

## 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.

| <b>Office/Division:</b>   | City Civil Registrar's Office   |   |  |
|---|---|---|--|
| <b>Classification:</b>  | Simple  |   |  |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen   |   |  |
| <b>Who may avail:</b>   | Individuals whose children were born in the City of San Pedro, Laguna |   |  |
| CHECKLIST OF REQUIREMENTS   |   | WHERE TO SECURE   |  |
| 1. Original COLB, with all applicable fields, duly accomplished and signed by the birth-attendant and parent. (Quadruplicate)   |   | Birth-attendant   |  |
| 2. Valid government-issued I.D.'s of parent/s whose names appear on the COLB. (2 originals and 4 photocopies each)  |   | Client's Personal File  |  |
| <b>Additional, if parents are married:</b>  |   |   |  |
| 1. PSA Certificate of Marriage of parents, as appearing on the COLB for registration. (1 original and 4 photocopies)  |   | Philippine Statistics Authority Outlet  |  |
| <b>Additional, if parents are unmarried, but elect for the child to use the father's last name:</b>   |   |   |  |
| 1. Attachment-format Affidavit to Use Surname of the Father (AUSF), duly accomplished by the mother, and notarized by a notary public. (4 originals)  |   | City Civil Registrar's Office of San Pedro/Birth-Attendant (AUSF)<br><br>Notary Public (Notarial Service) |  |
| 2. Community Tax Certificate of parent/s. (1 original)  |   | Treasury Office of the city/municipality where the parents are residents                                  |  |
| <b>Additional, if representative:</b>   |   |   |  |
| 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   |   | Client's Personal File  |  |

| Authorization Letter. (2 originals and 2 photocopies each)  |  |                 |                   |   |
|---|--|-----------------|-------------------|---|
| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME   | PERSONS/ RESPONSIBLE  |
| 1. Submit all applicable requirements at the window for assessment and wait for your name to be called. | 1. Check for completeness of documentary requirements and completeness of entry fields.  | None            | 5 minutes         | <i>Assistant Registration Officer Or Job Order LCRO</i>   |
|   | 1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.  | None            | 10 minutes        | <i>Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer Or Clerk IV LCRO</i> |
|   | 1.2 Final assessment and signature, denoting the order to assign a registry number.  | None            | 5 minutes         | <i>Local Civil Registrar; Records Officer I Or Bookbinder IV Or Assistant Registration IV Or Clerk IV LCRO</i>                      |
|   | 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        | <i>Assistant Registration Officer Or Job Order LCRO</i>   |
| 2. Once called, proceed to the window to retrieve the duly registered COLB.                             | 2. Check claimant for identification and release the client's copy.  | None            | 5 minutes         | <i>Assistant Registration Officer Or Job Order LCRO</i>   |
| <b>TOTAL:</b>   |  | <b>None</b>     | <b>45 Minutes</b> |   |

**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 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.

| <b>Office/Division:</b>  | City Civil Registrar's Office   |
|--|---|
| <b>Classification:</b>   | Highly-technical  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen   |
| <b>Who may avail:</b>  | Individuals whose children were born in the City of San Pedro, Laguna, and have yet to register said births, to date. |
| CHECKLIST OF REQUIREMENTS  |   |
| WHERE TO SECURE  |   |
| 1. Original COLB, with all applicable fields, duly accomplished and signed by the birth-attendant and parent. (Quadruplicate)                        | Birth-attendant   |
| 2. Valid government-issued I.D.'s of parent/s whose names appear on the COLB. (2 originals and 4 photocopies each)                                   | Client's Personal File  |
| 3. Baptismal Certificate of the document-owner or its counterpart in other religions. (1 original and 2 photocopies)                                 | Client's Personal File  |
| 4. Form 137 (Elementary/High School) or Transcript of Records of document-owner. (1 original and 2 photocopies)                                      | Client's Personal File  |
| 5. Immunization Record/Baby Book of document-owner. (1 original and 2 photocopies)   | Client's Personal File  |
| 6. Community Tax Certificate of parent/s. (1 original)   | Treasury Office of the city/municipality where the parents are residents  |
| <b>Additional, if parents are married:</b>   |   |
| 1. PSA Certificate of Marriage of parents, as appearing on the COLB for registration. (1 original and 4 photocopies)                                 | Philippine Statistics Authority Outlet  |
| <b>Additional, if parents are unmarried, but elect for the child to use the father's last name:</b>  |   |
| 1. Attachment-format Affidavit to Use Surname of the Father (AUSF), duly accomplished by the mother, and notarized by a notary public. (4 originals) | City Civil Registrar's Office of San Pedro/Birth-Attendant (AUSF)<br>Notary Public (Notarial Service)                 |

| <b>Additional, if document-owner is 7 years old and over, but below 18 years of age, who elect to use the father's last name:</b>   |   |                 |                 |  |
|---|---|-----------------|-----------------|--|
| 1. Attachment-format Affidavit to Use Surname of the Father, duly accomplished by the child. (4 originals)  | City Civil Registrar's Office of San Pedro  |                 |                 |  |
| 2. Attachment-format Sworn Attestation, executed by the child's mother. (4 originals)   | City Civil Registrar's Office of San Pedro  |                 |                 |  |
| <b>Additional, if document-owner is of legal age:</b>   |   |                 |                 |  |
| 1. Voter's Registration Record (1 original and 4 photocopies)   | Commission on Elections where the client is a registered voter  |                 |                 |  |
| 2. PhilHealth Member's Data Record (1 original and 4 photocopies)   | PhilHealth  |                 |                 |  |
| 3. Community Tax Certificate of document-owner. (1 original)  | Treasury Office of the city/municipality where the document-owner is a resident   |                 |                 |  |
| <b>For married document-owners:</b>   |   |                 |                 |  |
| 1. PSA Certificate of Marriage (1 original and 4 photocopies)   | Philippine Statistics Authority Outlet  |                 |                 |  |
| <b>Additional, if representative:</b>   |   |                 |                 |  |
| 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 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 be called.   | 1. Check for completeness of documentary requirements and completeness of entry fields<br><br>1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed. | None            | 5 minutes       | Process Server Or Job Order LCRO   |
|   |   | 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 <sup>th</sup> 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 Officer 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   |

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

**Note/s:**

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

|   |  |
|---|--|
| Either parent of the document-owner.  | If the document-owner is below 18 years of age.    |
| The document-owner or their spouse.   | If the document-owner is 18 years of 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 limited to relatives in the following order of degree of kinship: children, parents, siblings, grandparents, grandchildren, uncles and aunts.<br><br><i>Proof of kinship may be required.</i> | If the document-owner is deceased.                 |

- 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 filling-in the Affidavit for Admission/Acknowledgement of Paternity at the upper portion of the back page of the COLB:

|   |  |
|---|--|
| For births occurring <b>before</b> August 3, 1988.      | Completely fill-out the Affidavit for Admission/Acknowledgement of Paternity.                        |
| For births occurring <b>on or after</b> 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.

|   |  |
|---|--|
| <b>Office/Division:</b>   | City Civil Registrar's Office  |
| <b>Classification:</b>  | Simple   |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen  |
| <b>Who may avail:</b>   | Individuals whose marriages were solemnized in the City of San Pedro, Laguna |
| <b>CHECKLIST OF REQUIREMENTS WHERE TO SECURE</b>  |  |
| 1. Original COM, with all applicable fields, duly accomplished and signed by the contracting parties, officiants and witnesses. (Quadruplicate)   | Wedding Officiant  |
| 2. Valid government-issued I.D.'s of the contracting parties whose names appear on the COM. (2 originals per contracting party and 4 photocopies each)  | Client's Personal File   |
| 3. Valid License to Solemnize of the officiant who solemnized the wedding. (1 photocopy)  | Wedding Officiant  |
| <b>Additional, if marriage was solemnized with valid marriage license:</b>  |  |
| 1. Valid Marriage License (1 original)  | Client's Personal File   |
| <b>Additional, if marriage was solemnized under Article 34 of the Civil Code:</b>   |  |
| 1. Affidavit of Cohabitation (4 originals)  | Client's Personal File   |
| <b>Additional, if marriage was solemnized outside the chambers of a judge, open court, church premises, or mayor's office:</b>  |  |
| 1. Notarized written request addressed to the solemnizing officer that the marriage be solemnized is requested to be held at a house or place designated by the contracting parties. (1 original and 4 photocopies) | Client's Personal File   |
| 2. Solemnizing Officer's response letter to the notarized written request. (1 original and 4 photocopies)   | Solemnizing Officer  |
| <b>Additional, if representative:</b>   |  |
| 1. Authorization letter executed by either of the contracting parties whose name appears on the COM   | Client's Personal File   |

| 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) |   | Client's Personal File |                 |  |
| 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 be called.  | 1. Check for completeness of documentary requirements and completeness of entry fields.   | None                   | 10 minutes      | Messenger Or Job Order LCRO  |
|  | 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                 |
| 2. Once called, proceed to the window to retrieve the duly registered  | 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. Check claimant for identification and release the client's copy.   | None                   | 5 minutes       | Messenger Or Job Order LCRO  |

|      |               |             |               |  |
|------|---------------|-------------|---------------|--|
| COM. |               |             |               |  |
|      | <b>TOTAL:</b> | <b>None</b> | <b>1 Hour</b> |  |

**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.

|   |  |
|---|--|
| <b>Office/Division:</b>   | City Civil Registrar's Office  |
| <b>Classification:</b>  | Highly-technical   |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen  |
| <b>Who may avail:</b>   | Individuals whose marriages were solemnized in the City of San Pedro, Laguna |
| <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>   |
| 1. Original COM, with all applicable fields, duly accomplished and signed by the contracting parties, officiants and witnesses. (Quadruplicate)   | Wedding Officiant  |
| 2. Valid government-issued I.D.'s of the contracting parties whose names appear on the COM. (2 originals per contracting party and 4 photocopies each)  | Client's Personal File   |
| 3. Valid License to Solemnize of the officiant who solemnized the wedding. (1 photocopy)  | Wedding Officiant  |
| <b>Additional, if marriage was solemnized with valid marriage license:</b>  |  |
| 1. Valid Marriage License (1 original)  | Client's Personal File   |
| <b>Additional, if marriage was solemnized under Article 34 of the Civil Code:</b>   |  |
| 1. Affidavit of Cohabitation (4 originals)  | Client's Personal File   |
| <b>Additional, if marriage was solemnized outside the chambers of a judge, open court, church premises, or mayor's office:</b>  |  |
| 1. Notarized written request addressed to the solemnizing officer that the marriage be solemnized is requested to be held at a house or place designated by the contracting parties. (1 original and 4 photocopies) | Client's Personal File   |
| 2. Solemnizing Officer's response letter to the notarized written request. (1 original and 4 photocopies)   | Solemnizing Officer  |
| <b>Additional, if representative:</b>   |  |
| 1. Authorization letter executed 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. (2 originals and 2 photocopies each)           |   | Client's Personal File |                        |   |
| 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 be called.  | 1. Check for completeness of documentary requirements and completeness of entry fields  | None                   | 10 minutes             | <i>Messenger Or Job Order LCRO</i>  |
|  | 1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.   | None                   | 15 minutes             | <i>Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO</i> |
| 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             | <i>Messenger Or Job Order LCRO</i>  |
|  | 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. | None                   | 10 days and 15 minutes | <i>Messenger Or Job Order LCRO</i>  |

|   |   |             |  |                                    |
|---|---|-------------|--|------------------------------------|
| 1993 issued by the Civil Registrar General.   |   |             |  |                                    |
| 2.2 Retrieve posted documents on the day following the 10 <sup>th</sup> day of posting.   | None  | 15 minutes  | <i>Messenger Or Job Order LCRO</i>   |                                    |
| 2.3 Final assessment and signature, denoting the order to assign a registry number.   | None  | 10 minutes  | <i>Local Civil Registrar; Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO</i> |                                    |
| 2.4 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  | <i>Messenger Or Job Order LCRO</i>   |                                    |
| 3. Present your claim stub to retrieve the duly registered COM.   | 3. Check claimant for identification and release the client's copy. | None        | 5 minutes  | <i>Messenger Or Job Order LCRO</i> |
| <b>TOTAL:</b>   |   | <b>None</b> | <b>10 days, 1 hour and 40 minutes</b>  |                                    |

**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.

|  |   |   |                        |                               |
|--|---|---|------------------------|-------------------------------|
| <b>Office/Division:</b>  | City Civil Registrar's Office   |   |                        |                               |
| <b>Classification:</b>   | Simple  |   |                        |                               |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen   |   |                        |                               |
| <b>Who may avail:</b>  | Individuals whose relatives' death occurred within the City of San Pedro. |   |                        |                               |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>  |                        |                               |
| 1. 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-issued I.D.'s of informant. (1 original and 2 photocopies)   |   | Client's Personal File  |                        |                               |
| <b>Additional, if autopsy was not performed on the decedent:</b>   |   |   |                        |                               |
| 1. Waiver of Autopsy, duly notarized (1 original and 1 photocopy)  |   | Client's Personal File / Notary Public  |                        |                               |
| <b>Additional, if the client is not the nearest surviving kin of the decedent, as defined in R.A. 9994:</b>  |   |   |                        |                               |
| 1. Affidavit of Kinship stating that the client is the nearest surviving kin of the decedent.  |   | Client's Personal File / Notary Public  |                        |                               |
| <b>Additional, if representative:</b>  |   |   |                        |                               |
| 1. Authorization letter executed by the nearest surviving kin, 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 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  |                        |                               |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON/S RESPONSIBLE</b>   |
| 1. Submit all applicable   | 1. Check for completeness of  | None  | 5 minutes              | <i>Messenger Or Job Order</i> |

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



## 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.

|  |   |
|--|---|
| <b>Office/Division:</b>  | City Civil Registrar's Office   |
| <b>Classification:</b>   | Highly-technical  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen   |
| <b>Who may avail:</b>  | Individuals whose relatives' death occurred within the City of San Pedro.   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   |
| <b>WHERE TO SECURE</b>   |   |
| 1. 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-issued I.D.'s of informant. (1 original and 2 photocopies)   | 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 Certification of Burial/Cremation. (1 original and 4 photocopies)   | Entity that provided the burial/cremation services  |
| <b>Additional, if autopsy was not performed on the decedent:</b>   |   |
| 1. Waiver of Autopsy, duly notarized (1 original and 1 photocopy)  | Client's Personal File / Notary Public  |
| <b>Additional, if the client is not the nearest surviving kin of the decedent, as defined in R.A. 9994:</b>  |   |
| 1. Affidavit of Kinship stating that the client is the nearest surviving kin of the decedent.  | Client's Personal File / Notary Public  |
| <b>Additional, if representative:</b>  |   |
| 1. Authorization letter executed by the nearest surviving kin, 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 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 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 be called. | 1. Check for completeness of documentary requirements and completeness of entry fields  | None            | 5 minutes              | Messenger Or Job Order LCRO   |
|   | 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 <sup>th</sup> day of posting.   | None            | 10 minutes             | Messenger Or Job Order LCRO   |
|   | 2.3 Final assessment and signature, denoting  | None            | 5 minutes              | Local Civil Registrar; Local Legislative Staff Officer III Or Records                 |

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|               | the order to assign a registry number.  |             |                                       | <i>Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO</i> |
|               | 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                            | <i>Messenger Or Job Order LCRO</i>   |
|               | 3. Present your claim stub to retrieve the duly registered COD.   | None        | 5 minutes                             | <i>Messenger Or Job Order LCRO</i>   |
| <b>TOTAL:</b> |   | <b>None</b> | <b>10 days, 1 hour and 10 minutes</b> |  |

**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.

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| <b>Office/Division:</b>   | City Civil Registrar's Office   |
| <b>Classification:</b>  | Highly-technical  |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen   |
| <b>Who may avail:</b>   | Couples with at least one resident of the City of San Pedro, who wish to secure a Marriage License. |
| <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>  |
| 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)<br>Or<br>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  |
| <b>Additional, for foreign parties:</b>   |   |
| 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   |

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

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| <b>Additional, for Filipino applicants 22-24 years of age:</b>  |   |  |                        |                             |
| 1. Parental Advice executed by a parent whose name appears on the applicant's COLB (1 original and 2 photocopies)                 |   | City Civil Registrar's Office of San Pedro   |                        |                             |
| 2. Cedula of the parent to execute the Parental Consent (1 original and 2 photocopies)  |   | Treasury Office, City/Municipal Hall   |                        |                             |
| 3. At least 2 valid government-issued I.D.'s of the parent to execute the Parental Consent (1 original and 2 photocopies)         |   | Client's Personal File   |                        |                             |
| <b>Additional, if spelling inconsistencies are present on the above-listed documents:</b>   |   |  |                        |                             |
| 1. PSA Certificate of Live Birth, Marriage or Death of parents, children or siblings of applicants (1 original and 2 photocopies) |   | Philippine Statistics Authority Outlet   |                        |                             |
| 2. Baptismal Certificate or equivalent of applicant, their parents or their siblings (1 original and 2 photocopies)               |   | Religious establishment where the ceremony was held  |                        |                             |
| 3. Form 137 (Elementary/High School) / Transcript of Records of applicant (1 original and 2 photocopies)                          |   | School attended by the document-owner  |                        |                             |
|   | <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>      |
|   | 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                  |
|   |   | 1.1 If documents are approved for  | None                   | 10 minutes                  |
|   |   |  |                        | <b>PERSON/S RESPONSIBLE</b> |
|   |   |  |                        | Clerk IV or Job Order LCRO  |
|   |   |  |                        | Clerk IV or Job Order LCRO  |

|   |  |   |            |                                   |
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| 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 | <i>Clerk IV or Job Order LCRO</i> |
| 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 | <i>Local Civil Registrar LCRO</i> |
| 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 | <i>Clerk IV or Job Order LCRO</i> |
|   | 2.1 Prepare the Marriage License claim stub.   | None  | 5 minutes  | <i>Clerk IV or Job Order LCRO</i> |
|   | 2.2 Release the Marriage License Claim Stub to the   | None  | 5 minutes  | <i>Clerk IV or Job Order LCRO</i> |

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

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|  | <b>650.00<br/>(Filipinos)<br/>/ PHP<br/>1,000.00<br/>(Foreign)</b> | <b>hours and 10<br/>minutes</b> |  |
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**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

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

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| photocopies)  |  |
| <b>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:</b> |  |
| 1. Baptismal Certificate of erroneous document-owner or its equivalent in other religions (1 original and 3 photocopies)                                      | Religious establishment where the ceremony was held                              |
| 2. 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                                  |
| 3. NBI or Police Clearance of erroneous document-owner (1 original and 3 photocopies)   | NBI or Local Police Station of the erroneous document-owner's place of residence |
| 4. Voter's Registration Record of erroneous document-owner (1 original and 3 photocopies)   | Local Commission on Elections  |
| 5. PhilHealth, SSS or Pag-IBIG Member's Data Record of erroneous document-owner(1 original and 3 photocopies)   | PhilHealth, SSS or Pag-IBIG Branches   |
| 6. Old Medical Records of erroneous document-owner (1 original and 3 photocopies)   | Client's Personal File   |
| 7. Affidavit/Sworn Statement of Explanation executed by the erring declarant  | Notary Public  |
| 8. PSA Certificate of Live Birth, Marriage or Death of erroneous document-owner's parents, grandparents, children or siblings (1 original and 3 photocopies)  | Philippine Statistics Authority Outlet   |
| 9. At least 2 valid government-issued   | Client's Personal File   |

| I.D.'s of individuals whose PSA documents are submitted as documentary evidence in the petition (1 original and 3 photocopies)  |   |                 |                 |  |
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| <b>Additional, for representative:</b>  |   |                 |                 |  |
| 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   |                 |  |
| 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.<br><br>1.1. If deemed compliant, issue the order of payment and prepare the petition form and notice of posting. | None            | 15 minutes      | <i>Records Officer I Or Bookbinder IV LCRO</i> |
| 2. Pay the Filing Fee at  | 2. Instruct the client to double-   | PHP 1,000.00    | 5 minutes       | <i>Records Officer I Or Bookbinder IV</i>      |

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| the City Treasurer's Office and return to the Civil Registry Office to check and sign your petition and retrieve your claim stub. | check all entries.   | (R.A. 9048 – Correction of Entry) |   | LCRO  |
|   | 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<br>LCRO                 |
|   | 2.2 Once the petition signed by the client, release the Claim Stub and give instructions on follow-ups and process flow once their petition is transmitted to PSA. | None                              | 10 minutes                                    | Records Officer I Or<br>Bookbinder IV<br>LCRO |
|   | 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<br>Bookbinder IV<br>LCRO |
|   | 2.4 Retrieve posted documents on the day following the 10 <sup>th</sup> day of posting.  | None                              | 10 minutes                                    | Records Officer I Or<br>Bookbinder IV<br>LCRO |
| 2.5 Final assessment and signature, denoting the  | None   | 5 days (R.A. 9048 IRR)            | Records Officer I Or<br>Bookbinder IV<br>LCRO |   |

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|  | approval of the petition at the local level.   |                     |                                       |   |
|  | 2.6 Prepare weekly transmittals of petitions to PSA for affirmation or impugment.  | None                | 5 days (R.A. 9048 IRR)                | Records Officer I Or<br>Bookbinder IV<br>LCRO |
|  | 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<br>Bookbinder IV<br>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 Order<br>LCRO                 |
| <b>TOTAL:</b>  |  | <b>PHP 1,000.00</b> | <b>25 days, 1 hour and 30 minutes</b> |   |

### 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.

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| <b>Office/Division:</b>  | City Civil Registrar's Office  |
| <b>Classification:</b>   | Highly-technical (Quasi-Judicial)  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen  |
| <b>Who may avail:</b>  | Persons whose Certificate of Live Birth are registered in San Pedro, Laguna. |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>   |
| 1. 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 photocopies)  | NBI  |

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| photocopies)  |  |
| 5. Police Clearance of erroneous document-owner (1 original and 3 photocopies)  | Local Police Station of the erroneous document-owner's place of residence  |
| 6. Certificate of Employment (if employed) / Affidavit of Non-Employment (if unemployed) of erroneous document-owner (1 original and 3 photocopies) | Place of work of erroneous document-owner (Certificate of Employment)<br>Notary Public (Affidavit of Non-Employment) |
| 7. Voter's Registration Record of erroneous document-owner (1 original and 3 photocopies)   | Local Commission on Elections  |
| 8. PhilHealth Member's Data Record of erroneous document-owner (1 original and 3 photocopies)   | PhilHealth   |
| 9. SSS Member's Data Record of erroneous document-owner (1 original and 3 photocopies)  | SSS  |
| 10. Pag-IBIG Member's Data Record of erroneous document-owner (1 original and 3 photocopies)  | Pag-IBIG   |
| 13. At least 2 valid government-issued I.D.'s of erroneous document-owner (1 original and 3 photocopies)  | Client's Personal File   |
| 14. Current-year Community Tax Certificate of petitioner (1 original and 3 photocopies)   | Treasury Office, City/Municipal Hall   |
| 15. Affidavit of Publication with Newspaper Clippings (4 originals)   | Publisher of the Client's choosing   |
| <b>Additional, for Correction of Sex</b>  |  |
| 1. Certification of Sex   | Jose L. Amante Emergency Hospital/City Health Office   |



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| issued by the City Health Officer (1 original and 3 photocopies)  |  |
| 2. Old Medical Records of the erroneous document-owner (1 original and 3 photocopies)   | Client's Personal File                 |
| <b>Additional, if document-owner of erroneous certificate is married:</b>   |  |
| 1. PSA Certificate of Marriage of erroneous document-owner (1 original and 3 photocopies)   | Philippine Statistics Authority Outlet |
| <b>Additional, if document-owner has children:</b>  |  |
| 1. PSA Certificate of Live Birth of erroneous document-owner's children (1 original and 3 photocopies)  | Philippine Statistics Authority Outlet |
| <b>Additional, if document-owner is deceased (Not applicable for Correction of Sex):</b>  |  |
| 1. PSA Certificate of Death of erroneous document-owner (1 original and 3 photocopies)  | Philippine Statistics Authority Outlet |
| <b>Additional, if representative (Not applicable for Correction of Sex):</b>  |  |
| 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                          |

| 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.<br><br>1.1. If deemed compliant, issue the order of payment and prepare the petition form, notice of posting and Notice for Publication.                              | None                                    | 15 minutes      | <i>Records Officer I Or Bookbinder IV LCRO</i> |
| 2. Pay the Filing Fee at the City Treasurer's Office and return to the Civil Registry Office to check and sign your petition and retrieve your claim stub. | 2. Instruct the client to double-check all entries.<br><br>2.1 Administer oath to the petitioner as to the truth and veracity of the content of their petition.<br><br>2.2 Once the petition signed by the client, release the Claim Stub and Notice for Publication and give instructions on submission of the Affidavit of Publication and | None                                    | 20 minutes      | <i>Records Officer I Or Bookbinder IV LCRO</i> |
|  |  | PHP 3,000.00 (R.A. 9048 and R.A. 10172) | 5 minutes       | <i>Records Officer I Or Bookbinder IV LCRO</i> |
|  |  | None                                    | 10 minutes      | <i>Local Civil Registrar LCRO</i>              |
|  |  | None                                    | 10 minutes      | <i>Records Officer I Or Bookbinder IV LCRO</i> |



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| <p>Newspaper clippings, follow-ups and process flow once their petition is transmitted to PSA.</p> <p>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.</p> <p>2.4 Retrieve posted documents on the day following the 10<sup>th</sup> day of posting.</p> <p>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.</p> <p>2.6 Prepare weekly transmittals of petitions to PSA for affirmation or impugment.</p> | <p>None</p> <p>None</p> <p>None</p> <p>None</p> | <p>10 days and 15 minutes</p> <p>10 minutes</p> <p>5 days (R.A. 9048 IRR)</p> <p>5 days (R.A. 9048 IRR)</p> | <p><i>Records Officer I Or Bookbinder IV LCRO</i></p> <p><i>Records Officer I Or Bookbinder IV LCRO</i></p> <p><i>Records Officer I Or Bookbinder IV LCRO</i></p> <p><i>Records Officer I Or Bookbinder IV LCRO</i></p> |
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|   | <p>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.</p>                                |             | <p>5 days (R.A. 9048 IRR)</p> | <p><i>Records Officer I Or Bookbinder IV LCRO</i></p> |
| <p>3. Present your claim stub to retrieve the Certificate of Finality of your petition.</p> | <p>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.</p> | <p>None</p> | <p>5 minutes</p>              | <p><i>Clerk IV Or Job Order</i></p>                   |
| <b>TOTAL:</b>   |   |             | <p><b>PHP 3,000.00</b></p>    | <p><b>25 days, 1 hour and 30 minutes</b></p>          |

## 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.

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| <b>Office/Division:</b>  | City Civil Registrar's Office  |
| <b>Classification:</b>   | Simple   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen  |
| <b>Who may avail:</b>  | Document-owners or the nearest surviving kins of the document-owners, as defined in R.A. 9994. |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>   |
| 1. At least 2 valid government-issued I.D.'s of document-owner (1 original and 1 photocopy)  | Client's Personal File   |
| <b>Additional, for representative:</b>   |  |
| 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  | Client's Personal File   |

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| 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 document-owner. (1 original and 1 photocopy) | Notary Public   |                        |                        |  |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSONS/ RESPONSIBLE</b>  |  |
| 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              | Assistant Registration Officer 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              | Assistant Registration Officer Or Messenger Or Job Order LCRO  |  |
|  | 2.1 Prepare the Certified True Copy.  | None                   | 15 minutes             | Assistant Registration Officer 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 Registrar; Local Legislative Staff Officer III Or Records Officer I Or Clerk IV Or Assistant Registration Officer LCRO |  |
| 3. Present your receipt at the Civil Registry  | 3. Release the Certified True Copy/ies requested to   | None                   | 5 minutes              | Assistant Registration Officer Or Messenger Or Job Order LCRO  |  |

|   |             |                   |                   |  |
|---|-------------|-------------------|-------------------|--|
| Window to claim your Certified True Copy/ies. | the client. |                   |                   |  |
| <b>TOTAL:</b>                                 |             | <b>PHP 100.00</b> | <b>35 minutes</b> |  |

### 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).

|  |  |
|--|--|
| <b>Office/Division:</b>  | City Civil Registrar's Office  |
| <b>Classification:</b>   | Simple   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen  |
| <b>Who may avail:</b>  | Document-owners or the nearest surviving kins of the document-owners, as defined in R.A. 9994. |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>   |
| 1. At least 2 valid government-issued I.D.'s of document-owner (1 original and 1 photocopy)  | Client's Personal File   |
| <b>Additional, for representative:</b>   |  |
| 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         | <i>Process Server Or Messenger Or Job Order LCRO</i>   |
| 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         | <i>Process Server Or Messenger Or Job Order LCRO</i>   |
|   | 2.1 Prepare the Certified True Copy.  | None              | 15 minutes        | <i>Process Server Or Messenger Or Job Order LCRO</i>   |
|   | 2.2 Affix signature, denoting certification is on file with the Civil Registrar's Office.                           | None              | 5 minutes         | <i>Local Civil Registrar; Records Officer I Or Clerk IV Or Assistant Registration Officer LCRO</i> |
| 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         | <i>Process Server Or Messenger Or Job Order LCRO</i>   |
| <b>TOTAL:</b>   |   | <b>PHP 100.00</b> | <b>35 minutes</b> |  |

## 12. Supplemental Reporting of Information

This covers the process of supplying additional information to Certificates of Live Birth, Marriage or Death, within the scope of PSA Memorandum 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.

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

|   |  |
|---|--|
| (1 original and 3 photocopies)  |  |
| 2. Form 137 (Elementary/High School) or Transcript of Records of document-owner (1 original and 3 photocopies)  | School Attended by the erroneous document-owner                                  |
| 3. NBI or Police Clearance of document-owner (1 original and 3 photocopies)   | NBI or Local Police Station of the erroneous document-owner's place of residence |
| 4. Voter's Registration Record of document-owner (1 original and 3 photocopies)   | Local Commission on Elections  |
| 5. PhilHealth, SSS or Pag-IBIG Member's Data Record of document-owner(1 original and 3 photocopies)   | PhilHealth, SSS or Pag-IBIG Branches   |
| 6. Old Medical Records of document-owner (1 original and 3 photocopies)   | Client's Personal File   |
| 7. Affidavit/Sworn Statement of Explanation executed by the declarant   | Notary Public  |
| 8. PSA Certificate of Live Birth, Marriage or Death of document-owner's parents, grandparents, children or siblings (1 original and 3 photocopies)  | Philippine Statistics Authority Outlet   |
| 9. At least 2 valid government-issued I.D.'s of individuals whose PSA documents are submitted as documentary evidence in the petition (1 original and 3 photocopies)  | Client's Personal File   |
| <b>Additional, for representative:</b>  |  |
| 1. Special Power of Attorney 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 | Notary Public  |

| the representative and the issuing individual to the SPA.  |  |                 |                 |  |
|--|--|-----------------|-----------------|--|
| 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      | Assistant Registration Officer<br>LCRO |
|  | 1.1. If deemed compliant, issue the order of payment and prepare the affidavit.  | None            | 30 minutes      | Assistant Registration Officer<br>LCRO |
| 2. Pay the Filing Fee at the City Treasurer's Office and return to the Civil Registry Office to check and sign your petition and retrieve your claim stub. | 2. Instruct the client to double-check all entries.  | PHP 500.00      | 5 minutes       | Assistant Registration Officer<br>LCRO |
|  | 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<br>LCRO          |
|  | 2.2 Discuss the process flow once their supplemental report is transmitted to PSA.   | None            | 15 minutes      | Assistant Registration Officer<br>LCRO |
| 3. Claim your copy of the Supplemental Report Transmittal.   | 3. Check claimant for identification, release one set of Affidavit for Supplemental Report,  | None            | 5 minutes       | Assistant Registration Officer<br>LCRO |

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

### 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.

|  |  |                        |                        |  |
|--|--|------------------------|------------------------|--|
| <b>Office/Division:</b>  | City Civil Registrar's Office                              |                        |                        |  |
| <b>Classification:</b>   | Simple   |                        |                        |  |
| <b>Type of Transaction:</b>                                    | G2C – Government to Citizen                                |                        |                        |  |
| <b>Who may avail:</b>  | Non-Marital children of parents who eventually got married |                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                               | <b>WHERE TO SECURE</b>                                     |                        |                        |  |
| 1. PSA Copy Certificate of Live Birth (COLB) (1 Original Copy) | Any outlet of the Philippine Statistics Authority (PSA)    |                        |                        |  |
| 2. PSA Copy of Certificate of Marriage                         |  |                        |                        |  |
| 3. PSA Certificate of No Marriage of Father and Mother         |  |                        |                        |  |
| 4. PSA Copy of Certificate of Death of Deceased Parent         | City Government of San Pedro                               |                        |                        |  |
| 5. Community Tax Certificate (CTC) of Parents and Valid IDs.   |  |                        |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>                                       | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON/S RESPONSIBLE</b>  |
| 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 of Legitimation upon being called by the staff. | 3. Release of complete set of Affidavit of Legitimation  | None              | 5 minutes         | Assistant Registration Officer or Local Legislative Staff Officer III LCRO |
| <b>TOTAL:</b>   |  | <b>Php 500.00</b> | <b>40 Minutes</b> |  |

#### 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 10<sup>th</sup> 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.

|  |   |                        |                        |  |
|--|---|------------------------|------------------------|--|
| <b>Office/Division:</b>  | City Civil Registrar's Office   |                        |                        |  |
| <b>Classification:</b>   | Simple  |                        |                        |  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen   |                        |                        |  |
| <b>Who may avail:</b>  | Non-Marital children of parents who eventually got married  |                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |                        |                        |  |
| 1. Registered Copy of Certificate of Live Birth (COLB), Certificate of Marriage (COM), or Certificate of Death (1 Original Copy) | City Civil Registrar's Office   |                        |                        |  |
| 2. Valid ID of the requesting party (1 Original Copy, 1 Photocopy)   | Requesting Party  |                        |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON/S RESPONSIBLE</b>                      |
| 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                       |





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