birth and marriage must be filed at the Municipal Civil Registry Office within the period of thirty (30) calendar days from the time of occurrence/event.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Owner of document or his/her authorized representative	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
For birth: 1.Certificate of Live Birth duly accomplished and signed by proper parties (4 original copies)		Municipal Civil Registrar Office
For marriage: 1.Certificate of Marriage duly accomplished and signed by the proper parties (4 original copies)		Municipal Civil Registrar Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. Provide prescribed form to client to supply the information needed	NONE	45 minutes	<i>Rosemarie J. Ranches Administrative Aide IV</i> <i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
2. Fill out Prescribe form and submit documents	2. Enter data in the system and print.	NONE	15 minutes	<i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
	2.2. Register the document on the registry book	NONE	10 minutes	<i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
2. Pay the corresponding fees	3. Issue official receipt	PHP 55.00	5 minutes	<i>Rosemarie J. Ranches Administrative Aide IV Municipal Treasurer's Office</i>
3. Received the registered document	4. Issue the registered document to the client	None	15 minutes	<i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
TOTAL		PHP 55.00	1 hour & 30 minutes	

5. Registration of Death Certificate (Timely Registration)

The deceased person needs to be registered in the Municipal Civil Registry Office within the period of thirty calendar (30) days from the date of occurrence/event.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens			
Who may Avail:	Surviving spouse/immediate family			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Death Certificate duly accomplished and signed by proper parties (4 original copies)		Municipal Civil Registry Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client Log book	1. Provide prescribed form to client to supply information needed	NONE	15 minutes	<i>Rosemarie J. Ranches Administrative Aide IV</i> <i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
2. Fill out Form and Submit the accomplished death certificate information form	2. Encode the information provided and print the document	NONE	45 minutes	<i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
3. Sign the print out document	3. Advise the client to proceed to RHU and Embalmer for signature		3 minutes	<i>Dr. Amado Viesta Municipal Health Officer Rural Health Unit</i>

4. Pay the required fees	3.Issue Official Receipt	Burial permit fee PHP 100.00 Transfer of Cadaver/re- open of the tomb PHP 100.00 Death cert. fee PHP 55.00	5 minutes	<i>Clarice Ann Rocero</i> <i>Administrative Aide IV</i> Municipal Treasurer's Office
5. Present Official Receipt and Receive the death certificate	4.Record Official receipt in the Log book 4.2. Issue the registered death certificate to the client	None None	5 minutes 10 minutes	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> <i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL		P255.00	1 hour & 23 minutes	

6. Issuance of an annotated civil registry documents (Court Decisions/Legal Instruments)

All civil registry documents with court decree/order that has become final and executory shall be issued with marginal annotation.

All legal instruments shall be filed and registered in the Municipal Civil Registry Office.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	Owner of document or his/her authorized representative			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Court Decree/order (3 sets Certified True Copy) 2. Certificate of Finality (3 original copies) 3. Certificate of Registration of Court Decree (3 original copies) 4. Certificate of Authenticity (3 original copies)			Regional Trial Court (RTC) Regional Trial Court (RTC) Municipal Civil Registrar Office (MCRO) Municipal Civil Registrar Office (MCRO) or Regional Trial Court (RTC)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client Log book	1. Provide information sheet	NONE	5 minutes	<i>Rosemarie J. Ranches</i> Administrative Aide IV
2. Present the required documents	2. Evaluate and prepare the corresponding document to be annotated based on the court decision	NONE	45 minutes	<i>Henry R. Ranches</i> Municipal Civil Registrar Municipal Civil Registrar's Office
3. Pay the required fee	3. Issue Official Receipt	Local PHP 55.00	5 minutes	<i>Clarice Ann Rocero</i> Administrative Aide IV Municipal Treasurer's Office

		Abroad PHP 120.00		
4. Present Official Receipt and Receive the annotated document	4.Record the Official Receipt 4.2. Release the owner's annotated copy and endorse a copy to Phil. Statistics Authority, Q. City for the issuance of an annotated copy in Security Paper (SECPA)	NONE	1 minute 15 mins	<i>Rosemarie J. Ranches Administrative Aide IV</i> <i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar Office</i>
TOTAL			1 hour & 11 mins	

7. Legitimation of a Natural Child (RA 9858)

Legitimation is a remedy by which those who were born out of wedlock to be considered legitimate. Only children conceived and born outside of wedlock of parents who at the time of conception of the former, were not disqualified by any impediment to marry each other may be legitimated. Legitimation of a child by subsequent marriage of parents shall be recorded in the Municipal Civil Registry office. It will be recorded in the office where the birth was registered/recorded.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Biological Parents	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Certificate of Live Birth (2 photocopy)		Philippine Statistics Authority (PSA)

2. Marriage Cert. of parents (2 photocopy) 3. Cert. of No Marriage (CENOMAR) (2 photocopy) 4. Affidavit of Legitimation (2 photocopy)			Philippine Statistics Authority (PSA) Philippine Statistics Authority (PSA) Notary Public/PAO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client Log book	1. Provide information sheet	NONE	5 minutes	<i>Rosemarie J. Ranches</i> Administrative Aide IV Municipal Civil Registrar Municipal Civil Registrar's Office
2. Present the required supporting documents	2. Review as to the completeness of the documents and prepares for the annotation of the birth certificate of the child	NONE	45 minutes	<i>Henry R. Ranches</i> Municipal Civil Registrar Municipal Civil Registrar's Office
3. Pay the required fee	3. Issue Official Receipt	PHP 500.00	5 minutes	<i>Clarice Ann Rocero</i> Administrative Aide IV Municipal Treasurer's Office
4. Present OR and Receive the annotated document	4. Record OR	NONE	3 minutes	<i>Rosemarie J. Ranches</i> Administrative Aide IV Municipal Civil Registrar's Office
	4.1 Release the annotated owner's copy and endorse a separate copy to PSA, Q. City for the issuance of an annotated birth certificate of the child in Security Paper (SECPA)	NONE	15 minutes	<i>Rosemarie J. Ranches</i> Administrative Aide IV Municipal Civil Registrar's Office
TOTAL		PHP 500.00	1 hour & 13 mins	

8. Affidavit to Use the Surname of the Father (RA 9255) Series of 2016

An act allowing an illegitimate child to use the surname of their father.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)			
Who may Avail:	Mother/child/guardian			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Certificate of Live Birth of the child (4 photocopy)		Philippine Statistics Authority (PSA)		
2. Certificate of Live Birth of the Child (4 original copies)		Municipal Civil Register Office (MCRO)		
3. Affidavit to Use the Surname of the Father (3 original copy)		Notary Public or Municipal Civil Registrar Office (MCRO)		
4. Any two of the following documents: showing the paternity between father and child * Private handwritten instrument (2 original copy) *Affidavit of Admission of Paternity (2 original copies)		Applicant		
		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. Provide information sheet	NONE	5 minutes	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar's Office

2. Present supporting documents	2. Review for the completeness of the documents and prepares for the annotation of the birth certificate of the child	NONE	45 minutes	<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
3. Pay the required fee	3. Issue Official Receipt	PHP 100.00	5 minutes	<i>Clarice Ann Rocero</i> <i>Administrative Aide IV</i> Municipal Treasurer's Office
4. Present Official Receipt and receive the annotated document	4. Record Official receipt and release the owner's copy and endorses a separate copy to Philippine Statistics Authority, Q. City.	NONE	30 minutes	<i>Rosemarie J. Ranches</i> <i>Administrative Aide IV</i> Municipal Civil Registrar's Office
TOTAL		PHP 100.00	1 hour & 25 mins	

9. Endorsement of a registry records to Office of the Civil Registrar General (OCRG), PSA, Q. City

There are instances when a client has no available record in the Philippine Statistics Authority (PSA) but the client has a record in the Municipal Civil Registry Office, the Municipal Civil Registrar shall transmit the civil registry documents to the Office of the Civil Registrar General (OCRG), Quezon City upon request of the client concerned.

Office of Division	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may Avail:	Owner of the document or his/her duly authorized representative
CHECKLIST OF REQUIREMENT	
WHERE TO SECURE	

1. Negative Certification (birth, death and marriage) (2 photocopy) 2. Present any Valid ID (1 photocopy) <ul style="list-style-type: none"> a. Driver's license b. Voter's ID/Certification c. GSIS Issued Unified Multi-Purpose ID or SSS Issued Unified Multi-Purpose ID d. National ID e. Senior Citizens' ID f. Philhealth ID g. Pag-Ibig ID h. Passport 		Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Commission On Election (COMELEC) Government Insurance System (GSIS) Social Security System (SSS) Philippines Statistics Authority (PSA) Municipal Social Welfare Office (MSWO) Philippine Health Insurance Corporation (PHIC) Pag-ibig Office Department of Foreign Affairs (DFA)		
IF NOT THE OWNER 1. Authorization letter attached with 1 valid ID photocopy of the owner and the representative		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	None	NONE	3 minutes	<i>Rosemarie J. Ranches</i> Administrative Aide IV Municipal Civil Registrar's Office
2. Present the document for endorsement	1. Prepare the civil registry document for endorsement	NONE	30 minutes	<i>Henry R. Ranches</i> Municipal Civil Registrar Municipal Civil Registrar's Office
3. Pay the required fee	2. Issue Official receipt	PHP 155.00	5 minutes	<i>Clarice Ann Rocero</i> Administrative Aide IV Municipal Treasurer's Office

4. Present Official Receipt and receive the document	3. Record official receipts and release the document to be transmitted to PSA, Q. City for the issuance of a civil registry document in Security Paper (SECPA)	NONE	20 minutes	<i>Rosemarie j. ranches Administrative Aide IV</i> <i>Henry R. ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
TOTAL		PHP 155.00	58 mins.	

10. Issuance of Supplemental Report

A supplemental report for birth, death and marriage may be filed to supply the missing information/entry when the civil registry document was registered.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C-Government to Citizen	
Who may Avail:	Owner of the document or his/her duly representative	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Affidavit for Supplemental Report (3 original copy)		Notary Public
For birth: 1. Certificate of Live Birth (2 photocopy) 2. Baptismal certificate (2 photocopy) 3. Voter Reg. Record (2 photocopy) 4. School Records (2 photocopy)		Philippine Statistics Authority (PSA) Religious affiliation Commission on Election (COMELEC) School/Institution attended
For death:		

1. Certificate of Death (2 photocopy) 2. Church certification (2 photocopy) 3. Baptismal certificate (2 photocopy) 4. Voter's record of the deceased (2 photocopy)		Philippine Statistics Authority (PSA) Religious affiliation Religious affiliation Commission on Election (COMELEC)		
For Marriage: 1. Certificate of Marriage (2 photocopy) 2. Birth certificate (2 photocopy) 3. Baptismal certificate (2 photocopy) 4. Voter's record (2 photocopy)		Philippine Statistics Authority (PSA) Philippine Statistics Authority (PSA) Religious Affiliation Commission on Election (COMELEC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. None	NONE	3 minutes	<i>Rosemarie J. Ranches</i> Administrative Aide IV Municipal Civil Registrar's Office
2. Present the affected civil registry document	2. Review the document and prepare for the supplemental report of the affected civil registry document	NONE	45 minutes	<i>Rosemarie J. Ranches</i> Administrative Aide IV <i>Henry R. Ranches</i> Municipal Civil Registrar Municipal Civil Registrar's Office
3. Pay the required fee	3. Issue Official Receipt	PHP 100.00	5 minutes	<i>Clarice Ann Rocero</i> Administrative Aide IV Municipal Treasurer's Office
4. Present OR and receives the document	4. Record Official receipt and release owner's copy and endorse a separate copy to PSA,	NONE	15 minutes	<i>Rosemarie J. Ranches</i> Administrative Aide IV

	San Fernando, La Union for the issuance of a registry document in Security Paper (SECPA)with marginal annotation			<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL		PHP 100.00	1 hour & 8 mins	

11. Change of First Name and for Correction of Clerical Error or Typographical Error (RA 9048)

Republic Act No. 9048 authorizes the Municipal/City Civil Registrar to:

- a. correct clerical or typographical errors in any entry
- b. change of first name or nickname in the civil registry office without a need of judicial order. However, any petition to correct error that would subsequently change the nationality, age, status of a person is not allowed and must be filed with the proper court.

Office of Division	Office of the Municipal Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	Owner of the document or his/her authorized representative	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
For Change of first name: 1. PSA Issued Birth Certificate (3 photocopy) 2. MCR Issued Birth Certificate (3 photocopy) 3. NBI Clearance (3 photocopy)		Philippine Statistics Authority (PSA) Municipal Civil Registrar Office (MCR) National Bureau of Investigation (NBI) Philippine National Police (PNP) Religious affiliation

<p>4. Police Clearance (3 photocopy)</p> <p>5. Baptismal Certificate (3 photocopy)</p> <p>6. Voter Registration Record (3 photocopy)</p> <p>7. Driver's License (3 photocopy)</p> <p>8. For employed applicant</p> <p> 1. Employer's Clearance with no pending criminal /administrative case (3 photocopy)</p> <p> For unemployed applicant</p> <p> 1. Affidavit of unemployment (3 photocopy)</p> <p>9. Marriage Certificate (3 photocopies)</p> <p>10. Birth record of descendants (3photocopy)</p> <p>11. School records (3 photocopy)</p> <p>12. Passport (3 photocopy)</p> <p>13. Affidavit of Publication with newspaper clipping (3 original copies)</p>	<p>Commission on Election (COMELEC) Land Transportation Office (LTO)</p> <p>Human Resource Officer</p> <p>Notary Public</p> <p>Philippine Statistics Authority(PSA) or Municipal Civil Registry Office (MCRO) Philippine Statistics Authority(PSA) or Municipal Civil Registry Office (MCRO) Department of Education (DepEd) Department of Foreign Affairs(DFA) Newspaper publisher</p>
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<p>For Correction of Clerical Error:</p> <ol style="list-style-type: none"> 1. PSA Issued Birth Certificate (3 photocopy) 2. MCR Issued Birth Certificate (3 photocopy) 3. Baptismal Certificate (3 photocopy) 4. Voter' Registration Record (3 photocopy) 5. Police Clearance (3 photocopy) 6. School Records (3 photocopy) 7. Marriage Certificate (if married) (3 photocopy) 8. Birth Records of Descendants / Siblings (3 Photocopy) 9. Driver's License (3 photocopy) 10. SSS Record / ID (3 photocopy) 11. GSIS Record (3 photocopy) 12. Philhealth ID (3 photocopy) 13. Passport (3 photocopy) 	<p>Philippine Statistics Authority Municipal Civil Registry Office Religious affiliation Commission on Election (COMELEC) Philippine National Police (PNP) Department of Education (DepEd) Municipal Civil Registry Office (MCRO) Municipal Civil Registry Office (MCRO) Land Transportation Office (LTO) Social Security System (SSS) Government Service Insurance System (GSIS) Philippine Health Insurance Corporation (PHIC) Department of Foreign Affairs (DFA)</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. None	NONE	3 minutes	<i>Rosemarie J. Ranches Admin. Aide IV</i>

2. Present the supporting documents for review	2. Review and evaluate the supporting documents submitted and provide the petition form to be accomplished by the petitioner	NONE	45 minutes	<i>Henry R. Ranches</i> Municipal Civil Registrar Municipal Civil Registrar's Office
3. Accomplish petition form	3. Prepare and print the accomplished petition form together with the supporting documents	NONE	60 minutes	<i>Henry R. Ranches</i> Municipal Civil Registrar Municipal Civil Registrar's Office
4. Pay the required fees	4. Issue Official Receipt	CFN PHP 3000.00 Migrant petition – PHP 1000.00 CCE PHP 1,000.00 Migrant petition PHP 500.00	5 minutes	<i>Clarice Ann Rocero</i> Administrative Aide IV Municipal Treasurer's Office
5. Present Official receipt and sign Petition Form	5. Record Official Receipt in the Log Book.	NONE	5 minutes	<i>Henry R. Ranches</i> Municipal Civil Registrar Municipal Civil Registrar's Office
	5.2. Subscribe the petition form	NONE	5 minutes	

	For CCE: Advise the client to come back after the ten (10) days posting period Post Notice of Posting	NONE NONE	2 minutes 3 minutes (10 Calendar Days posting period)	<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
	FOR CFN: Advise the client to come back after the two (2) consecutive weeks of publication in a newspaper of general circulation	NONE	2 minutes (14 days PUBLICATION PERIOD)	<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
6. Receive petition with decision to be mailed to PSA, Quezon City	6. For CCE: Render decision and release the petition to the client within five (5) days after the completion of the ten (10)days posting period	NONE	45 minutes	<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
	For CFN: Render decision and release the petition to the client within five (5) days after the completion of the ten (10)days posting period and the publication of two (2) consecutive weeks in a newspaper of general circulation. CFN and CCE are officially transmitted to Legal Division, PSA, Quezon City for affirmation/decision.	NONE	45 minutes	<i>Henry R. Ranches</i> <i>Municipal Civil Registrar</i> Municipal Civil Registrar's Office
	TOTAL		24 days, 3 hours & 40 mins	

12. Correction of Clerical Error or Typographical error (RA 10172)

Republic Act No. 10172 authorizes the Municipal/City Civil Registrar to correct clerical or typographical errors in the day and month of the date of birth or gender without a need of judicial order.

Office of Division	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	Owner of the document
CHECKLIST OF REQUIREMENT	WHERE TO SECURE
<p>For Correction of sex:</p> <ol style="list-style-type: none"> 1. PSA Issued Birth Certificate (3 photocopy) 2. MCRO Issued Birth Certificate (3 photocopy) 3. Medical Certification (Government Accredited Physician) (3 original copies) 4. Certificate of Authenticity (3 original copies) 5. Medical Record (3 photocopies) 6. NBI Clearance (3 photocopies) 7. Police Clearance (3 photocopies) 8. Baptismal Certificate (3 photocopies) 9. Voter's Registration Record (3 photocopies) 	<p>Philippines Statistics Authority (PSA) Municipal Civil Registrar Office (MCRO) Municipal Health Office (MHO) or Provincial Health Office (PHO) Municipal Civil Registrar Office (MCRO) Hospital / Clinic National Bureau of Investigation (NBI) Philippine National Police (PNP) Religious affiliation</p> <p>Commission on Election (COMELEC) Land Transportation Office (LTO) Philippine Statistics Authority (PSA) or Municipal Civil registry Office (MCRO)</p> <p>Department of Education (DepED) Department of Foreign Affairs (DFA) Newspaper publisher</p>

<p>10. Driver's License (3 photocopies)</p> <p>11. Birth record of descendants (3 photocopies)</p> <p>12. School Records (3 photocopies)</p> <p>13. Passport (3 photocopies)</p> <p>14. Affidavit of Publication with newspaper clipping (3 original copies)</p> <p>15.</p> <p>IF EMPLOYED</p> <p>1. Employer's Clearance with no pending criminal / administrative case (3 photocopies)</p> <p>IF UNEMPLOYED</p> <p>1. Affidavit of unemployment (3 photocopies)</p> <p>IF NO MEDICAL RECORD</p> <p>1. Affidavit of No Medical record-three (3 photocopies)</p> <p>IF MARRIED</p> <p>1. Marriage Certificate (3 photocopies)</p>	<p>Human Resource Office</p> <p>Notary Public</p> <p>Notary Public</p> <p>Philippine Statistics Authority (PSA) or Municipal Civil registry Office (MCRO)</p>
<p>For Correction of day and month of the date of birth:</p> <p>1. PSA issued Birth Certificate (3 photocopies)</p> <p>2. MCRO issued Birth Certificate (3 photocopies)</p>	<p>Philippine Statistics Authority (PSA) Municipal Civil Registry Office (MCRO) Religious affiliation</p>

<p>3. Baptismal Certificate (3 photocopies)</p> <p>4. Voter's Registration Record (3 photocopies)</p> <p>5. Police Clearance (3 photocopies)</p> <p>6. School Records (3 photocopies)</p> <p>7. Marriage Certificate (3 photocopies)</p> <p>8. 3 VALID ID (3 photocopies)</p> <ul style="list-style-type: none"> * Driver's License * SSS record/ID * GSIS UMID ID * Philhealth ID <p>9. Medical record (3 photocopies)</p> <ul style="list-style-type: none"> * If no medical record: Affidavit of no medical record (3 photocopies) <p>10. Affidavit of Publication with newspaper clipping (3 photocopies)</p>	<p>Commission on Election (COMELEC)</p> <p>Philippine National Police (PNP)</p> <p>Department of Education (DepEd)</p> <p>Philippine Statistics Authority (PSA)</p> <p>Land Transportation Office (LTO)</p> <p>Social Security System(SSS)</p> <p>Government Service Insurance System (GSIS)</p> <p>Philippine Health Insurance Corporation(PHIC)</p> <p>Hospital/Clinic</p> <p>Notary Public</p> <p>Newspaper publisher</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. None	NONE	3 minutes	<i>Rosemarie J. Ranches Admin. Aide IV</i>

2. Present the supporting documents for evaluation/re view	2.Review and evaluate the supporting documents submitted and provide the petition form to be accomplished by the petitioner	NONE	45 minutes	<i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
3. Fills up petition form	3.Prepare and print the accomplished petition form together with the supporting documents	NONE	60 minutes	<i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
4. Pay the required fees	4.Issue Official Receipt	CCE PHP 3000.00 Migrant petition PHP 1000.00	5 minutes	<i>Clarice Ann Rocero Administrative Aide IV Municipal Treasurer's Office</i>
5. Present Official Receipt AND SIGN PETITION FORM	5.Record Official Receipt on the Log Book.	NONE	5 minutes	<i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
	5.2. Subscribe the petition form	NONE	3 mins	<i>Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>

	5.3 Advice client to come back after the ten(10) calendar days posting period and two (2) consecutive weeks of publication in a newspaper of general circulation	NONE	3 minutes (10 calendardays posting and 2 consecutive weeks publication)	<i>Henry R. Ranches</i> <i>Mun. Civil Registrar</i> Municipal Civil Registrar's Office
6. Receive petition with decision to be mailed to PSA, Quezon City	6.Render decision and release the petition to be officially transmitted to Legal Division, PSA, Quezon City for affirmation of the petition. (within 5 days)	NONE	45 minutes	<i>Henry R. Ranches</i> <i>Mun. Civil Registrar</i> Municipal Civil Registrar's Office
TOTAL			24 days, 2 hour & 49 minutes	

13. Issuance of Annotated Civil Registry Documents (RA 9048 & RA 10172)

All civil registry documents that undergo under RA 9048 & 10172 and affirmed by the Office of the Civil Registrar General, Philippine Statistics Authority, shall be issued with marginal annotation and shall be filed in the Municipal Civil Registry Office.

Office of Division	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)			
Who may Avail:	Owner of the document or his/her duly authorized representative			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Civil registry documents (Birth, Death and Marriage) (3 photocopies)		Philippine Statistics Authority (PSA) / Municipal Civil Registry Office (MCRO)		
2. Decision of the Civil Registrar General (1 original copy and 2 photocopies)		Philippine Statistics Authority (PSA)		
3. Certificate of Finality (3 original copy)		Municipal Civil Registrar Office (MCRO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the client's Log book	1. None	NONE	3 minutes	<i>Rosemarie J. Ranches Administrative Aide IV</i>
2. Present the affected civil registry document	2. Review the document and prepares for the affected civil registry document	NONE	45 minutes	<i>Rosemarie J. Ranches Admin. Aide IV Henry R. Ranches Municipal Civil Registrar Municipal Civil Registrar's Office</i>
3. Pay the required fee	3. Issue Official Receipt	PHP 55.00	5 minutes	<i>Clarice Ann Rocero Administrative Aide IV Municipal Treasurer's Office</i>

4. Present OR and receive the document	4.Record OR and releases owner's copy and endorse a separate copy to PSA, San Fernando, La Union for the issuance of a registry document in Security Paper (SECPA)with marginal annotation	NONE	15 minutes	<i>Rosemarie J. Ranches Administrative Aide IV Municipal Civil Registrar</i>
TOTAL		P55.00	1 hour & 8 minutes	