

# 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.

Office/Divisio	n:	City Civil E	Pogistrar'	s Office		
Classification		City Civil F Simple	vegistial	3 OHICE		
Type of Trans		G2C – Government to Citizen				
Type of Italis	activii.	Individuals whose children were born in the City of San				
Who may ava	NO may avaii.			Jiliuleli wele boli	Till the City of San	
CHECKLIST	OF RECUIR	Pedro, Lag	Julia	WHERE TO	SECURE	
1. Original CO				WIILKE IC	/ OLOUINL	
fields, duly acc						
by the birth-att			Birth-at	tendant		
(Quadruplicate		Jaiciit.				
2. Valid govern	,	NID's of				
parent/s whose						
COLB. (2 origi			Client's	Personal File		
each)	nais and + p	iotocopics				
Additional, if	narents are	married:	1			
1. PSA Certific						
parents, as ap						
for registration			Philippi	ne Statistics Auth	ority Outlet	
photocopies)	. ( . 5./9					
	parents are	unmarried	. but ele	ct for the child to	use the father's last	
name:			,			
1. Attachment-	format Affida	avit to Use				
Surname of the Father (AUSF), duly			City Civil Registrar's Office of San Pedro/Birth- Attendant (AUSF)			
accomplished by the mother, and		Attenda				
notarized by a notary public. (4		<b>.</b>	D 11: /N 1 : 10			
originals)	, ,	•	Notary	Notary Public (Notarial Service)		
2. Community	Tax Certifica	ite of	Treasu	ry Office of the cit	y/municipality where the	
parent/s. (1 ori				are residents	. ,	
Additional, if	representat	ive:				
1. Authorizatio						
either parent w	hose name	appears		Client's Personal File		
on the COLB f			Client's			
indicating spec	cific quantitie	s and acts	Ciletit			
the representa	tive is autho	rized to				
secure and car						
2. Valid govern						
parent/s and representative whose						
	names appear on the COLB and		Client's Personal File			
Authorization Letter. (2 originals and						
2 photocopies	each)		<u> </u>	ı		
CLIENT STEPS	AGENCY	ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE	
1. Submit all	1. Check fo	r	None	5 minutes	Assistant Registration	
applicable	completene	ss of			Officer Or Job Order	





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requirements at the window for assessment and wait for	documentary requirements and completeness of entry fields.			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 COLB.	2. Check claimant for identification and release the client's copy.	None	5 minutes	Assistant Registration Officer Or Job Order LCRO
JOLD.	TOTAL:	None	45 Minutes	

#### 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.

		egistrar's Office		
Classification: Highly-techn				
Type of Transaction:		rernment to Citizen		
Who may avail:		whose children were born in the City of San		
		una, and have yet to register said births, to date.		
CHECKLIST OF REQUIR		WHERE TO SECURE		
1. Original COLB, with all				
fields, duly accomplished		Birth-attendant		
by the birth-attendant and	parent.	2 min autonaum		
(Quadruplicate)				
2. Valid government-issue				
parent/s whose names ap	•	Client's Personal File		
the COLB. (2 originals and	d 4			
photocopies each)	: 41= =			
3. Baptismal Certificate of				
document-owner or its cou	•	Client's Personal File		
other religions. (1 original	and Z			
photocopies) 4. Form 137 (Elementary/	⊔iah			
School) or Transcript of R				
document-owner. (1 origin		Client's Personal File		
photocopies)	iai ailu Z			
5. Immunization Record/B	Saby Book			
of document-owner. (1 ori	•	Client's Personal File		
photocopies)	9 44 =			
6. Negative Certification o	f Birth (1	DITE OF CONTRACT		
original and 1 photocopy)	`	Philippine Statistics Authority		
7. Community Tax Certific	ate of	Treasury Office of the city/municipality where the		
parent/s. (1 original)		parents are residents		
8. Affidavit of 2 Disinteres				
Persons attesting the fact				
the document-owner with				
photocopies of valid gove		City Civil Registrar's Office of San Pedro		
issued I.D.'s of the execut	<b>U</b> .			
(1 original and 1 photocopy each				
page)				
9. Barangay Certification				
Residency of the parents and the		Barangay Hall where the client/individual resides		
document-owner (1 original	ai and T			
photocopy). 10. Any 2 legal/official documentary				
evidence from each parent,				
containing the information required		Clients' Personal File		
to be provided in the Certificate of		Olichio Fersonal File		
Live Birth form, such as, b				
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limited to their Certificate of Live Birth, Certificate of Marriage, Certificate of Death, etc. (1 photocopy each)				
11. Unedited, 2x2-inch front-facing photo of the document-owner in white background, taken within 3 months from the date of registration (4 originals)	Client's Personal File			
Additional, if document-owner is 1	year old and over:			
1. National I.D. card, paper-form National I.D., print-out of downloadable Digital National I.D. or handwritten and duly-signed Transaction Reference Number for the Application of Issuance of a National I.D. (1 photocopy)	Client's Personal File			
Additional, if parents are married:				
1. PSA Certificate of Marriage of parents, as appearing on the COLB for registration. (1 original and 1 photocopy)	Philippine Statistics Authority Outlet			
	and the document-owner is a minor:			
1. Personal appearance of the				
minor document-owner and their parents.	Client			
Additional, if parents are unmarried, but elect for the child to use the father's last				
name:	.,			
Personal appearance of the	O			
parents.	Clients			
2. Attachment-format Affidavit to Use Surname of the Father (AUSF), duly accomplished by the mother,	City Civil Registrar's Office of San Pedro/Birth- Attendant (AUSF)			
and notarized by a notary public. (4 originals)	Notary Public (Notarial Service)			
Additional, if no father is declared,	and the document-owner is a minor:			
Personal appearance of the mother.	Client			
Additional, if document-owner's pa	rents are unmarried, and they were born			
August 3, 1988 through March 18, 2	2004, but wish to declare the father:			
Personal appearance of parents and minor.	Clients			
2. Affidavit of Acknowledgement of Paternity (4 original copies)	City Civil Registrar's Office of San Pedro			
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:				
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			





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Attachment-format Sworn     Attestation, executed by the child's mother (4 original copies)	City Civil Registrar's Office of San Pedro
Additional, if document-owner is o	f legal age:
Personal appearance of document-owner	Client
2. Voter's Registration Record (1 original and 4 photocopies)	Commission on Elections where the client is a registered voter
3. PhilHealth Member's Data Record (1 original and 4 photocopies)	PhilHeath
4. 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
	is a minor whose parents cannot be located:
1. Certificate of Legal Guardianship of the legal guardian, issued by the proper court (1 original and 1 photocopy)	Client's Personal File
2. Affidavit/Sworn Statement stating the facts of the parents' whereabouts and application of reasonable measures to locate them (1 original per person and 1 photocopy each)	Client's Personal File
3. Certificate of Death of Parents, if applicable. (1 original per deceased parents, and 1 photocopy each)	Philippine Statistics Authority
Additional, if document-owner's m	other is deceased:
Certificate of Death of the document-owner's mother (1 original and 1 photocopy)	Philippine Statistics Authority
Additional, if document-owner's fa	ther is deceased:
Certificate of Death of the document-owner's father (1 original and 1 photocopy)	Philippine Statistics Authority
2. Private Handwritten Instrument (PHI) verifiably executed by the father/duly filed with a government-agency, such as, but not limited to SSS, PhilHealth, or BIR Records or insurance records where document-owner is an identified child of the record-owner; school/medical record where the document-owner is attested via signature of the deceased father as his child, or other handwritten materials	Client's Personal File





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executed by the deceased father identifying the document-owner as his child, where his handwriting may be compared against verifiable handwritten government/official records. (1 original and 1 photocopy)					
	ocument-owner is d	eceased:			
1. Certificate of Death of the document-owner (1 original and 1 photocopy)		Client's Authority the dece	Client's Personal File; Philippine Statistics Authority; or Local Civil Registrar's Office where the decedent's death was registered		
1. Legal/official proving eligibility based on the Ex Citizen's Act of 2 1 photocopy)			Personal File	roof of paternity:	
1. DNA Test Results proving paternity between the document-owner and the father, issued by a DOH-Accredited DNA Testing Center with complete attached medical documentation (1 original and 1 photocopy)		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	1. Check for completeness of documentary requirements and completeness of entry fields	None	5 minutes	Assistant Registration Offier Or Job Order LCRO	
be called.	1.1 Check for correctness of entries and sign as received, if deemed no	None	10 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV	
	corrections are needed.			LCRO	





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	requirements.			
	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 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, attendant and client copies.	None	20 minutes	Assistant Registration Officer Or Job Order LCRO
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
	TOTAL:	None	10 days, 1 hour and 20	





minutes

#### 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.  Proof of kinship may be required.	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.

Office/Division:	City Civil Registrar's Office				
Classification:	Simple				
Type of Transaction:	•	vernment to Citizen			
	Individuals whose marriages were solemnized in the City of				
Who may avail:	San Pedro	•			
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE			
1. Original COM, with all ap	•				
fields, duly accomplished a		Wedding Officiant			
by the contracting parties, of		Wedanig Omolani			
and witnesses. (Quadruplic					
2. Valid government-issued					
the contracting parties who		01 11 5 1 51			
appear on the COM. (2 orig	•	Client's Personal File			
contracting party and 4 pho	tocopies				
each) 3. Valid License to Solemn	izo of the				
officiant who solemnized th		Wedding Officiant			
wedding. (1 photocopy)	E	Wedding Officiant			
	e solemni	zed with valid marriage license:			
1. Valid Marriage License (		Client's Personal File			
		zed under Article 34 of the Civil Code:			
Affidavit of Cohabitation					
originals)		Client's Personal File			
	Additional, if marriage was solemnized outside the chambers of a judge, open				
court, church premises, o	or mayor's	office:			
1. Notarized written reques					
addressed to the solemnizi	ng officer				
that the marriage be solem		Client's Personal File			
requested to be held at a h		Clients reisonal rile			
place designated by the co					
parties. (1 original and 4 ph					
2. Solemnizing Officer's res		Solemnizing Officer			
letter to the notarized writte	•				
(1 original and 4 photocopies)					
Additional, if representat  1. Authorization letter exec					
either of the contracting pa	•				
whose name appears on the					
• •		Client's Personal File			
specific quantities and acts the					
representative is authorized to					
secure and carry-out.					
2. Valid government-issued	I.D.'s of	Client's Personal File			
the contracting party/ies an	d	Chent's Leisonal i lie			





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

Office/Division:	sion: City Civil Registrar's Office			
Classification: Highly-techn		•		
Type of Transaction:	G2C – Gove	ernment to Citizen		
	Individuals whose marriages were solemnized in the City of			
Who may avail:	San Pedro,	•		
CHECKLIST OF REQUIR		WHERE TO SECURE		
1. Original COM, with all a				
fields, duly accomplished		Wedding Officiant		
by the contracting parties,		Wedding Chiolant		
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	notocopies			
each)				
3. Valid License to Solem		\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
officiant who solemnized t	ine	Wedding Officiant		
wedding. (1 photocopy)				
		zed with valid marriage license: Client's Personal File		
1. Valid Marriage License				
		zed under Article 34 of the Civil Code:		
1. Affidavit of Cohabitation (4		Client's Personal File		
originals)	vae eolomnia	zed outside the chambers of a judge, open		
court, church premises,				
1. Notarized written reque				
addressed to the solemnia				
that the marriage be soler				
requested to be held at a		Client's Personal File		
place designated by the c	ontracting			
parties. (1 original and 4	_			
photocopies)				
2. Solemnizing Officer's re				
letter to the notarized write		Solemnizing Officer		
(1 original and 4 photocopies)				
Additional, if representative:				
Authorization letter exe	,			
either of the contracting p				
whose name appears on				
for registration, duly indica		Client's Personal File		
specific quantities and act				
representative is authorize	ea 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

(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	1. 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 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	None	15 minutes	Messenger Or Job





	TOTAL:	None	10 days, 1 hour and 40 minutes	
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	Messenger Or Job Order LCRO
	numbers to legal instruments and the COM itself, coding of statistical portion and segregation of PSA, LCRO, officiant and client copies.			Order LCRO
	day of posting.  2.3 Final assessment and signature, denoting the order to assign a registry number.  2.4 Assign registry	None	10 minutes 20 minutes	Local Civil Registrar; Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO Messenger Or Job
	posted documents on the day following the 10 <sup>th</sup>			<i>Order</i> LCRO

#### 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:	City Civ	ril Registrar's Office			
Classification:	Simple	Tregistral 5 Office			
Type of Transaction:		Government to Citizen			
Who may avail:	<ul> <li>G2C – Government to Citizen</li> <li>Either parent of document owners (if the decedent is below 18 years of age)</li> <li>Spouse (if the decedent is 18 years of age or older)</li> <li>Nearest surviving kin, as defined in RA 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 (<i>Proof of kinship may be required</i>).</li> </ul>				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Original COD, with all applicable fields, duly accomplished and signed nearest of kin, attendant, (Health Officer, medico-leg officer and embalmer, if applicable. (Quadruplicate	City al	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 of informant. (1 original an photocopies)	d I.D.'s	Client's Personal File			
	s not pe	erformed on the decedent:			
1. Waiver of Autopsy, duly notarized (1 original and 1 photocopy)		Client's Personal File / Notary Public			
Additional, if the client is in R.A. 9994:	not the	nearest 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 representati					
1. Authorization letter exect by the nearest surviving kill indicating specific quantities acts the representative is authorized to secure and cout.	n, duly es and carry-	Client's Personal File			
2. Valid government-issue of the nearest of kin and representative whose name		Client's Personal File			





appear as info	rmant on the COD tion Letter. (2			
	2 photocopiès 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	1. Check for completeness of documentary requirements and completeness of entry fields.	None	5 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	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 Officer or Clerk IV LCRO
	1.3 Assign registry number to the COD, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.	None	15 minutes	Messenger Or Job Order LCRO
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	Messenger Or Job Order LCRO
	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.

	0: 0: :: 5					
Office/Division:	City Civil Registrar's Office					
Classification:	Highly-technical					
Type of Transaction:	G2C – Government to Citizen					
Who may avail:	Individuals v San Pedro.	vhose relatives' death occurred within the City of				
CHECKLIST OF REQUIR		WHERE TO SECURE				
1. Original COD, with all a	pplicable					
fields, duly accomplished	and signed	Attendant at Dooth (if dooth appurred in a				
by the nearest of kin, atter	ndant, City	Attendant at Death (if death occurred in a hospital) or City Health Office/Funeral Service				
Health Officer, medico-leg	al officer					
and embalmer, if applicab	le.	(if death did not occur in a hospital)				
(Quadruplicate)						
2. Valid government-issue	ed I.D.'s of					
informant. (1 original and	2	Client's Personal File				
photocopies)						
3. Sworn Statement, duly						
and stating the facts of de	ath, date					
and place of burial or cren	nation and					
the reason the death was	not	Client's Personal File / Notary Public				
registered within the regle	mentary	·				
period of registration. (1 o	riginal and 4					
photocopies)						
4. Authenticated Certificat		Entity that provided the burial/cremation				
Burial/Cremation. (1 origin	nal and 4	services				
photocopies)						
Additional, if autopsy wa		med on the decedent:				
1. Waiver of Autopsy, duly		Client's Personal File / Notary Public				
(1 original and 1 photocop						
		under the degrees of kinship defined in R.A.				
_ ·		mentation proving they are the nearest				
surviving kin of the dece		T				
1. Affidavit of Kinship stati		Clientie Demonal File / Noton Dublie				
client is the nearest surviv	ing kin of	Client's Personal File / Notary Public				
	the decedent.					
Additional, if representa		I				
1. Authorization letter exe	•					
nearest surviving kin, duly		Cliant's Demonal File				
specific quantities and acts the		Client's Personal File				
representative is authorized to secure						
and carry-out.	d I D 'c of					
2. Valid government-issue						
the nearest of kin and rep		Client's Personal File				
whose names appear as i the COD and Authorizatio		Olicitt's Feisorial File				
originals and 2 photocopies each)						





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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	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	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	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





	TOTAL:	None	10 days, 1 hour and 10 minutes	
duly registered COD.	client's copy.			
3. Present your claim stub to retrieve the	3. Check claimant for identification and release the	None	5 minutes	Messenger Or Job Order LCRO
2. December	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	Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO  Messenger Or Job Order LCRO

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





	, participation of the control of th
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)	To release at the length embassy in the ramppines
3. Passport (1 original	
and 2 photocopies)	Client's Personal File
	parties with prior marriages dissolved:
1. Divorce Papers (1	
original and 2	Foreign court, where dissolution was processed
•	Poleigh Court, where dissolution was processed
photocopies)	   foreign applicants:
Additional, for widowed	roreign applicants:
1. Counterpart of PSA	
Certificate of Death of	
deceased spouse in the	0 4 6000 4 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6
foreign applicant's	Counterpart of PSA in the foreign party's country of origin
country of origin (1	
original and 2	
photocopies)	
	applicants with prior marriages dissolved:
1. Court Decision,	
Certificate of Finality,	
PSA Certificate of	
Marriage with	
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:
1. PSA Certificate of	
Death of deceased	Distinguis - Otationis - Assala - its Osation
spouse (1 original and 2	Philippine Statistics Authority Outlet
photocopies)	
	applicants 18-21 years of age:
1. Parental Consent	, , , , , , , , , , , , , , , , , , ,
executed by a parent	
whose name appears	
on the applicant's COLB	City Civil Registrar's Office of San Pedro
(1 original and 2	
photocopies)	
2. Cedula of the parent	
to execute the Parental	Treasury Office, City/Municipal Hall
Consent	Treasury Omoe, Only/Manicipal Hall
3. At least 2 valid	
government-issued	Client's Personal File
I.D.'s of the parent to	Client's Personal File
execute the Parental	
Consent	
Additional, for Filipino a	applicants 22-24 years of age:





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1. Parental Advice executed by a pa							
whose name app		City Civil	Pogietrar'e ∩	iffice of San Bodr			
on the applicant's	COLB	City Civil	Registrar s O	ffice of San Pedro	J		
(1 original and 2							
photocopies)							
2. Cedula of the p							
Consent (1 origin		Treasury	Office, City/M	lunicipal Hall			
2 photocopies)	ai ailu						
3. At least 2 valid							
government-issue	ed						
I.D.'s of the parer	nt to	Client's D	ersonal File				
execute the Pare		Clients F	ersonal File				
Consent (1 origin	al and						
2 photocopies)	allin -: ! :						
1. PSA Certificate		consisten	cies are pres	sent on the abov	ve-listed documents:		
Live Birth, Marria							
Death of parents,	_						
children or sibling		Philippine	Statistics Au	thority Outlet			
applicants (1 orig	•						
and 2 photocopie							
2. Baptismal Cert							
or equivalent of							
applicant, their pa		Religious	establishmer	nt where the cere	mony was held		
or their siblings (	1	rtongious	COLUBIIONINO	it wildle the core	mony was note		
original and 2							
photocopies) 3. Form 137							
(Elementary/High	1						
School) / Transcr							
Records of applic		School attended by the document-owner					
original and 2	ν.						
photocopies)							
CLIENT		ENCY	FEES TO	PROCESSING	PERSON/S		
STEPS		TION	BE PAID	TIME	RESPONSIBLE		
,	1. Check		None	10 minutes	Clerk IV or Job Order		
1	completeness of				LCRO		
1	documentary requirements and						
_	consistency of						
	information						
	le across all						
• •							
_	-						
	1 1 If do	cuments	None	10 minutes	Clerk IV or Job Order		
		oved for	140116	10 minutes	LCRO		
	acceptar				20.10		
L L							





Accomplish Marriage License Application Form, according to instructions provided by the responsible employee.	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
	2.2 Release the Marriage License Claim Stub to the applicants.	None	5 minutes	Clerk IV or Job Order LCRO





	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	Clerk IV or Job Order LCRO
	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 registered COM.	3. Check claimant for identification and release the client's copy.	None	5 minutes	Clerk IV or Job Order LCRO
	TOTAL:	PHP 650.00	10 Days, 2 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.

Office/Division:	City Civil Registrar's Office
Classification:	Highly-technical (Quasi-judicial)
Type of Transaction:	G2C – Government to Citizen
	Persons whose Certificate of Live Birth, Marriage or Death are
Who may avail:	registered in San Pedro, Laguna.
CHECKLIST OF	WHERE TO SECURE
REQUIREMENTS	WHERE TO SECORE
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 Craonal i lic
original and 3	
photocopies)	
3. Current-year	
Community Tax	
Certificate of petitioner	Treasury Office, City/Municipal Hall
(1 original and 3	
photocopies)	
4. Affidavit executed by	
the petitioner, stating	
that they understand	
that the correction/s	
resulting from the	
petition does not	Client's Personal File
include the back-portion	Olicht 3 i Gradiat i lic
of the document, as	
well as any and all	
attachments to said	
document. (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:
1. PSA Certificate of	
Live Birth of erroneous	Philippine Statistics Authority Outlet
document-owner's	,
children (1 original and	





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3 photocopies)						
Additional, if document	-owner is deceased:					
1. PSA Certificate of						
Death of erroneous						
document-owner (1	Philippine Statistics Authority Outlet					
original and 3						
photocopies)						
	declared by the petitioner, at least 3 of the following may					
	on the degree of kinship and type of error:					
Baptismal Certificate	The degree of killottip and type of error.					
of erroneous document-						
owner or its equivalent						
in other religions (1	Religious establishment where the ceremony was held					
original and 3						
•						
photocopies) 2. Form 137						
(Elementary/High						
School) or Transcript of	School Attended by the arrange and decreased arrange					
Records of erroneous	School Attended by the erroneous document-owner					
document-owner (1						
original and 3						
photocopies)						
3. NBI or Police						
Clearance of erroneous	NBI or Local Police Station of the erroneous document-					
document-owner (1	owner's place of residence					
original and 3						
photocopies)						
4. Voter's Registration						
Record of erroneous						
document-owner (1	Local Commission on Elections					
original and 3						
photocopies)						
5. PhilHealth, SSS or						
Pag-IBIG Member's						
Data Record of	PhilHealth, SSS or Pag-IBIG Branches					
erroneous document-						
owner(1 original and 3						
photocopies)						
6. Old Medical Records						
of erroneous document-	Client's Personal File					
owner (1 original and 3						
· ,						
7. Affidavit/Sworn						
Statement of	Notary Public					
Explanation executed						
by the erring declarant						
8. PSA Certificate of						
Live Birth, Marriage or	Philipping Statistics Authority Outlet					
Death of erroneous	r mappine Statistics Authority Outlet					
owner (1 original and 3 photocopies) 7. Affidavit/Sworn Statement of Explanation executed by the erring declarant 8. PSA Certificate of Live Birth, Marriage or	Client's Personal File  Notary Public  Philippine Statistics Authority Outlet					





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parents, grandpare	ents,				
children or siblings	s (1				
original and 3					
photocopies)					
9. At least 2 valid					
government-issued	d				
I.D.'s of individuals	s				
whose PSA docum	nents	lient's Persona	l Eila		
are submitted as		lient's Fersona	11116		
documentary evide	ence				
in the petition (1 or	riginal				
and 3 photocopies	3)				
Additional, for re		tive:			
1. Special Power of	I				
Attorney executed	by				
the erroneous					
document-owner o	I				
their nearest surviv	ving				
kin, granting the					
representative aut	hority				
to file and sign a					
petition to correct					
entries in their CO	, I	otary Public			
as well as to secur	I .				
receive the Certific	I				
of Filing and Certif	ricate				
of Finality of their					
petition. Attach at	least				
1 valid I.D. of the					
representative and					
issuing individual t	to the				
SPA.		anant tones.			
Additional, if peti		igrant-type:			
	OI				
photocopies of all	C	lient's Persona	l File		
documents, as					
applicable, above.	AGEN	CY FEES	TO	PROCESSING	PERSON/S
STEPS	ACTIC			TIME	RESPONSIBLE
	. Check fo			15 minutes	Records Officer I Or
	_		IC	13 minutes	Bookbinder IV
_	· ·				LCRO
					LUNU
1 1	5 1				
	n documer				
•	vidence a	•			
	viucille a	10			
-	onsistent	with			

that which is being claimed to be the correct





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	entry.				
	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 Filing Fee at the City Treasurer's Office and return to the Civil Registry Office to	2. Instruct the client to double-check all entries.	PHP 1,000.00 (R.A. 9048 – Correction of Entry)	5 minutes	Records Officer I Or Bookbinder IV LCRO	
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 give instructions on follow-ups and process flow once their petition is transmitted to PSA.	None	10 minutes	Records Officer I Or Bookbinder IV 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 Bookbinder IV LCRO	





	schedule of reproduction of documents in security paper, per Philippine Statistics Authority.		25 days, 1	
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	None	5 minutes	Clerk IV or Job Order LCRO
	decision of the Civil Registrar General in PSA has been furnished to the Local Civil Registry Office, prepare the Certificate of Finality.		9048 IRR)	Bookbinder IV LCRO
	2.6 Prepare weekly transmittals of petitions to PSA for affirmation or impugnment.  2.7 Once the	None None	5 days (R.A. 9048 IRR) 5 days (R.A.	Records Officer I Or Bookbinder IV LCRO Records Officer I Or
	2.5 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
	2.4 Retrieve posted documents on the day following the 10 <sup>th</sup> day of posting.	None	10 minutes	Records Officer I Or Bookbinder IV LCRO



## 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).

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
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
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) 7. Voter's Registration	Place of work of erroneous document-owner (Certificate of Employment)  Notary Public (Affidavit of Non-Employment)  Local Commission on Elections





Record of erroneous document-owner (1	
document-owner (1	
(	
original and 3	
photocopies)	
8. PhilHealth Member's	
Data Record of	
erroneous document-	PhilHealth
owner (1 original and 3	
photocopies)	
9. SSS Member's Data	
Record of erroneous	
document-owner (1	SSS
original and 3	
photocopies)	
10. Pag-IBIG Member's	
Data Record of	
erroneous document-	Pag-IBIG
owner (1 original and 3	
photocopies)	
13. At least 2 valid	
government-issued	
I.D.'s of erroneous	Olianta Darramal File
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	Publisher of the Client's choosing
Newspaper Clippings (4	Fubilisher of the Chefit's Choosing
originals)	
Additional, for Correction	on of Sex
Certification of Sex	
issued by the City	
Health Officer (1	Jose L. Amante Emergency Hospital/City Health Office
original and 3	
photocopies)	
2. Old Medical Records	
of the erroneous	
document-owner (1	Client's Personal File
original and 3	
photocopies)	
Additional, if document-	owner of erroneous certificate is married:
PSA Certificate of	
PSA Certificate of     Marriage of erroneous	Philippine Statistics Authority Outlet
	Philippine Statistics Authority Outlet
original and 3 photocopies)  14. Current-year Community Tax Certificate of petitioner (1 original and 3 photocopies)  15. Affidavit of Publication with Newspaper Clippings (4 originals)  Additional, for Correction  1. Certification of Sex 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)	Publisher of the Client's choosing  on of Sex  Jose L. Amante Emergency Hospital/City Health Office  Client's Personal File





photocopies)	photocopies)				
Additional, if d	ocument	-owner ha	as children:		
1. PSA Certificate of					
Live Birth of erro	oneous				
document-owne	er's	Philippine	e Statistics A	uthority Outlet	
children (1 origi	nal and			·	
3 photocopies)					
Additional, if document-owner is deceased (Not applicable for Correction of Sex):					
1. PSA Certifica			,		,
Death of errone	ous				
document-owne	er <i>(</i> 1	Philippine	e Statistics A	uthority Outlet	
original and 3	(			,	
photocopies)					
	epresenta	ative (Not	applicable f	or Correction of	Sex):
1. Special Power					·y·
Attorney execut					
the erroneous	J				
document-owne	er or				
their nearest su					
kin, granting the	_				
representative a					
to file and sign a	•				
petition to corre					
entries in their (		Notary P	ublic		
as well as to se	•	INOLAL Y F	ublic		
receive the Cer					
of Filing and Ce					
of Finality of the					
petition. Attach					
1 valid I.D. of th					
representative a					
issuing individua	ai to the				
SPA.	-4141 1				
Additional, if p		migrant-t	ype:		
1. 1 additional s					
photocopies of	all	Client's F	Personal File		
documents, as					
applicable, abov		<u> </u>	T ===		
CLIENT	1	ENCY	FEES TO	PROCESSING	PERSON/S
STEPS		TION	BE PAID	TIME	RESPONSIBLE
1. Submit all	1. Chec		None	15 minutes	Records Officer I Or
documentary		eness of			Bookbinder IV
requirements	docume	•			LCRO
agreed upon	evidence				
during inquiry,		er entries er entries			
including the	in docur				
requirement	evidence				
liet		not with			

list.

consistent with

that which is being claimed to





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	be the correct entry.			
	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 on submission of the Affidavit of Publication and Newspaper clippings, followups and process flow once their petition is transmitted to PSA.	None	10 minutes	Records Officer I Or Bookbinder IV LCRO
	2.3 Commence the 10-day mandatory posting for	None	10 days and 15 minutes	Records Officer I Or Bookbinder IV LCRO





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	petitions on the following day at the Civil Registry Bulletin Board, pursuant to R.A. 9048.			
	2.4 Retrieve posted documents on the day following the 10 <sup>th</sup> 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
	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.		5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO
3. Present	3. Check	None	5 minutes	Clerk IV Or Job Order





your claim stub to retrieve the Certificate of Finality of your petition.	claimant for identification, release the Certificate of Finality, and relay the			
	schedule of reproduction of			
	documents in security paper,			
	per Philippine			
	Statistics Authority.			
	TOTAL:	PHP 3,000.00	25 days, 1 hour and 30 minutes	

#### Note:

- The 25 days, 1 hour and 30-minute total 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; 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. 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.



# 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.

Office/Division:	City Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
	Document-owners or the nearest surviving kins of the			
Who may avail:	document-owners, as defined in R.A. 9994 (Expanded Senior			
	Citizen's Act of 2010).			
CHECKLIST OF	WHERE TO SECURE			
REQUIREMENTS	WHERE TO SECORE			
1. At least 2 valid				
government-issued				
I.D.'s of document-	Client's Personal File			
owner (1 original and 1				
photocopy)				
Additional, for Certifica	te of Death:			
1. Proof of kinship (Any				
government-issued				
document proving				
filiation of the client to				
the decedent)/ Affidavit	Client's Personal File / Notary Public			
of Kinship stating that				
the client is the nearest				
surviving kin of the				
decedent. (1 original)				
Additional, for represen	ntative:			
Authorization Letter				
executed by the				
document-owner or				
their nearest surviving				
kin. Attach at least 1				
valid I.D., each, of the	Client's Personal File			
representative and the				
issuing individual to the				
Authorization Letter. (1				
original and 1				
photocopy for the letter				
and both I.D.'s)				
	son issuing authority is a legal guardian:			
1. Affidavit of				
Guardianship stating				
they are the legal	Notory Dublic			
guardian of the	Notary Public			
document-owner, if the				
person issuing				
authorization letter is				





not the documentowner. (1 original and 1 photocopy)

pnotocopy)				1
CLIENT	AGENCY	FEES TO	PROCESSING	PERSON/S
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1. Fill-out the	1. 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. Issue the	PHP	E maissute e	Assistant Desistration
2. Pay fee/s at	order of	100.00	5 minutes	Assistant Registration
the City Treasurer's	payment and	100.00		Officer Or Messenger Or Job Order
Office	instruct the			LCRO
Office	client to pay at			LCRO
	the City			
	Treasurer's			
	Office.			
	Onioc.			
	2.1 Prepare	None	15 minutes	Assistant Registration
	the Certified			Officer Or Messenger
	True Copy.			Or Job Order
	',			LCRO
	2.2 Affix	None	5 minutes	
	signature,			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
	Office.			LCRO
3. Present	3. Release the	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	the client.			
claim your				
Certified True				
Copy/ies.				
	TOTAL:	PHP	35 minutes	
		100.00		



# 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		
	Document-owners or the nearest surviving kins of the		
Who may avail:	document-owners, as defined in R.A. 9994.		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
1. At least 2 valid			
government-issued I.D.'s	Client's Personal File		
of document-owner (1			
original and 1 photocopy)			
Additional, for Certificate	of Death:		
1. Proof of kinship (Any			
government-issued			
document proving filiation			
of the client to the	Client's Dereand File / Notory Dublis		
decedent)/ Affidavit of Kinship stating that the	Client's Personal File / Notary Public		
client is the nearest			
surviving kin of the			
decedent. (1 original)			
Additional, for representat	ivo:		
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	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 representative (1	Client's Personal File		
original and 1 photocopy)			





## Additional, if client/person issuing authority is a legal guardian:

1. Affidavit of Guardianship stating they are the legal guardian of the document-owner, if the person issuing authorization letter is not the document-owner. (1 original and 1 photocopy)

**Notary Public** 

photocopy)				
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

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
	Persons whose Certificate of Live Birth, Marriage or Death
Who may avail:	are registered in San Pedro, Laguna.
CHECKLIST OF	WHERE TO SECURE
REQUIREMENTS	
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)	on of owners and different in manufacture.
	er of erroneous certificate is married:
1. PSA Certificate of	Philippine Statistics Authority Outlet
Marriage of document-owner	
(1 original and 3	
photocopies)  Additional, if document-own	ar has shildren.
1. PSA Certificate of Live	Philippine Statistics Authority Outlet
Birth of document-owner's	
children (1 original and 3	
photocopies)	
Additional, if document-own	er is deceased:
1. PSA Certificate of Death	Philippine Statistics Authority Outlet
of document-owner (1	Trimppino otationo ratifority outot
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	,
equivalent in other religions	
(1 original and 3	





	MA, PHILLIP
photocopies)	
2. Form 137	School Attended by the erroneous document-owner
(Elementary/High School) or	222 Morrada by the enterior adductions office
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)	owner a place of residence
4. Voter's Registration	Local Commission on Elections
Record of document-owner	Edda dominission on Elections
(1 original and 3	
photocopies)	
5. PhilHealth, SSS or Pag-	PhilHealth, SSS or Pag-IBIG Branches
IBIG Member's Data Record	Filli lealin, 333 of Fay-ibid branches
of document-owner(1 original	
, ,	
and 3 photocopies)  6. Old Medical Records of	Client's Personal File
	Gliefit 5 Fei Suliai File
document-owner (1 original	
and 3 photocopies)	Noton, Dublic
7. Affidavit/Sworn Statement	Notary Public
of Explanation executed by	
the declarant	DI " : 01 " A II " 0 II I
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	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	
Finality of their petition.	
Attach at least 1 valid I.D. of	
the representative and the	





issuing individual to the SPA. (1 original of all documents and I.D.'s and 4 photocopies, each)

each)	each)					
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 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		





#### Notes:

■ The 1 hour and 20-minute total time is the total 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.





## 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	WHERE TO SECURE		
REQUIREMENTS			
1. PSA Copy Certificate of			
Live Birth (COLB) (1 Original			
Copy)			
2. PSA Copy of Certificate of			
Marriage	Any outlet of the Philippine Statistics Authority (PSA)		
3. PSA Certificate of No			
Marriage of Father and			
Mother			
4. PSA Copy of Certificate of			
Death of Deceased Parent			
5. Community Tax Certificate	City Government of San Pedro		
(CTC) of Parents and Valid			
IDs.			

103.				
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 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
	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 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.

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				
1. Registered Copy of	City Civil Registrar's Office			
Certificate of Live Birth				
(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)				

1 hototopy)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE	
1. Submit all documents listed above to personnel assigned.	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	2. Instruct the	PHP	15 minutes	Assistant Registration	





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