



**B. For Illegitimate Child:**

- a. Negative Certification of Birth issued by PSA
- b. Original copy of Baptismal Certificate, and
- c. Joint Affidavit of two (2) disinterested persons.
- d. Barangay Certification for Late Registration
- e. LCRO Form 1B / 1C - Birth Not-Available / Birth Destroyed

C. Acknowledgement (if father/mother or both parents are deceased). Legitimacy could be ascertained through the following documents:

- a. Insurance Policy
- b. Report Card
- c. Title of House & Lot
- d. Certified True Copy of Death Certificate

Additional supporting documents that may be required by the Local Civil Registry Office

- a. Voter's Registration Record
- b. School Record (Form 137)
- c. SSS/GSIS/PRC/POSTAL ID'S
- d. Service Record
- e. Community Tax Certificate

**II. APPLICATION FOR MARRIAGE LICENSE AND REGISTRATION OF CERTIFICATE OF MARRIAGE**

**A. FOR MARRIAGE LICENSE**

Requirements:

- Birth or Baptismal Certificates of both applicants.
- If widowed, death certificate of demise spouse,
- if previous marriage was annulled, copy of Court Decision and absolute Decree of Finality from the Court,
- Community Tax Certificates of both applicants, male and female;
- Certificate of Pre-Marriage Counselling\*
- Certificate of No Marriage (CENOMAR) issued by the Philippine Statistics Authority

\*(If one or both of the applicant/s is/are below 25 years old, they shall be required to attend the Pre-Marriage Counselling being conducted by the City Population Office.

If applicant is a Foreigner, requirements are:

- Certificate of legal capacity to marry issued by the diplomatic or consular official of the embassy based in the Philippines of which he is a national;
- If divorced, copy of Final Decree of Absolute Divorce;

### III. REGISTRATION OF MARRIAGE

**Reglementary period and place of Registration of Marriage** - In ordinary marriage, the time for submission of the Certificate of Marriage is within fifteen (15) days following the solemnizing of marriage while in marriage exempt from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized. (*Rule 41, Administrative Order No. 1, s.1993*)

#### FOR LATE REGISTRATION OF MARRIAGE

Requirements:

- Accomplished Certificate of Marriage (COM) in four copies, original signatures affixed;
- Certificate of No Record issued by Civil Registrar
- Negative Certification issued by Philippine Statistics Authority
- A copy of the Marriage Contract obtained by the couple from the marriage ceremony with License or Affidavit of Cohabitation
- Affidavit executed by the Church/Solemnizing Officer attesting to the existence of the marriage ceremony and the reason for the delayed registration OR Affidavit executed by the couple attesting to the marriage and the reason for the late submission.

### IV. REGISTRATION OF DEATH

Death is a permanent disappearance of all evidence of life at any time after live birth has taken place (postnatal cessation of vital functions without capability of resuscitation).

A fetus with an intra-uterine live of seven (7) months or more born alive at the time it was completely delivered from the maternal womb but died later shall be considered as death and shall be registered in the register of deaths.

However, a fetus with an intra-uterine life of less than seven (7) months is not deemed born if it dies within twenty-four (24) hours after its complete delivery from the mother's womb. For statistical purposes, a certificate of Death shall be prepared in duplicate and a copy of each shall be forwarded to the Office of the Civil Registrar- General.

**Reglementary period and place of Registration** – Registration shall be made in the Office of the Civil Registrar of the city/municipality where it occurred within thirty (30) days from the time of death.

Requirements:

- Accomplished Death Certificate certified by a licensed medical doctor, or the attending physician, and reviewed by the government physician
- Signature of embalmer and his/her license number.

#### A. LATE REGISTRATION OF DEATH

Requirements:

## **V. COURT DECREES & LEGITIMATION**

Registration of Court Decrees, as well as requests for Certified True Copies of annulment, adoption, correction of entry, change of name, presumptive death, Court Decrees with finality are required before annotations can be effected. Likewise, Legal Instruments such as Admission of Paternity, Legitimation, AUSF.

Requirements:

- Joint Affidavit of Legitimation signed by both parents.
- Certified True Copy of Marriage Contract
- Certified True copy of Birth Certificate
- Admission of Paternity/ Acknowledgment of Father
- Certificate of No Marriage (CENOMAR) from PSA

Note: Other requirements may be required as the need arises.

## **VI. REPUBLIC ACT 9048**

### **CORRECTION OF CLERICAL ERROR / CHANGE OF FIRST NAME**

Requirements:

#### **A. Change of First Name/Nickname (CFN)**

- Certified true machine copy of the Birth Certificate containing the name to be changed.
- Any documents showing the first name continuously and habitually being used.
- Police Clearance
- NBI Clearance
- Employer's Clearance (no pending Administrative Case)
- Affidavit of Non-Employment (if not employed)
- Business Permit if owning a business

Filing Fee: Php 3, 000.00

Publication Fee: Php 3,000.00

In case of Migrant Petition, a service of of Php 1,000.00 shall be paid.

#### **B. Clerical or Typographical Error (CCE)**

- Certified true machine copy of the Certificate (birth, marriage death) containing the erroneous entry or entries.
- Any documents showing the correct entry/entries upon which the correction shall be based. Example: Baptismal Certificate, Voter's I.D., School Records, GSIS record, SSS

## WHO MAY FILE THE PETITION

Whether it is correction of clerical or typographical error, or for change of first name, the petition may be filed by a person of legal age who must have a direct and personal interest in the correction of the error or in the change of first name in the civil register.

A person who is considered of legal age when he is eighteen years old and above. Thus, minor (less than eighteen years old) cannot by himself file a petition, either for correction of clerical or typographical error or for change of his first name.

The following persons are considered to have and personal interest in the correction of clerical error or change of first name:

1. Owner of the record that contains the error to be corrected or first name to be changed.
2. Owner's spouse, children, parents, brothers. Sisters, grandparents, guardians, or any other person duly authorized by law or by the owner of the document sought to be corrected.

## WHERE TO FILE PETITION

The general rule is that petition shall be filed with the LCRO where the record containing the clerical error to be corrected or the first name to be changed is recorded and kept. Included in this general rule is the case of the Office of the Clerk of Shari'a Court where records of divorces, revocations of divorces, conversion to Islam, and some Muslim marriages are registered and kept.

Requirements : Correction of sex/day and month (Date of Birth) (R.A. 10172)

- PSA Birth Certificate
- LCRO Birth Certificate
- Baptismal Certificate
- Earliest school Records  
Elementary Pupil Permanent Record  
Form 138
- Medical Records
- Police Clearance
- NBI Clearance
- Employer's Clearance (no pending case)
- Affidavit of Non-Employment (unemployed)
- Medical Certification (Government Physician of Iriga City)
- Community tax Certificate

Filing Fee : Php 3,000.00

Publication Fee: Php 3,000.00

The petition must be filed personally by the document owner if the error sought to be corrected is the child's sex.