

City Civil Registrar's Office External Services



1. Timely Registration of Certificates of Live Birth

The Certificate of Live Birth (COLB) of a child must be registered with the Local Civil Registrar's Office (LCRO) within 30 days from the date of birth. Please be advised that it is the parents' responsibility to ensure that any and all spellings declared in the documents submitted are true and correct. Once the documents have been signed by the informant and/or affiant, any and all entries therein are deemed attested to be true and correct. Employees may only check for correctness of accomplishment of the forms.

Office/Division:	City Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Individuals whose children were born in the City of San Pedro, Laguna			
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE		
Original COLB, with all a fields, duly accomplished a by the birth-attendant and p (Quadruplicate)	nd signed parent.	Birth-attendant		
Valid government-issued parent/s whose names app COLB. (2 originals and 4 pl each)	ear on the notocopies	Client's Personal File		
Additional, if parents are				
PSA Certificate of Marria parents, as appearing on the for registration. (1 original aphotocopies)	e COLB	Philippine Statistics Authority Outlet		
Additional, if parents are name:	unmarried,	but elect for the child to use the father's last		
Attachment-format Affida Surname of the Father (AU accomplished by the mother	SF), duly	City Civil Registrar's Office of San Pedro/Birth- Attendant (AUSF)		
notarized by a notary public originals)	c. (4	Notary Public (Notarial Service)		
2. Community Tax Certification parent/s. (1 original)		Treasury Office of the city/municipality where the parents are residents		
Additional, if representati	ve:			
1. Authorization letter executed by either parent whose name appears on the COLB for registration, duly indicating specific quantities and acts the representative is authorized to secure and carry-out.		Client's Personal File		
2. Valid government-issued parent/s and representative names appear on the COLI	whose	Client's Personal File		





Authorization Letter. (2 originals and 2 photocopies each)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all applicable requirements at the window for assessment and wait for	Check for completeness of documentary requirements and completeness of entry fields.	None	5 minutes	Assistant Registration Officer Or Job Order LCRO
your name to be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	10 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer Or Clerk IV LCRO
	1.2 Final assessment and signature, denoting the order to assign a registry number.	None	5 minutes	Local Civil Registrar; Records Officer I Or Bookbinder IV Or Assistant Registration IV Or Clerk IV LCRO
	1.3 Assign registry numbers to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.	None	20 minutes	Assistant Registration Officer Or Job Order LCRO
2. Once called, proceed to the window to retrieve the duly registered	2. Check claimant for identification and release the client's copy.	None	5 minutes	Assistant Registration Officer Or Job Order LCRO
COLB.	TOTAL:	None	45 Minutes	
	IOTAL.	MOLIG	43 Millings	



Notes:

- If the parents are married or in cases where no father is declared, do not fill-in anything at the back page of the COLB.
 If the parents are unmarried, fill in the Affidavit for Admission of Paternity at
- If the parents are unmarried, fill in the Affidavit for Admission of Paternity at the upper portion of the back page of the COLB. Only the father shall enter his name and affix his signature. Leave the fields for the mother blank.





2. Delayed Registration of Certificates of Live Birth

This service covers registrations of birth with the Local Civil Registrar's Office beyond the reglementary 30-days from the date of birth. Please be advised that it is the registrant's responsibility to ensure that any and all spellings declared in the documents submitted are true and correct. Once the documents have been signed by the informant and/or affiant, any and all entries therein are deemed attested to be true and correct. Employees may only check for correctness of accomplishment of the forms.

Office/Division:	fice/Division: City Civil Registrar's Office				
Classification:	Highly-technical				
Type of Transaction:	G2C – Government to Citizen				
	Individuals	whose children were born in the City of San			
Who may avail:	Pedro, Lag	una, and have yet to register said births, to date.			
CHECKLIST OF REQUI		WHERE TO SECURE			
1. Original COLB, with all					
fields, duly accomplished		Birth-attendant			
by the birth-attendant and	parent.				
(Quadruplicate) 2. Valid government-issue	d I D 's of				
parent/s whose names ap					
the COLB. (2 originals and	•	Client's Personal File			
photocopies each)	4 7				
3. Baptismal Certificate of	the				
document-owner or its co	unterpart in	Client's Personal File			
other religions. (1 original	and 2	Client's Personal File			
photocopies)					
4. Form 137 (Elementary/					
School) or Transcript of R		Client's Personal File			
document-owner. (1 origin	nai and 2				
photocopies) 5. Immunization Record/B	ahy Book				
of document-owner. (1 ori		Client's Personal File			
photocopies)	giriai aria 2	Charles I Gradular I no			
6. Community Tax Certific	ate of	Treasury Office of the city/municipality where the			
parent/s. (1 original)		parents are residents			
Additional, if parents are					
PSA Certificate of Marr					
parents, as appearing on		Philippine Statistics Authority Outlet			
for registration. (1 original	and 4	Trimppino Standard Administry Stands			
photocopies)	was any consequent of but along for the shill to con the father's last				
name:	unmarriec	I, but elect for the child to use the father's last			
Attachment-format Affice	davit to	011 01 11 0 11 1 000 10 0 0 1 171 11			
Use Surname of the Father		City Civil Registrar's Office of San Pedro/Birth-			
duly accomplished by the		Attendant (AUSF)			
and notarized by a notary		Notary Public (Notarial Service)			
originals)	THE STATE	inotary Fubile (Notalial Service)			





Additional, if document-owner is 7 who elect to use the father's last n	years old and over, but below 18 years of age, ame:				
Attachment-format Affidavit to Use Surname of the Father, duly accomplished by the child. (4 originals)	City Civil Registrar's Office of San Pedro				
Attachment-format Sworn Attestation, executed by the child's mother. (4 originals)	City Civil Registrar's Office of San Pedro				
Additional, if document-owner is o	f legal age:				
Voter's Registration Record (1 original and 4 photocopies)	Commission on Elections where the client is a registered voter				
PhilHealth Member's Data Record (1 original and 4 photocopies)	PhilHeath				
3. Community Tax Certificate of document-owner. (1 original)	Treasury Office of the city/municipality where the document-owner is a resident				
For married document-owners:					
PSA Certificate of Marriage (1 original and 4 photocopies)	Philippine Statistics Authority Outlet				
Additional, if representative:					
1. Authorization letter executed by either parent whose name appears on the COLB for registration, duly indicating specific quantities and acts the representative is authorized to secure and carry-out.	Client's Personal File				
2. Valid government-issued I.D.'s of parent/s and representative whose names appear on the COLB and Authorization Letter. (2 originals and 2 photocopies each)	Client's Personal File				
CLIENT ACENCY	FEES DECCESING DEDCOME				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all applicable requirements at the window for assessment and wait for your name to	1. Check for completeness of documentary requirements and completeness of entry fields	None	5 minutes	Process Server Or Job Order LCRO
be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	10 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO





2. Once document- owner's name is called, approach the window to secure your claim stub.	2. Check claimant for identification and release the claim stub dated 12 days from the date of submission of complete requirements.	None	5 minutes	Assistant Registration Officer Or Job Order LCRO
	2.1 Commence the 10-day mandatory posting for delayed registrations on the following day at the Civil Registry Bulletin Board, pursuant to Rule 12 of Administrative Order No. 1 s. 1993 issued by the Civil Registrar General.	None	10 days and 15 minutes	Assistant Registration Officer Or Job Order LCRO
	2.2 Retrieve posted documents on the day following the 10 th day of posting.	None	15 minutes	Assistant Registration Officer Or Job Order LCRO
	2.3 Final assessment and signature, denoting the order to assign a registry number.	None	5 minutes	Local Civil Registrar; Local Legislative Staff Ofifcer III Or Records Officer I Or Bookbinder IV Or Assistant Registration IV Or Clerk IV LCRO
	2.4 Assign registry numbers to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO,	None	20 minutes	Assistant Registration Officer Or Job Order LCRO





duly registered COLB.	client's copy.	None	10 days, 1 hour and 20 minutes	
claim stub to retrieve the	for identification and release the			<i>Order</i> LCRO
3. Present your	client copies. 3. Check claimant	None	5 minutes	Process Server Or Job
	attendant and			

Note/s:

 The Affidavit for Delayed Registration must be duly accomplished by the following person/s, on the corresponding conditions:

If the document-owner is below 18 Either parent of the document-owner. years of age. If the document-owner is 18 years of The document-owner or their spouse. age or older. Nearest surviving kin, as defined in R.A. 9994: Nearest surviving relative refers to the legal spouse who survives the deceased senior citizen: Provided, that where no spouse survives the decedent, this shall be If the document-owner is deceased. limited to relatives in the following order of degree of kinship: children, parents, siblings, grandparents, grandchildren, uncles and aunts. Proof of kinship may be required.

- If the parents are married or in cases where no father is declared, do not fill-in anything at the back page of the COLB.
- If the parents are unmarried, refer to the table below for conditions in fillingin the Affidavit for Admission/Acknowledgement of Paternity at the upper portion of the back page of the COLB:

For births occurring before August 3, 1988.	Completely fill-out the Affidavit for Admission/Acknowledgement of Paternity.
For births occurring on or after August 3, 1988.	Only the father shall enter his name and affix his signature. Leave the fields for the mother blank.

Personal appearance of the child who is 7 years and over, but below 18 years
of age, as well as that of the parent to attest the child's statement shall be
required for the administration of oath by the Civil Registrar.



3. Timely Registration of Certificates of Marriage

The Certificate of Marriage (COM) of persons must be registered with the Local Civil Registrar's Office (LCRO) within 15 days (if with marriage license), or 30 days (if under Article 34 of the Civil Code), from the date of the marriage ceremony. Please be advised that it is the registrant's responsibility to ensure that any and all spellings declared in the documents submitted are true and correct. Once the documents have been signed by the informant and/or affiant, any and all entries therein are deemed attested to be true and correct. Employees may only check for correctness of accomplishment of the forms.

Office/Division:	City Civil Registrar's Office				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:		s whose marriages were solemnized in the City of			
	San Pedro				
CHECKLIST OF REQUIR		WHERE TO SECURE			
1. Original COM, with all ap					
fields, duly accomplished a		Wedding Officiant			
by the contracting parties,	officiants	3			
and witnesses. (Quadruplic					
2. Valid government-issued					
the contracting parties who		Client's Personal File			
appear on the COM. (2 original 4 pho		Client's Personal File			
contracting party and 4 photeach)	Diocopies				
3. Valid License to Solemn	izo of the				
officiant who solemnized th		Wedding Officiant			
wedding. (1 photocopy)		Wedding Officiant			
	as solemni	zed with valid marriage license:			
Valid Marriage License (1 original)		Client's Personal File			
		zed under Article 34 of the Civil Code:			
Affidavit of Cohabitation					
originals)	`	Client's Personal File			
Additional, if marriage wa	as solemni	zed outside the chambers of a judge, open			
court, church premises, o					
1. Notarized written reques					
addressed to the solemnizi	0				
that the marriage be solem		Client's Personal File			
requested to be held at a h		Olichta i craonal i lic			
place designated by the co					
parties. (1 original and 4 ph					
Solemnizing Officer's res					
letter to the notarized writte	•	Solemnizing Officer			
(1 original and 4 photocopi					
Additional, if representat					
Authorization letter exec		Olivette Description			
either of the contracting pa		Client's Personal File			
whose name appears on the	ie COM				





for registration, duly indicating specific quantities and acts the representative is authorized to secure and carry-out.

2. Valid government-issued I.D.'s of the contracting party/ies and representative whose names appear on the COM and Authorization Letter. (2 originals and 2

photocopies each)

- 1	priotocopies eacit)				
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	1. Submit all applicable requirements at the window for assessment and wait for	Check for completeness of documentary requirements and completeness of entry fields.	None	10 minutes	Messenger Or Job Order LCRO
	your name to be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	15 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
		1.2 Final assessment and signature, denoting the order to assign a registry number.	None	10 minutes	Local Civil Registrar; Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
		1.3 Assign registry numbers to legal instruments and the COM itself, coding of statistical portion and segregation of PSA, LCRO, officiant and client copies.	None	20 minutes	Messenger Or Job Order LCRO
	2. Once called, proceed to the window	2. Check claimant for identification and release the client's copy.	None	5 minutes	Messenger Or Job Order LCRO
1	to retrieve the duly registered				6





COM.				
/	TOTAL:	None	1 Hour	

Notes:

- If the marriage was solemnized with a valid marriage license, do not fill-in anything at the back page of the COM.
- If the marriage was solemnized under Article 34 of the Civil Code, duly accomplish and have notarized, the Affidavit of the Solemnizing Officer at the upper back portion of the COM.



4. Delayed Registration of Certificates of Marriage

This service covers registrations of marriages with the Local Civil Registrar's Office beyond the reglementary 15 and 30 days from the date of marriage for marriages solemnized with a valid marriage license or under Article 34 of the Civil Code, respectively. Please be advised that it is the registrant's responsibility to ensure that any and all spellings declared in the documents submitted are true and correct. Once the documents have been signed by the informant and/or affiant, any and all entries therein are deemed attested to be true and correct. Employees may only check for correctness of accomplishment of the forms.

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Office/Division:	City Civil Registrar's Office Highly-technical				
Classification:	G2C – Government to Citizen				
Type of Transaction:					
Who may avail:		whose marriages were solemnized in the City of			
· · · · · · · · · · · · · · · · · · ·	San Pedro,				
CHECKLIST OF REQUIR		WHERE TO SECURE			
1. Original COM, with all a					
fields, duly accomplished		Wedding Officiant			
by the contracting parties,					
and witnesses. (Quadrupl 2. Valid government-issue					
the contracting parties wh					
appear on the COM. (2 or		Client's Personal File			
contracting party and 4 ph		Cheff 3 Fersonal File			
each)	lotocopies				
3. Valid License to Solem	nize of the				
officiant who solemnized t		Wedding Officiant			
wedding. (1 photocopy)		Trouding Omolant			
	as solemniz	zed with valid marriage license:			
1. Valid Marriage License (1 original)		Client's Personal File			
Additional, if marriage w	as solemniz	zed under Article 34 of the Civil Code:			
1. Affidavit of Cohabitation		Client's Personal File			
originals)	·	Client's Personal File			
Additional, if marriage w	as solemniz	zed outside the chambers of a judge, open			
court, church premises,		office:			
 Notarized written reque 					
addressed to the solemnia	0				
that the marriage be soler					
requested to be held at a		Client's Personal File			
place designated by the contracting parties. (1 original and 4					
photocopies)					
2. Solemnizing Officer's re		Colomainia a Office			
letter to the notarized writt		Solemnizing Officer			
	priginal and 4 photocopies)				
Additional, if representa		Client's Personal File			
1. Authorization letter exe	cuted by	Client's Personal File			





either of the contracting parties whose name appears on the COM for registration, duly indicating specific quantities and acts the representative is authorized to secure and carry-out. 2. Valid government-issued I.D.'s of the contracting party/ies and representative whose names appear on the COM and Authorization Letter. Client's Personal File (2 originals and 2 photocopies each)

(2 originals and 2 photocopies each)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all applicable requirements at the window for assessment and wait for your name to	Check for completeness of documentary requirements and completeness of entry fields	None	10 minutes	Messenger Or Job Order LCRO
be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	15 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
2. Once document- owner's name is called, approach the window to secure your claim stub.	2. Check claimant for identification and release the claim stub dated 12 days from the date of submission of complete requirements.	None	10 minutes	Messenger Or Job Order LCRO
	2.1 Commence the 10-day mandatory posting for delayed	None	10 days and 15 minutes	Messenger Or Job Order LCRO
	registrations on the following day at the Civil Registry Bulletin Board, pursuant to			
400	Rule 12 of Administrative Order No. 1 s.	H		16



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	CAN DEDRO
	PAIA PEDUL
1/2/2/	UNA SA LAGUNA

	TOTAL:	None	10 days, 1 hour and 40 minutes	
claim stub to retrieve the duly registered COM.	for identification and release the client's copy.			Order LCRO
3. Present your	the COM itself, coding of statistical portion and segregation of PSA, LCRO, officiant and client copies. 3. Check claimant	None	5 minutes	Messenger Or Job
	2.4 Assign registry numbers to legal instruments and	None	20 minutes	Clerk IV LCRO Messenger Or Job Order LCRO
	2.3 Final assessment and signature, denoting the order to assign a registry number.	None	10 minutes	Local Civil Registrar; Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or
	2.2 Retrieve posted documents on the day following the 10 th day of posting.	None	15 minutes	Messenger Or Job Order LCRO
	1993 issued by the Civil Registrar General.			

Note/s:

- The Affidavit for Delayed Registration must be duly accomplished by either of the contracting parties or the officiant and notarized.
- If the marriage was solemnized under Article 34 of the Civil Code, duly accomplish and have notarized, the Affidavit of the Solemnizing Officer at the upper back portion of the COM.





5. Timely Registration of Certificates of Death

The Certificate of Death (COD) must be registered with the Local Civil Registrar's Office (LCRO) within 30 days from the date of death by the nearest surviving kin of the decedent.

Office/Division:	Office/Division: City Civil Registrar's Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Individuals whose relatives' death occurred within the City of	
Willo Illay avall.	San Pedro.	

Who may avail:	San Ped	ro.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original COD, with all ap				
fields, duly accomplished a signed by the nearest of kir		Attendant at Dooth (if dooth appured in a boonital)		
attendant, City Health Office		Attendant at Death (if death occurred in a hospital) or City Health Office/Funeral Service (if death did		
medico-legal officer and	,	not occur in a hospital)		
embalmer, if applicable.				
(Quadruplicate) 2. Valid government-issued	IID'o			
of informant. (1 original and		Client's Personal File		
photocopies)		Official Control of Co		
Additional, if autopsy was	s not per	formed on the decedent:		
Waiver of Autopsy, duly		Olivertie Democrat File (Nature Dellie		
notarized (1 original and 1 photocopy)		Client's Personal File / Notary Public		
	not the i	nearest surviving kin of the decedent, as defined		
in R.A. 9994:		3		
Affidavit of Kinship stating				
the client is the nearest sur kin of the decedent.	viving	Client's Personal File / Notary Public		
Additional, if representat	ive:			
Authorization letter exec				
the nearest surviving kin, d				
indicating specific quantitie	s and	Client's Personal File		
acts the representative is authorized to secure and ca	arry-out			
2. Valid government-issued I.D.'s				
of the nearest of kin and representative whose names appear as informant on the COD and Authorization Letter. (2				
		Client's Personal File		
originals and 2 photocopies				
J J J J J J J J J J J J J J J J J J J		FEES		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all	1. Check for	None	5 minutes	Messenger Or Job
applicable	completeness of			Order





requirements at the window for assessment and wait for your name to be called. 1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed. 1.2 Final assessment and signature, denoting the order to assign a registry number. 1.3 Assign registry number. None 1.5 minutes Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO 1.2 Final assessment and signature, denoting the order to assign a registry number. None 1.3 Assign registry number. None 1.5 minutes Messenger Or Job Order LCRO Messenger Or Job Order LCRO 2. Check claimant for identification and segregation of PSA, LCRO, attendant and client copies. 2. Once called, proceed to the window to retrieve the duly registered COD. TOTAL: None None 10 minutes Local Legislative Staff Officer II Or Records Officer I Or Assistant Registration Officer or Clerk IV LCRO Assistant Registration Officer or Clerk IV LCRO Messenger Or Job Order LCRO Messenger Or Job Order LCRO TOTAL: None 40 Minutes					
be called. Correctness of entries and sign as received, if deemed no corrections are needed.	at the window for assessment	requirements and completeness of			LCRO
assessment and signature, denoting the order to assign a registry number. None 1.3 Assign registry number to the COD, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies. 2. Once called, proceed to the window to retrieve the duly registered COD. Assistant Registration Officer or Clerk IV LCRO None 15 minutes Messenger Or Job Order LCRO S minutes Messenger Or Job Order LCRO S minutes Messenger Or Job Order LCRO	,	correctness of entries and sign as received, if deemed no corrections are	None	10 minutes	Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV
1.3 Assign registry number to the COD, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies. 2. Once 2. Check claimant for identification proceed to the window to retrieve the duly registered COD. 1.3 Assign registry number to the COD, attendant and client copies. None 5 minutes Messenger Or Job Order LCRO		assessment and signature, denoting the order to assign a	None	5 minutes	Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV
called, proceed to the window to retrieve the duly registered COD.		number to the COD, coding of statistical portion and segregation of PSA, LCRO, attendant and	None	15 minutes	Order
TOTAL: None 40 Minutes	called, proceed to the window to retrieve the duly registered	2. Check claimant for identification and release the client's copy.			Order
		TOTAL:	None	40 Minutes	





6. Delayed Registration of Certificates of Death

This service covers registrations of death with the Local Civil Registrar's Office beyond the reglementary 30 days from the date of death.

Office/Division:	City Civil Registrar's Office			
Classification:	Highly-techn	ical		
Type of Transaction:		rnment to Citizen		
Who may avail:	Individuals v San Pedro.	whose relatives' death occurred within the City of		
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE		
Original COD, with all applicable fields, duly accomplished and signed by the nearest of kin, attendant, City Health Officer, medico-legal officer and embalmer, if applicable. (Quadruplicate)		Attendant at Death (if death occurred in a hospital) or City Health Office/Funeral Service (if death did not occur in a hospital)		
2. Valid government-issue informant. (1 original and 2 photocopies)	2	Client's Personal File		
3. Sworn Statement, duly notarized, and stating the facts of death, date and place of burial or cremation and the reason the death was not registered within the reglementary period of registration. (1 original and 4 photocopies)		Client's Personal File / Notary Public		
4. Authenticated Certificati Burial/Cremation. (1 origin photocopies)		Entity that provided the burial/cremation services		
Additional, if autopsy wa	s not perfor	med on the decedent:		
1. Waiver of Autopsy, duly (1 original and 1 photocopy	notarized	Client's Personal File / Notary Public		
Additional, if the client is in R.A. 9994:	not the nea	rest surviving kin of the decedent, as defined		
Affidavit of Kinship stating that the client is the nearest surviving kin of the decedent.		Client's Personal File / Notary Public		
Additional, if representat 1. Authorization letter execution	cuted by the			
nearest surviving kin, duly indicating specific quantities and acts the representative is authorized to secure and carry-out. 2. Valid government-issued I.D.'s of the nearest of kin and representative whose names appear as informant on the COD and Authorization Letter. (2 originals and 2 photocopies each)		Client's Personal File		
		Client's Personal File		



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
Submit all applicable requirements at the window for assessment and wait for your name to	1. Check for completeness of documentary requirements and completeness of entry fields	None	5 minutes	Messenger Or Job Order LCRO
be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	10 minutes	Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
2. Once document- owner's name is called, approach the window to secure your claim stub.	2. Check claimant for identification and release the claim stub dated 12 days from the date of submission of complete requirements.	None	5 minutes	Messenger Or Job Order LCRO
	2.1 Commence the 10-day mandatory posting for delayed registrations on the following day at the Civil Registry Bulletin Board, pursuant to Rule 12 of Administrative Order No. 1 s. 1993 issued by the Civil Registrar General.	None	10 days and 15 minutes	Messenger Or Job Order LCRO
	2.2 Retrieve posted documents on the day following the 10 th day of posting.	None	10 minutes	Messenger Or Job Order LCRO
405	2.3 Final assessment and signature, denoting	None	5 minutes	Local Civil Registrar; Local Legislative Staff Officer III Or Records





	the order to assign a registry number.			Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
	2.4 Assign registry numbers to legal instruments and the COD itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.	None	15 minutes	Messenger Or Job Order LCRO
3. Present your claim stub to retrieve the duly registered COD.	3. Check claimant for identification and release the client's copy.	None	5 minutes	Messenger Or Job Order LCRO
	TOTAL:	None	10 days, 1 hour and 10 minutes	

Note/s:

 The Affidavit for Delayed Registration must be duly accomplished by the person responsible for the registration of the COD and notarized.





7. Application for Marriage License

This covers the process of application for a marriage license, which a couple may then submit to any officiant duly authorized by the Philippine Statistics Authority as such.

Office/Division:	City Civil Pagistraria Office	
Classification:	City Civil Registrar's Office	
	Highly-technical	
Type of Transaction: Who may avail:	G2C – Government to Citizen Couples with at least one resident of the City of San Pedro, who wish to secure a Marriage License.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. 2x2 I.D. photos in white background (2 pcs)	Client's Personal File	
2. Certificate of Compliance with the Marriage Orientation (1 original and 2 photocopies) Or Certificate of Pre- Marriage Counselling (for applicants 18-24 years old only) (1 original and 2 photocopies)	City Population Commission	
3. PSA Certificate of Live Birth of applicant (1 original and 2 photocopies)	Philippine Statistics Authority Outlet	
4. PSA Certificate of No Marriage (1 original and 2 photocopies)	Philippine Statistics Authority Outlet	
5. Community Tax Certificate from the applicant's place of residence (1 original and 2 photocopies)	Treasury Office, City/Municipal Hall	
6. At least 2 valid government-issued I.D.'s of the applicant (1 original and 2 photocopies)	Client's Personal File	
Additional, for foreign p	arties:	
1. Counterpart of PSA Certificate of Live Birth in the foreign applicant's country of origin (1	Counterpart of PSA in the foreign party's country of origin	





original and 2	
photocopies)	
2. Legal Capacity to	
Contract Marriage (1	Foreign Service Office of the foreign party's country of origin,
original and 2	for release at the foreign embassy in the Philippines
photocopies)	
3. Passport (1 original	Client's Personal File
and 2 photocopies)	
	arties with prior marriages dissolved:
Divorce Papers (1	
original and 2	Foreign court, where dissolution was processed
photocopies)	
Additional, for widowed	foreign applicants:
 Counterpart of PSA 	
Certificate of Death of	
deceased spouse in the	
foreign applicant's	Counterpart of PSA in the foreign party's country of origin
country of origin (1	. 3 , , , ,
original and 2	
photocopies)	
	applicants with prior marriages dissolved:
1. Court Decision,	ipplicants with prior marriages dissolved.
Certificate of Finality,	
PSA Certificate of	
Marriage with	O and the second and the second and the second and
Annotation, Judicial	Court where dissolution was processed/recognized
Decree of Absolute	
Divorce, Annulment or	
Nullity (1 original and 2	
photocopies)	
Additional, for widowed	Filipino Applicants:
PSA Certificate of	
Death of deceased	Philippine Statistics Authority Outlet
spouse (1 original and 2	Philippine Statistics Authority Outlet
photocopies)	
Additional, for Filipino a	applicants 18-21 years of age:
Parental Consent	
executed by a parent	
whose name appears	07 07 10 1 1 00 1
on the applicant's COLB	City Civil Registrar's Office of San Pedro
(1 original and 2	
photocopies)	
Cedula of the parent	
to execute the Parental	Treasury Office, City/Municipal Hall
Consent	Treasury Office, Oity/Mullicipal Flair
3. At least 2 valid	
government-issued	Olimbia Daniela Fila
I.D.'s of the parent to	Client's Personal File
execute the Parental	
Consent	





Additional for Filining	applicants 22-24 years of age:
	applicants 22-24 years of age:
Parental Advice	
executed by a parent	
whose name appears	City Civil Registrar's Office of San Pedro
on the applicant's COLB	, ,
(1 original and 2	
photocopies)	
2. Cedula of the parent	
to execute the Parental	Treasury Office, City/Municipal Hall
Consent (1 original and	,,,,
2 photocopies)	
3. At least 2 valid	
government-issued	
I.D.'s of the parent to	Client's Personal File
execute the Parental	
Consent (1 original and	
2 photocopies)	
	consistencies are present on the above-listed documents:
PSA Certificate of	
Live Birth, Marriage or	
Death of parents,	Philippine Statistics Authority Outlet
children or siblings of	Trimppino Gladeloo Addroney Gallot
applicants (1 original	
and 2 photocopies)	
Baptismal Certificate	
or equivalent of	
applicant, their parents	Religious establishment where the ceremony was held
or their siblings (1	Theiligious establishment where the determinity was field
original and 2	
photocopies)	
3. Form 137	
(Elementary/High	
School) / Transcript of	School attended by the document-owner
Records of applicant (1	Control attoriated by the document owner
original and 2	
photocopies)	
CLIENT AGE	ENCY FEES TO PROCESSING PERSON/S

p				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Personally appear before the City Civil Registrar's Office and submit all applicable documentary requirements.	1. Check for completeness of documentary requirements and consistency of information across all documents submitted.	None	10 minutes	Clerk IV or Job Order LCRO
-10	1.1 If documents are approved for	None	10 minutes	Clerk IV or Job Order LCRO





1.1 Accomplish Marriage License Application Form, according to instructions provided by the responsible employee.	acceptance, instruct the applicants to accomplish the Application for Marriage License Form.			
1.2 Submit the accomplished Marriage License Application Form for checking.	1.2 Check accomplishment of Application Form, and once found to be correctly accomplished, endorse the applicants to the City Civil Registrar.	None	10 minutes	Clerk IV or Job Order LCRO
1.3 Swear in, before the Civil Registrar, as pertains to the truth and veracity of information supplied.	1.3 Administer oath to applicants.	None	10 minutes	Local Civil Registrar LCRO
2. Pay for the Marriage License Fees and collect your claim stub.	2. Issue order of payment and instruct applicants to pay the required fees at the Treasure Office.	PHP 650.00 (Filipinos) / PHP 1,000.00 (Foreign)	10 minutes	Clerk IV or Job Order LCRO
	2.1 Prepare the Marriage License claim stub.	None	5 minutes	Clerk IV or Job Order LCRO
400	2.2 Release the Marriage License Claim Stub to the	None	5 minutes	Clerk IV or Job Order LCRO





				PHILIP
	applicants.			
	2.3 Commence the 10-day posting of the Marriage License Application on the next working day following the	None	10 days and 15 minutes	Clerk IV or Job Order LCRO
	date of application. (Article 63 of the Civil Code of the Philippines)			
	2.4 On the next working day following the last day of posting, retrieve the posted documents	None	10 minutes	Clerk IV or Job Order LCRO
	2.5 Prepare the Marriage License and endorse to the Civil Registrar for approval.	None	15 minutes	Clerk IV or Job Order LCRO
	2.6 Verify that no adverse claims were made on the application and approve or annotate with findings.	None	10 minutes	Local Civil Registrar LCRO
	2.7 Once approved, assign a registry number and segregate office and client copies.	None	15 minutes	Clerk IV or Job Order LCRO
3. Present your claim stub to retrieve the duly	3. Check claimant for identification and release the	None	5 minutes	Clerk IV or Job Order LCRO
registered COM.	client's copy.		The same	10
JOIN.	TOTAL:	PHP	10 Days, 2	





650.00	hours and 10
(Filipinos)	minutes
/ PHP	
1,000.00	
(Foreign)	

Notes:

- All documentation not in the English language (E.G., German/Indonesian) and/or not in Roman Characters (E.G. Korean/Chinese) must be translated to English by a translator, duly recognized by the agency issuing the document translated.
- The rule on counting of the posting period is mandated by the Civil Code, viz: "Article 13. x x x In computing a period, the first day shall be excluded and the last day included."
- Ensure all information are consistent across all documents. Inconsistencies
 or errors may lead to disapproval or may require prior correction or
 submission of additional documentary evidence as basis of correct entries,
 upon discovery, if errors are merely clerical in nature.



8. Filing of Petitions under R.A. 9048 (Correction of Entry)

This covers the process of correcting entries within the limitations of R.A. 9048. The total processing time is the total time consumed by the office of the City Civil Registrar exclusive of acts beyond the office's control, e.g., if the Philippine Statistics Authority (PSA) exceeds their total time, per specifications in the IRR; or if the petition is migrant-type and another Civil Registry Office is involved. The total time consumed does not necessarily reflect the time consumed by the Civil Registry Office

Office/Division:	City Civil Registrar's Office	
Classification:	Highly-technical (Quasi-judicial)	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Persons whose Certificate of Live Birth, Marriage or Death are	
	registered in San Pedro, Laguna.	
CHECKLIST OF	WHERE TO SECURE	
REQUIREMENTS	WHERE TO DECORE	
1. Erroneous PSA		
Certificate of Live		
Birth/Marriage or Death	Philippine Statistics Authority Outlet	
(1 original and 3		
photocopies)		
2. At least 2 valid		
government-issued		
I.D.'s of erroneous	Client's Personal File	
document-owner (1	Olicht 3 i Cisonai i lic	
original and 3		
photocopies)		
3. Current-year		
Community Tax		
Certificate of petitioner	Treasury Office, City/Municipal Hall	
(1 original and 3		
photocopies)		
	-owner of erroneous certificate is married:	
PSA Certificate of		
Marriage of erroneous		
document-owner (1	Philippine Statistics Authority Outlet	
original and 3		
photocopies)		
Additional, if document	-owner has children:	
PSA Certificate of		
Live Birth of erroneous		
document-owner's	Philippine Statistics Authority Outlet	
children (1 original and		
3 photocopies)		
Additional, if document	-owner is deceased:	
PSA Certificate of		
Death of erroneous	Philippine Statistics Authority Outlet	
document-owner (1	Trimppino cicastico rictionity oction	
original and 3		





	photocopies)				
	Variable upon the error declared by the petitioner, at least 3 of the following may				
	be required, depending	on the degree of kinship and type of error:			
	1. Baptismal Certificate				
	of erroneous document-				
	owner or its equivalent	Deliniana actablishmant whom the accommon hald			
	in other religions (1	Religious establishment where the ceremony was held			
	original and 3				
	photocopies)				
ŀ	2. Form 137				
	(Elementary/High				
	School) or Transcript of				
	Records of erroneous	School Attended by the erroneous document-owner			
	document-owner (1	Control 7 the fire of one of control of a counterfit owner			
	original and 3				
	photocopies)				
ŀ	3. NBI or Police				
	Clearance of erroneous				
	document-owner (1	NBI or Local Police Station of the erroneous document-			
	original and 3	owner's place of residence			
	photocopies)	owner's piace or residerice			
-	4. Voter's Registration				
	Record of erroneous				
	document-owner (1	Local Commission on Elections			
	original and 3	Local Commission on Liections			
	photocopies)				
-	5. PhilHealth. SSS or				
	Pag-IBIG Member's				
	Data Record of				
	erroneous document-	PhilHealth, SSS or Pag-IBIG Branches			
	owner(1 original and 3				
	photocopies)				
ŀ	6. Old Medical Records				
	of erroneous document-				
		Client's Personal File			
	owner (1 original and 3 photocopies)				
ŀ	7. Affidavit/Sworn				
	Statement of				
	Explanation executed	Notary Public			
	by the erring declarant				
	8. PSA Certificate of				
	Live Birth, Marriage or				
	Death of erroneous				
	document-owner's				
		Philippine Statistics Authority Outlet			
	parents, grandparents,				
	children or siblings (1				
	original and 3	AL HERE			
-	photocopies) 9. At least 2 valid				
4		Client's Personal File			
	government-issued				





I.D.'s of individuals whose PSA documents are submitted as documentary evidence in the petition (1 original and 3 photocopies)

Additional, for representative:

1. Special Power of Attorney executed by the erroneous document-owner or their nearest surviving kin, granting the representative authority to file and sign a petition to correct entries in their COLB, as well as to secure and receive the Certification of Filing and Certificate of Finality of their petition. Attach at least 1 valid I.D. of the representative and the issuing individual to the SPA.

Notary Public

OI A.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all documentary requirements agreed upon during inquiry, including the requirement list.	1. Check for completeness of documentary evidence and whether entries in documentary evidence are consistent with that which is being claimed to be the correct entry.	None	15 minutes	Records Officer I Or Bookbinder IV LCRO
	1.1. If deemed compliant, issue the order of payment and prepare the petition form and notice of posting.	None	20 minutes	Records Officer I Or Bookbinder IV LCRO
2. Pay the	2. Instruct the	PHP	5 minutes	Records Officer I Or
Filing Fee at	client to double-	1,000.00		Bookbinder IV





the City	check all entries.	(R.A.		LCRO
Treasurer's		9048 –		
Office and		Correction		
return to the		of Entry)		
Civil Registry				
Office to				
check and	2.1 Administer	None	10 minutes	Local Civil Registrar
sign your	oath to the			LCRO
petition and	petitioner as to			
retrieve your	the truth and			
claim stub.	veracity of the			
	content of their			
	petition.			
	2.2 Once the	None	10 minutes	Records Officer I Or
	petition signed			Bookbinder IV
	by the client,			LCRO
	release the Claim Stub and			
	give instructions			
	on follow-ups			
	and process flow			
	once their			
	petition is			
	transmitted to			
	PSA.			
	2.3 Commence	None	10 days and	Records Officer I Or
	the 10-day		15 minutes	Bookbinder IV
	mandatory			LCRO
	posting for			
	petitions on the			
	following day at			
	the Civil Registry			
	Bulletin Board, pursuant to R.A.			
	9048.			
	3040.			
	2.4 Retrieve	None	10 minutes	Records Officer I Or
	posted			Bookbinder IV
	documents on			LCRO
	the day following			
	the 10 th day of			
	posting.			
	2.5 Final	None	5 days (R.A.	Records Officer I Or
	assessment and		9048 IRR)	Bookbinder IV
100	signature,			LCRO
	denoting the			



SAN PEDRO

3. Present your claim stub to retrieve the Certificate of Finality of your petition.	Registry Office, prepare the Certificate of Finality. 3. Check claimant for identification, release the Certificate of Finality, and relay the	None	5 minutes	Clerk IV or Job Order LCRO
petition.	relay the schedule of reproduction of documents in security paper, per Philippine Statistics Authority.	PHP 1,000.00	25 days, 1 hour and 30 minutes	

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9. Filing of Petitions with Publication Requirement under R.A. 10172 (Correction of Sex and/or Day and/or Month of Birth) or R.A. 9048 (Change of First Name)

This covers the process of correcting a person's declared sex and/or day and/or month of birth in the Certificate of Live Birth within the limitations of R.A. 10172 (Correction of Sex and/or Day and/or Month of Birth) and R.A. 9048 (Change of First Name). The total processing time is the total time consumed by the office of the City Civil Registrar exclusive of acts beyond the office's control, e.g., client may opt, against our advice, to go straight to a publisher; or the newspaper of the client's choosing may have their own publication schedule; or if the Philippine Statistics Authority (PSA) exceeds their total time, per specifications in the IRR. The total time consumed does not necessarily reflect the time consumed by the Civil Registry Office. Factors that may affect the release date of the Certificate of Finality include the client's compliance with the publication requirement as the publication cannot commence prior to filing and no decision may be validly rendered without proof of successful publication (Affidavit of Publication and Newspaper Clippings) without contest, per R.A. 9048 IRR and PSA's compliance with R.A. 9048's IRR. Per R.A. 9048 and R.A. 10172 IRR, petitions for Correction of Sex require the personal appearance of the document owner. Representatives are not allowed.

	•
Office/Division:	City Civil Registrar's Office
Classification:	Highly-technical (Quasi-Judicial)
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Persons whose Certificate of Live Birth are registered in San Pedro, Laguna.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Erroneous PSA Certificate of Live Birth/Marriage or Death (1 original and 3 photocopies)	Philippine Statistics Authority Outlet
2. Baptismal Certificate of erroneous document- owner or its equivalent in other religions (1 original and 3 photocopies)	Religious establishment where the ceremony was held
3. Form 137 (Elementary/High School) or Transcript of Records of erroneous document-owner (1 original and 3 photocopies)	School Attended by the erroneous document-owner
4. NBI Clearance of erroneous document-owner (1 original and 3	NBI



photocopies)			
5. Police Clearance of	Level Delice Otalian of the const		
erroneous document-	Local Police Station of the erroneous document-owner's place		
owner (1 original and 3	of residence		
photocopies)			
6. Certificate of			
Employment (if			
employed) / Affidavit of	Place of work of erroneous document-owner (Certificate of		
Non-Employment (if	Employment)		
unemployed) of	Notes Dublic (Affide it of Non-Freedoms and)		
erroneous document-	Notary Public (Affidavit of Non-Employment)		
owner (1 original and 3			
photocopies)			
7. Voter's Registration Record of erroneous			
	Local Commission on Elections		
document-owner (1	Local Commission on Elections		
original and 3			
photocopies) 8. PhilHealth Member's			
Data Record of			
erroneous document-	PhilHealth		
owner (1 original and 3	FIIII ICAIUI		
photocopies) 9. SSS Member's Data			
Record of erroneous			
document-owner (1	SSS		
original and 3	333		
photocopies)			
10. Pag-IBIG Member's			
Data Record of			
erroneous document-	Pag-IBIG		
owner (1 original and 3	T ag IDIO		
photocopies)			
13. At least 2 valid			
government-issued			
I.D.'s of erroneous			
document-owner (1	Client's Personal File		
original and 3			
photocopies)			
14. Current-year			
Community Tax			
Certificate of petitioner	Treasury Office, City/Municipal Hall		
(1 original and 3	, , , , , , , , , , , , , , , , , , , ,		
photocopies)			
15. Affidavit of			
Publication with			
Newspaper Clippings (4	Publisher of the Client's choosing		
originals)			
Additional, for Correction of Sex			
Certification of Sex	Jose L. Amante Emergency Hospital/City Health Office		





	issued by the City	
	Health Officer (1	
	original and 3	
	photocopies)	
	2. Old Medical Records	
W.	of the erroneous	
	document-owner (1	Client's Personal File
	original and 3	
	photocopies)	
		-owner of erroneous certificate is married:
	 PSA Certificate of 	
	Marriage of erroneous	
	document-owner (1	Philippine Statistics Authority Outlet
	original and 3	
	photocopies)	
	Additional, if document	-owner has children:
	PSA Certificate of	
	Live Birth of erroneous	
	document-owner's	Philippine Statistics Authority Outlet
	children (1 original and	
	3 photocopies)	
		-owner is deceased (Not applicable for Correction of Sex):
	PSA Certificate of	
	Death of erroneous	
	document-owner (1	Philippine Statistics Authority Outlet
	original and 3	
	photocopies)	
	Additional, if representa	ative (Not applicable for Correction of Sex):
	Special Power of	
	Attorney executed by	
	the erroneous	
	document-owner or	
	their nearest surviving	
	kin, granting the	
	representative authority	
	to file and sign a	
	petition to correct	
	entries in their COLB,	
	as well as to secure and	Notary Public
	receive the Certification	
	of Filing and Certificate	
	of Finality of their	
	petition. Attach at least	
	1 valid I.D. of the	
	representative and the	
	issuing individual to the	
	SPA.	CHERT
d		





				MA PHILIPP
CLIENT	AGENCY	FEES TO	PROCESSING	PERSON/S
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit all documentary requirements agreed upon during inquiry, including the requirement list.	1. Check for completeness of documentary evidence and whether entries in documentary evidence are consistent with that which is being claimed to be the correct entry.	None	15 minutes	Records Officer I Or Bookbinder IV LCRO
	1.1. If deemed compliant, issue the order of payment and prepare the petition form, notice of posting and Notice for Publication.	None	20 minutes	Records Officer I Or Bookbinder IV LCRO
2. Pay the Filing Fee at the City Treasurer's Office and return to the Civil Registry	2. Instruct the client to double-check all entries.	PHP 3,000.00 (R.A. 9048 and R.A. 10172	5 minutes	Records Officer I Or Bookbinder IV LCRO
Office to check and sign your petition and retrieve your claim stub.	2.1 Administer oath to the petitioner as to the truth and veracity of the content of their petition.	None	10 minutes	Local Civil Registrar LCRO
	2.2 Once the petition signed by the client, release the Claim Stub and Notice for Publication and give instructions	None	10 minutes	Records Officer I Or Bookbinder IV LCRO
40)	on submission of the Affidavit of Publication and			16





Newspaper clippings, follow- ups and process flow once their petition is transmitted to PSA.			
2.3 Commence the 10-day mandatory posting for petitions on the following day at the Civil Registry Bulletin Board, pursuant to R.A. 9048.	None	10 days and 15 minutes	Records Officer I Or Bookbinder IV LCRO
2.4 Retrieve posted documents on the day following the 10 th day of posting.	None	10 minutes	Records Officer I Or Bookbinder IV LCRO
2.5 Once the Affidavit of Publication and Newspaper clippings have been submitted, conduct final assessment and signature, denoting the approval of the petition at the local level.	None	5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO
2.6 Prepare weekly transmittals of petitions to PSA for affirmation or impugnment.	None	5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO
	1	AN .	46





2 Present	2.7 Once the decision of the Civil Registrar General in PSA has been furnished to the Local Civil Registry Office, prepare the Certificate of Finality.	None	5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO
3. Present your claim stub to retrieve the Certificate of Finality of your petition.	3. Check claimant for identification, release the Certificate of Finality, and relay the schedule of reproduction of documents in security paper, per Philippine Statistics Authority.	None	5 minutes	Clerk IV Or Job Oraer
	TOTAL:	PHP 3,000.00	25 days, 1 hour and 30 minutes	



10. Issuance of Certified True Copies of Birth, Marriage and Death Certificates

This covers the process of securing Certified True Copies of birth, marriage and death certificates. Nearest surviving kin, as defined in R.A. 9994: Nearest surviving relative refers to the legal spouse who survives the deceased senior citizen: Provided, that where no spouse survives the decedent, this shall be limited to relatives in the following order of degree of kinship: children, parents, siblings, grandparents, grandchildren, uncles and aunts.

Office/Division:	City Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Document-owners or the nearest surviving kins of the
	document-owners, as defined in R.A. 9994.
CHECKLIST OF	WHERE TO SECURE
REQUIREMENTS	WIERE TO GEOORE
1. At least 2 valid	
government-issued	
I.D.'s of document-	Client's Personal File
owner (1 original and 1	
photocopy)	
Additional, for represen	ntative:
Authorization Letter	
executed by the	
document-owner or	
their nearest surviving	
kin, granting the	
representative authority	
to file and sign a	
petition to correct	
entries in their COLB,	
as well as to secure	Olivertic Demonstration
and receive the	Client's Personal File
Certification of Filing	
and Certificate of	
Finality of their petition.	
Attach at least 1 valid	
I.D. of the	
representative and the	
issuing individual to the Authorization Letter. (1	
original and 1	
photocopy)	
2. At least 2 valid	
government-issued	
I.D.'s of the	Client's Personal File
representative (1	



original and 1
photocopy)

3. Affidavit of Kinship
stating they are the
nearest surviving kin of
the document-owner, if
the person issuing
authorization letter is
not the documentowner. (1 original and 1
photocopy)

CLIENT	ACENCY	FEEC TO DEOCESCING DEDCONIC		
CLIENT	AGENCY	FEES TO	PROCESSING	PERSON/S
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1. Fill-out the	Ascertain	None	5 minutes	Assistant Registration
request form	authority of the			Officer Or Messenger
by the window	requesting			Or Job Order
of the Civil	party. And			LCRO
Registrar's	ensure the			
Office and	document			
submit the	being			
same,	requested is			
together with	registered in			
the	San Pedro.			
documentary				
requirements.				
2. Pay fee/s at	2. Issue the	PHP	5 minutes	Assistant Registration
the City	order of	100.00	·	Officer Or Messenger
Treasurer's	payment and	100.00		Or Job Order
Office	instruct the			LCRO
Omoc	client to pay at			Lorto
	the City			
	Treasurer's			
	Office.			
	Office.			
	2.1 Prepare	None	15 minutes	Assistant Registration
	the Certified	140110	10 1111110100	Officer Or Messenger
	True Copy.			Or Job Order
	rido copy.			LCRO
	2.2 Affix	None	5 minutes	Lorto
	signature,	140110	o minutos	Local Civil Registrar;
	denoting			Local Legislative Staff
	certification is			Officer III Or Records
	on file with the			Officer I Or Clerk IV
	Civil			Or Assistant
	Registrar's			Registration Officer
3. Present	Office. 3. Release the	None	E minutos	LCRO
		None	5 minutes	Assistant Registration
your receipt at	Certified True			Officer Or Messenger
the Civil	Copy/ies			Or Job Order
Registry	requested to			LCRO





Window to claim your Certified True Copy/ies.	the client.			
	TOTAL:	PHP 100.00	35 minutes	



11. Issuance of Certified Transcriptions of Birth (Form 1A), Marriage (Form 3A) and Death (Form 2A)

This covers the process of securing Certified Transcriptions of Birth (Form 1A), Marriage (Form 3A) and Death (Form 2A).

Office/Division:	City Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Document-owners or the nearest surviving kins of the document-owners, as defined in R.A. 9994.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
At least 2 valid government-issued I.D.'s of document-owner (1 original and 1 photocopy)	Client's Personal File
Additional, for representat	ive:
1. Authorization Letter executed by the document-owner or their nearest surviving kin, granting the representative authority to file and sign a petition to correct entries in their COLB, as well as to secure and receive the Certification of Filing and Certificate of Finality of their petition. Attach at least 1 valid I.D. of the representative and the issuing individual to the Authorization Letter. (1 original and 1 photocopy)	Client's Personal File
2. At least 2 valid government-issued I.D.'s of the representative (1 original and 1 photocopy)	Client's Personal File
3. Affidavit of Kinship stating they are the nearest surviving kin of the document-owner, if the person issuing authorization letter is not the document-owner. (1 original and 1 photocopy)	Notary Public





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Fill-out the request form by the window of the Civil Registrar's Office and submit the same, together with the documentary requirements.	1. Ascertain authority of the requesting party. And ensure the document being requested is registered in San Pedro.	None	5 minutes	Process Server Or Messenger Or Job Order LCRO
2. Pay fee/s at the City Treasurer's Office	2. Issue the order of payment and instruct the client to pay at the City Treasurer's Office.	PHP 100.00	5 minutes	Process Server Or Messenger Or Job Order LCRO
	2.1 Prepare the Certified True Copy.	None	15 minutes	Process Server Or Messenger Or Job Order LCRO
	2.2 Affix signature, denoting certification is on file with the Civil Registrar's Office.	None	5 minutes	Local Civil Regsitrar; Records Officer I Or Clerk IV Or Assistant Registration Officer LCRO
3. Present your receipt at the Civil Registry Window to claim your Certified True Copy/ies.	3. Release the Certified True Copy/ies requested to the client.	None	5 minutes	Process Server Or Messenger Or Job Order LCRO
	TOTAL:	PHP 100.00	35 minutes	



12. Supplemental Reporting of Information

equivalent in other religions

This covers the process of supplying additional information to Certificates of Live Birth, Marriage or Death, within the scope of PSA Memoramdum Circular No. 2007-004. The total processing time consumed by the office of the City Civil Registrar exclusive of acts beyond the office's control, e.g., PSA response time, or the client may opt, against our advice, to not submit the Supplemental Report to PSA right away. The total time consumed does not necessarily reflect the time consumed by the Civil Registry Office.

Office/Division:	City Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Persons whose Certificate of Live Birth, Marriage or Death are registered in San Pedro, Laguna.
CHECKLIST OF	WHERE TO SECURE
REQUIREMENTS	
1. Subject PSA Certificate of	Philippine Statistics Authority Outlet
Live Birth/Marriage or Death	
(1 original and 3	
photocopies)	
2. At least 2 valid	Client's Personal File
government-issued I.D.'s of	
document-owner (1 original	
and 3 photocopies)	
3. Current-year Community	Treasury Office, City/Municipal Hall
Tax Certificate of petitioner	
(1 original and 3	
photocopies)	
Additional, if document-own	er of erroneous certificate is married:
PSA Certificate of	Philippine Statistics Authority Outlet
Marriage of document-owner	
(1 original and 3	
photocopies)	
Additional, if document-own	er has children:
PSA Certificate of Live	Philippine Statistics Authority Outlet
Birth of document-owner's	, and the second
children (1 original and 3	
photocopies)	
Additional, if document-own	er is deceased:
PSA Certificate of Death	Philippine Statistics Authority Outlet
of document-owner (1	
original and 3 photocopies)	
	ared by the petitioner, at least 3 of the following may be
	degree of kinship and type of error:
Baptismal Certificate of	Religious establishment where the ceremony was held
document-owner or its	The second secon





(1 original and 3	
photocopies)	
2. Form 137	School Attended by the erroneous document-owner
(Elementary/High School) or	
Transcript of Records of	
document-owner (1 original	
and 3 photocopies)	
3. NBI or Police Clearance of	NBI or Local Police Station of the erroneous document-
document-owner (1 original	owner's place of residence
and 3 photocopies)	
4. Voter's Registration	Local Commission on Elections
Record of document-owner	
(1 original and 3	
photocopies)	
5. PhilHealth, SSS or Pag-	PhilHealth, SSS or Pag-IBIG Branches
IBIG Member's Data Record	
of document-owner(1 original	
and 3 photocopies)	
Old Medical Records of	Client's Personal File
document-owner (1 original	
and 3 photocopies)	
7. Affidavit/Sworn Statement	Notary Public
of Explanation executed by	
the declarant	
8. PSA Certificate of Live	Philippine Statistics Authority Outlet
Birth, Marriage or Death of	
document-owner's parents,	
grandparents, children or	
siblings (1 original and 3	
photocopies)	
9. At least 2 valid	Client's Personal File
government-issued I.D.'s of	
individuals whose PSA	
documents are submitted as	
documentary evidence in the	
petition (1 original and 3	
photocopies)	
Additional, for representativ	
Special Power of Attorney Avanuable Appropriate Appropria	Notary Public
executed by the document-	
owner or their nearest	
surviving kin, granting the	
representative authority to	
file and sign a petition to correct entries in their COLB.	
as well as to secure and	
receive the Certification of	
Filing and Certificate of	HHHI
Finality of their petition.	
Attach at least 1 valid I.D. of	





the representative and the issuing individual to the SPA.

issuing individual to						
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE		
Submit all documentary requirements agreed upon during inquiry, including the requirement list.	1. Check for completeness of documentary evidence and whether entries in documentary evidence are consistent with that which is being claimed to be the correct entry.	None	15 minutes	Assistant Registration Officer LCRO		
	1.1. If deemed compliant, issue the order of payment and prepare the affidavit.	None	30 minutes	Assistant Registration Officer LCRO		
2. Pay the Filing Fee at the City Treasurer's Office and return to the	2. Instruct the client to double-check all entries.	PHP 500.00	5 minutes	Assistant Registration Officer LCRO		
Civil Registry Office to check and sign your petition and retrieve your claim stub.	2.1 Administer oath to the petitioner as to the truth and veracity of the content of their affidavit and sign denoting notary.	None	10 minutes	Local Civil Registrar LCRO		
	2.2 Discuss the process flow once their supplemental report is transmitted to PSA.	None	15 minutes	Assistant Registration Officer LCRO		
3. Claim your copy of the Supplemental Report Transmittal.	3. Check claimant for identification, release one set of Affidavit for	None	5 minutes	Assistant Registration Officer LCRO		
	Supplemental Report,			46		





documentary evidence and transmittal letter, and relay the schedule of reproduction of documents in security paper, per Philippine Statistics Authority.			
TOTAL:	PHP 500.00	1 hour and 20 minutes	





13. Legitimation

Legitimation is the process of allowing the child, whose parents were not married at the time of birth, but has a subsequent marriage, to use the surname of the father.

Office/Division:	City Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Non-Marital children of parents who eventually got married			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
PSA Copy Certificate of Live Birth (COLB) (1 Original Copy) PSA Copy of Certificate of Marriage PSA Certificate of No Marriage of Father and Mother PSA Copy of Certificate of Death of Deceased Parent	Any outlet of the Philippine Statistics Authority (PSA)			
5. Community Tax Certificate (CTC) of Parents and Valid	City Government of San Pedro			
IDs.				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all documents listed above to personnel assigned.	1. Check for completeness of documents submitted.	None	1 minute	Assistant Registration Officer Or Local Legislative Staff Officer III LCRO
	1.1 Check for the correctness of entries.	None	2 minutes	Assistant Registration Officer Or Local Legislative Staff Officer III LCRO
	1.2 Conduct final assessment of the document submitted.	None	2 minutes	Assistant Registration Officer Or Local Legislative Staff Officer III LCRO
2. Pay for the Legitimation Fee	2. If all is deemed compliant, issue the order of payment.	PHP 500.00		Assistant Registration Officer Or Local Legislative Staff Officer III LCRO





	2.1 Prepare the Affidavit of Legitimation, Birth-Available Form (Form 1A), Annotated COLB and certified true copy of requirements.	None	20 minutes	Local Civil Registrar LCRO
	2.3 Administer an oath to the parents as the truth and veracity of the content of their affidavit.	None	10 minutes	Local Civil Registrar LCRO
3. Claim your copy of Affidavit	3. Release of complete set of	None	5 minutes	Assistant Registration Officer or Local
of Legitimation	Affidavit of			Legislative Staff
upon being called	Legitimation			Officer III
by the staff.	Logiamation			LCRO
	TOTAL:	Php 500.00	40 Minutes	



14. Advance Endorsement of Civil Registry Documents

This service covers the endorsement of the copy of Certification of Live Birth (COLB), Certificate of Death (COD), Certificate of Marriage (COM), to Philippine Statistics Authority by the City Civil Registrar Office (CCRO) ahead of the regular schedule of submission of civil registry documents which is done on or before the 10th day of the month following the CRD respected month of registration.

This is requested by document owner, parents or nearest of kin in the case of COD who are in a hurry to obtain the PSA Copy of Civil Registry Document registered.

Advance endorsement is applicable only to CRDs, that has not been endorsed during the regular monthly schedule of submission and usually done immediately after registration at the City Civil Registrar's Office.

Office/Division:	City Civil Registrar's Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Non-Marital children of parents who eventually got married		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
Registered Copy of Certificate of Live Birth	City Civil Registrar's Office		
(COLB), Certificate of			
Marriage (COM), or			
Certificate of Death (1			
Original Copy)			
2. Valid ID of the requesting	Requesting Party		
party (1 Original Copy, 1			
Photocopy)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all documents listed above to personnel assigned.	1. Check for completeness of documents submitted.	None	10 minutes	Assistant Registration Officer Or Messenger LCRO
	1.1 Prepare letter of endorsement for advance copy and annotate the certified true copy of registered document.	None	20 minutes	Assistant Registration Officer Or Messenger LCRO
	1.2 Sign and certify the documents.	None	10 minutes	Local Civil Registrar LCRO



	TOTAL:	PHP 500.00	55 Minutes	
555	once the certificate of advance endorsement has been prepared and released to client.			LCRO
Treasurer's Office and return to the Civil Registry Office.	check all entries. 2.1 Discuss the process flow	None	10 minutes	LCRO Assistant Registration Officer Or Messenger
2. Pay the filing fee at the City	2. Instruct the client to double-	PHP 500.00	15 minutes	Assistant Registration Officer Or Messenger

