



Municipal Civil Registrar Office Frontline Service



1. Registering Births and Issuance of Certificate of Live Birth (COLB)

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

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Parents/guardians/attendant at birth/hospital and clinic authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Marriage Contract of parents (1 copy)		Philippine Statistics Authority or personal file PSA		
PSA Negative Certification of Birth(1 copy)		Philippine Statistics Authority or personal file PSA		
Baptismal Certificate of the Child (1 copy)		Church where baptism takes place		
Affidavit of 2 Disinterested Persons (Delayed Registration) (2 copies)		Notary Public		
Current Community Tax Certificate		Municipal Treasurer's Office		
Affidavit to Use the Surname of the Father(if parents are not Married) (2copies)		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure information sheet, checklist of requirements and Municipal FormNo. 102 (Certificate of Live Birth or COLB).	1. Issues checklist of requirements and Municipal Form No. 102 COLB, information sheet, and explains the important data to be supplied and check on the space provided for concerned signatories.	None	2 Minutes	Clerk I Municipal Civil Registrar Office
2. Fill-out and submit information sheet and requirements for birth registration and provide needed information during the interview.	2. Reviews the filled-up information sheet and conduct interview on the missing data or wrong information.	None	3 Minutes	Revenue Collection I Clerk II MCR Municipal Civil Registrar Office
3. Wait as the Registration officer/Clerk prepares the	3. Prepares a Certificate of Live Birth based on the	None	3 Minutes	Clerk I Municipal Civil Registrar Office



Certificate of Live Birth.	information supplied			
4. Review the document and affix the signature on the space provided.	4. Validates for completeness of signature	None	2 Minutes	Clerk I Municipal Civil Registrar Office
5. Proceed to the designated payment window of the Municipal Treasury for payment.	5. Received payment and issued Official Receipt	PHP 100.00 for new PHP 200.00 for late	10 Minutes	Clerk I Municipal Civil Registrar Office
6. Wait as the Registration Officer/Clerk release and records the documents.	6. The Registration Officer/Clerk/ and Municipal Civil Registrar signs the prepared COLB. Encodes and assigns registry number to COLB.	None	3 Minutes	Clerk I Municipal Civil Registrar Office
7. Claim the registered documents.	7. Issues COLB and advice client to safe keep the original copy and photocopy document when needed.	None	3 Minutes	Clerk I Municipal Civil Registrar Office
TOTAL:		PHP 100.00 for new PHP 200.00 for late	26 Minutes	



2. Registering/Issuance of Death Certificates

- It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical assistance.

- The Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of death certificate to the Local Civil Registrar within the reglementary period of thirty (30) days.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Spouse/Children/Relatives of the deceased or the nearest kin or barangay official as the case may be			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. If death occurred at home (on-time registration) <ul style="list-style-type: none"> • Personal appearance of the informant who should be the relative of the deceased • Barangay Certification on the circumstances surrounding the death. 		Municipal Civil Registrar Barangay hall of the deceased		
b. If death occurred in the hospital (on-time registration) <ul style="list-style-type: none"> • Death Certificate prepared by the hospital (4 copies) 		Hospital where the deceased transpire		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Civil Registrar's Office and fill out information sheet and provide the necessary information during the interview.	1. Interviews client and reviews the completeness of filled-up information sheet. Prepares the death certificate.	None	5 Minutes	Admin. Assistant Municipal Civil Registrar Office
2. Wait as the Registration officer/Clerk prepares the Certificate of Death.	2. Prepares a Certificate of Death based on the information supplied.	None	10 Minutes	Admin. Assistant Municipal Civil Registrar Office



3. Review the Death Certificate prepared and affix signature on the space provided	3. Instruct client to proceed to the Municipal Health Officer for signature and pays at the Treasurer's Office for burial fee.	None	5 Minutes	<i>Admin. Assistant Municipal Civil Registrar Office</i>
4. Go to the Municipal Health Officer and have the Death Certificate signed.	4. Signs the death certificate	None	1 Hour	<i>Municipal health Officer Municipal health Officer</i>
5. Pay the corresponding fees at the Municipal Treasurer's Office	5. Issues official receipt	PHP 500.00 Private Public Cemetery PHP 200.00 Transfer Fee	10 Minutes	<i>Revenue Collection / Municipal Civil Registrar Office</i>
6. Return to the Civil Registrar's Office and submit the death certificate and official receipt. Wait as the staff records the documents.	6. Check for completeness, sign on the prepared certificate of death and received by the Civil Registrar. Records and assigns registry number to the Certificate of Death.	None	5 Minutes	<i>Admin. Assistant Municipal Civil Registrar Office</i>
7. Claim the duly registered Death Certificate	7. Issues the duly registered death certificate and records issuance.	None	2 Minutes	<i>Admin. Assistant Municipal Civil Registrar Office</i>



TOTAL:	PHP 500.00 Private Public Cemetery PHP 200.00 Transfer Fee	1 Hour, 37 Minutes	
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3. Issuance of a Marriage License

- Where a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside. The local civil registrar concerned shall enter all applications for marriage license filed in a registry book strictly in the order in which the same are received. When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration date of the said period if the contracting parties have not made use of it.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	A man and a woman, of legal age, and with no legal impediments to marry, who wish to enter into a special contract of permanent union for the establishment of conjugal family life.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-marital Counseling Certificates (1copy)		Municipal Population Office		
Birth/Baptismal Certificates of contracting parties (1 copy each both party)		Personal Copy/PSA/Church		
Parental Consent (18-20) (2 copies)		Municipal Civil Registrar Office		
Parental advice (21-24) (2 copies)		Municipal Civil Registrar Office		
Certificate of No Marriage (CENOMAR) 25 and above (1 copy each both party)		Philippine Statistic Authority		
Duly Notarized Affidavit of Marriage Between Man and Woman who have lived together as Husband and Wife for atleast Five Years (if living in together for more than 5 years) Article 34 of the Family code (4 copies)		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TOBE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of relevant documents	1. Interview and Analysis of documents	None	5 Minutes	Clerk II Municipal Civil Registrar Office
2. Collector Payment	2. While paying the client the marriage license will be processed for approval by the Head of Office	PHP800.00 civil marriage PHP500.00 church wedding	9 Minutes	Revenue Collection I Municipal Civil Registrar Office



		None	1 Minute	<i>Clerk I</i>
3. Receiving a marriage license	3. Issuance of Marriage License			Municipal Civil Registrar Office
TOTAL:			15 Minutes	



4. Registering Marriage Certificates

- In ordinary marriage, the time of submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage but in marriage exempt from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Secretaries of Parish Church Court's Liaison officer Local Chief's Executive's (mayor's staff) Owners of the Document			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Marriage Certificates (4 copies)		Church/Office of the Mayor/Office of the Solemnizing Officer		
Photocopy of the Certificate to solemnize Marriage of the solemnizing Officer (for churches only) (1 copy)		Philippine Statistic Office/Personal Copy of the Solemnizing Officer		
Notarized Permission and Approval of the Solemnizing Officer in case the Marriage is to be held outside the church/chapel or garden wedding (2 copies)		Notary Public		
Sworn statement of the applicant duly notarized (for delayed registration)		Notary Public		
Negative result from NSO (for delayed registration) (4 copies)		Philippine Statistic Authority		
Old copy of the unregistered document (for delayed registration) (4 copies)		Personal Copy		
Birth Certificate of Children showing the date of marriage (for delay registration) (4 copies)		Personal Copy/Local Civil Registrar/Philippine Statistic Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Civil Registrar and submit duly accomplished Marriage Certificate in quadruplicate copies and the photocopy of the Certificate to	1. Reviews for completeness and receives the documents.	None	2 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office



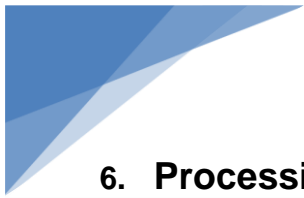
solemnize Marriage of the solemnizing Officer.				
2. Wait as the Municipal Civil Registrar signs the document.	2. Signs the Certificate of Marriage, records the document and assigns registry number.	None	5 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
3. Pay the corresponding fees at Municipal Treasurer's Office.	3. Receive payment and issues official receipt	PHP 100.00	5 Minutes	<i>Revenue Collection /</i> Municipal Civil Registrar Office
4. Return to MCRO and present the official receipt.	4. Informs the client of the date of release of the documents in compliance with the 10-day posting period.	None	2 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
5. Return to LCRO and claim the registered marriage Contract on the date scheduled.	5. Signs the Certificate of Marriage, records the document and assigns registry number 5.1 Issues the registered marriage contract.	None	2 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
TOTAL:		PHP100.00	16 Minutes	



5. Issuance of Certified True Transcriptions/Photocopies of Birth, Death and Marriage Certificates

-Civil registry documents such as birth, marriage and death certificates may be availed of by securing certified true transcription/photocopies from the office.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Owner or relatives of those whose births, deaths and marriages happened in the municipality of Bongabon, Nueva Ecija			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Authorization (1 copy)		Owner of the document		
ID (1 Photocopy and 1 Original copy)		Owner of the document and representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit to the receiving clerk or researcher	1. Checks the availability of the document and informs client of the status of the requested document.	None	2 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
2. Wait while the clerk checks the status of the document	2. Photocopy the said document if available. Issues order of payment form and instruct client to pay fees.	None	2 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
3. Pay the corresponding fees at the Municipal Treasurer's Office	3. Issues official receipt	PHP 100.00	10 Minutes	<i>Revenue Collection /</i> Municipal Civil Registrar Office
4. Return to MCRO and present the official receipt to the clerk/staff	4. Records the official receipt and stamps the document. MCR will sign the document.	None	2 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
5. Claim the certified photocopy of the document.	5. Issues document.	None	2 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
TOTAL:		PHP100.00	18 Minutes	



6. Processing Petitions Under Republic Act 9048 (Correction of Clerical Error and Change of Name or Nickname) and Republic Act 10172 (Correction of Clerical Error in the day and month (date of birth) and sex/gender in the COLB.

- Republic Act No. 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order. Republic Act No. 10172 authorizes the city/municipal civil registrar including the consul general, in accordance with the provisions of existing laws, to correct clerical or typographical errors in the day and month (date of birth) or sex of a person in the civil register of birth, without the need of judicial order. An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in her/his record.

Office or Division:	Municipal Civil Registrar Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Whether it is for correction of clerical or typographical error, or for change of first name, or change in gender and date of birth, the petition may be filed by a person of legal age who must have direct personal interest in the correction of the error or in the change of first name in the civil register. (Document owner, owner's spouse children, parents, brothers, sisters, and grandparents, guardian or any other person duly authorized by law or by the owner of the document.)	
Fees:	Correction of Clerical Error	PHP 1,000.00
	Change of First Name/Gender/Date of Birth	PHP 3,000.00
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Birth Certificate on Security Paper (2copies)		Philippine Statistic Authority
Voter's Registration Record (2 copies)		COMELEC
Employment Record (2 copies)		Agency concerned
SSS/GSIS Record (2 copies)		SSS/GSIS
School Records/Diploma (2 copies)		Personal Copy
Driver's License (2 copies)		Personal Copy
NBI/Police Clearance (2 copies)		NBI / PNP
Baptismal Certificate (2 copies)		Personal Copy/Church
Marriage Certificate if married/parents (2 copies)		Personal Copy/LCR Concerned/PSA
Birth Certificate of brothers/sisters (2 copies)		Personal Copy/LCR Concerned/PSA



Current community tax certificate (1 copy)		Municipal Treasurer's Office		
Affidavit of Non-employment of Certificate of employment and other documentary evidences (For Change of Name, Change of Sex/Gender and Date of Birth) (2 copies each)		Notary Public		
Newspaper clippings Publication – local newspaper for 2 consecutive weeks (For Change of Name, Change of Sex/Gender and Date of Birth) (2 copies)		Newspaper store		
Duly notarized Special Power of Attorney (SPA) if the Petitioner is not the owner of the document (2 copies)		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service and secure checklist of requirements atLCRO.	1. Gives a briefing about the service.	None	10 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
2. Submit all the required documents and provide the necessary information during the interview.	2. Reviews documents for completeness and undertakes an interview.	None	10 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
3. Wait as the Civil Registrar prepares the petition.	3. Prepares the Application for Petition. Issues order of payment form and instruct client to pay fees.	None	10 Minutes	<i>Admin. Assistant</i> Municipal Civil Registrar Office
4. Pay the corresponding fee at Municipal Treasurer's Office	4. Issues Official Receipt	Please see the fees above	10 Minutes	<i>Revenue Collection /</i> Municipal Civil Registrar Office



5. Return to LCRO and submit the official receipt	5. Informs client to follow-up after 2 weeks on the date of release of certificate of finality in conformity with the required ten days posting and	None	5 Minutes	Admin. Assistant Municipal Civil Registrar Office
	five days for the decision. Submits to the NSO Legal Office.			
6. Return to the LCRO and follow-up results for the issuance of finality.	6. Informs client on the date of release of certificate of finality.	None	5 Minutes	Admin. Assistant Municipal Civil Registrar Office
7. If the Petition is affirmed by the Civil Registrar General. Return to LCRO to claim the certificate of finality.	7. If Civil Registrar General affirms the petition, issues the certificate of finality, record sheet and annotated documents.	None	30 Minutes	Admin. Assistant Municipal Civil Registrar Office
8. If the petition is impugned, file through the LCRO within 15 days from the receipt of the Impugned Petition a motion for reconsideration to OCRG and wait for the approval of	8. If the petition is impugned, receives the motion for reconsideration and transmits to OCRG.	None	5 Minutes	Admin. Assistant Municipal Civil Registrar Office



the impugned petition.				
TOTAL:		Please see the fees above	1 Hour, 25 Minutes	



7. Registration of Legal Instruments

- Similar to court orders/decrees, legal instruments are also registrable in the civil registrar where the birth certificate of the child is registered.

The following are considered legal instruments:

- Affidavit of Acknowledgement/Admission of paternity – a public document executed by the biological father establishing paternal relationship with the child.
- Legitimation – is a remedy by means of which those in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married.
- Affidavit to Use the Surname of the Father – under RA 9255, it is a public instrument executed by the father giving the child the privilege to use his surname.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Parents of illegitimate children			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registered Certificate of Live Birth of the child (4 copies)		Philippine Statistic Authority		
Duly notarized affidavit of acknowledgement/admission of paternity (4 copies)		Notary Public		
Baptismal Certificate (4 copies)		Personal Copy/Church		
Proof of paternal filiation (if the child is not acknowledged upon registration) (4copies)		Personal Files		
Duly notarized affidavit of legitimation executed by both parents (if Legitimation) (4 copies)		Notary Public		
Marriage contract of parents (Legitimation) (4 copies)		Philippine Statistic Authority		
Certificate of No Marriage (CENOMAR) to other person (Legitimation) (4 copies)		Philippine Statistic Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements at LCRO.	1. Gives a briefing about the service.	None	10 Minutes	Admin Assistant Municipal Civil Registrar Office



2. Submit requirements and provide the needed information during the interview.	2. Reviews requirements and interviews the client. Issues order of payment form and instructs client to pay fees.	None	10 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues official receipt	PHP 200.00	10 Minutes	Revenue Collection Municipal Treasurer Office
4. Return to LCRO and present the Official receipt. Wait as the staff/clerk annotated the documents	4. Annotates documents and records the documents and the official receipt. MCR signs the annotated documents.	None	10 Minutes	Admin Assistant Municipal Civil Registrar Office
5. Claim the annotated Certified Copies of the COLB of the child.	5. Releases the annotated Certified copies of the COLB.	None	5 Minutes	Admin Assistant Municipal Civil Registrar Office
TOTAL:		PHP 200.00	45 Minutes	



8. Endorsement of Birth, Marriage and Death Certificate to PSA

- A document issued to client if they request for the Security Paper of their documents to National Statistics office but the result is negative or no record and the Office of the Municipal Civil Registrar or the person has the copy of the registered document. The Municipal Civil Registrar will issue the endorsement of the said document to the National Statistics Office.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Relative or the person themselves whose record at Philippine Statistic Authority is negative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Negative Result/Certification of the Documents (2 copies)		Philippine Statistic Authority		
Registered Copy of the Documents (if available) (2 copies)		Personal Copy/Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service and secure checklist of requirements.	1. Gives a briefing about the service.	None	10 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office
2. Submit requirements and provide the needed information during the interview.	2. Reviews the documents for completeness and prepares the endorsement paper. Issues order of payment form and instructs client to pay fees.	None	10 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office
3. Pay the corresponding fees at the Mun. Treasurer's Office.	3. Issues official receipt	PHP 100.00	10 Minutes	<i>Revenue Collection /</i> Municipal Treasurer Office
4. Return to LCRO and present the Official receipt. Wait as the staff/clerk annotated the documents	4. Annotates documents and records the documents and the official receipt. MCR signs the annotated	None	10 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office



	documents.			
5. Claim the annotated Certified Copies of the COLB of the child.	5. Releases the annotated certified copies of the COLB.	None	5 Minutes	Admin Assistant Municipal Civil Registrar Office
TOTAL:		PHP 100.00	45 Minutes	



9. Issuance of Civil Registry Documents through BREQS (Batch Request Entry System)

- The Municipal Civil Registrar Office of Bongabon, Nueva Ecija issues the civil registry documents in Security Paper through Batch Request Entry System (BREQS), it helps the public (even the nearby municipalities) to request their documents in Security Paper (SECPA) without the hassle of going to PSA-Cabanatuan.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Relative or the person themselves whose record at Philippine Statistic Authority is negative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Properly Filled Up Form (1 copy)		Philippine Statistic Authority		
Authorization Letter and ID of the Owner(1 Copy)		Personal Copy/Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service.	1. Gives a briefing about the service.	None	2 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office
2. Fill-out the application form and provide all the information during the interview.	2. Reviews the application form for completeness, issues order of payment form and instruct client to pay fees.	None	10 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues official receipt	PHP 155.00 (birth/marriage & death 210.00 (cenomar) 100 service fee	10 Minutes	<i>RCCI</i> Municipal Treasurer Office
4. Return to MCRO and present the Official receipt. Wait as the staff/clerk annotated the documents	4. Encodes to the system. Inform the client on the date of release of the document.	None	2 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office



5. Return to MCRO to claim the documents in SECPA.	5. Issues the SECPA and signs in the transmittal form.	None	2 Minutes	<i>Admin Assistant Municipal Civil Registrar Office</i>
TOTAL:		PHP 155.00 / 210.00	26 Minutes	



10. Registration of Court Orders

-All amendments in the civil registry entries requiring court orders should be registered within 30 days after finality of the court decision has been received.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Parents / guardians / relatives / parties or owner of the documents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True Copy of Court Decision (4copies)		Municipal/Regional Trial Court		
Certified True Copy of Certificate of Finality (4 copies)		Municipal/Regional Trial Court		
Certified True Copy of the Civil Registry Document to be amended (4 copies)		Philippine Statistics Authority/Local Civil Registrar		
Certification from the Civil Registry Office where the court is located (4 copies)		Municipal Civil Registrar where the court is located		
Certificate of Authenticity (4 copies)		Municipal Civil Registrar where the court is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service. Secure checklist of requirements	1. Gives a briefing about the service.	None	2 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office
2. Submit all the needed documents. Provide information during the interview.	2. Reviews the submitted documents for completeness, approves the documents for annotation, issues order of payment form and instruct client to pay fees.	None	5 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues official receipt	PHP 1000.00	10 Minutes	<i>RCCI</i> Municipal Treasurer Office
4. Return to MCRO and present the Official receipt. Wait as the staff/clerk	4. Records the Official Receipt and causes the	None	10 Minutes	<i>Admin Assistant</i> Municipal Civil Registrar Office



annotated the documents	annotation on the documents to be amended. The MCR signs the document.			
5. Claims the amended document.	5. Releases, records and endorses the amended document to NSOOCRG. Instructs client to claim the documents at NSO-Cabanatuan after 3 days.	None	5 Minutes	<i>Admin Assistant Municipal Civil Registrar Office</i>
TOTAL:		PHP 1000.00	32 Minutes	