



OFFICE OF THE CITY LOCAL CIVIL REGISTRAR

EXTERNAL SERVICES



1. APPLICATION FOR ISSUANCE OF MARRIAGE LICENSE

The Municipal Form No. 90 Revised January 2007, or the Application for Marriage License (AML), is an application in writing setting forth if each of the contracting party has the necessary qualification for contracting marriage and this writing is subscribed and sworn to by the parties separately before any public official authorized to administer oaths or before the local civil registrar who shall then issue the proper license (Article 59, Family Code of the Philippines).

Application for Marriage License is accomplished and filed separately by the contracting parties in the municipality where either one of them habitually resides.

- ✓ Legal age to contract Marriage: 18 years old (male/female)
- ✓ Applicants below 21 years old need parental consent
- ✓ Applicants above 21 years old and below 25 years old must seek the favorable advice from parents
- ✓ Marriage License shall be used after the completion of the 10-day publication period and shall be valid for 120 days from the date of its issuance.

Office or Division:	Office of the Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Contracting parties
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Birth or Baptismal Certificates of both applicants	Philippine Statistics Authority, Church
2. If widowed, death certificate of demise spouse	Philippine Statistics Authority
3. If previous marriage was annulled, copy of Court Decision and absolute Decree of Finality from the Court	Clerk of Court
4. Community Tax Certificate of both applicants, male and female	Office of the Treasurer
5. Certificate of Pre-Marriage Seminar Orientation*	City Population Office
6. Certificate of No Marriage (CENOMAR) issued by the Philippine Statistics Authority	Philippine Statistics Authority
*All applicants must attend the Pre-Marriage Seminar Orientation being conducted by the City Population Office	
At least (1) one of the applicants (groom/bride) must be a bona fide resident of Iriga City	
Applicants above 18 years old and below 21 years old must secure Parental Consent	



*Applicants 21 years old and above and below 25 years old must seek the favorable advice from parents.				
<i>If applicant is a foreigner, requirements are:</i>				
1. Certificate of legal capacity to marry issued by the diplomatic or consular office of the embassy based in the Philippines of which he/she is a national		Consular Office based in the Philippines of which the applicant is a national		
2. CENOMAR		Philippine Statistics Authority		
3. If divorced, copy of Final Decree of Absolute Divorce		Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant files application form	1. Upon receipt of the complete requirements, applicants are requested to fill-up application form.	None	15 minutes	<i>Registration Officer III</i> (Office of the City Civil Registrar)
	2. Check and verify the filled up application form			-do-
	3. Conduct interviews to the applicants			-do-
	4. Review the correctness of the filled information			-do-
	5. Verifies the documents presented as to its authenticity			-do-
	6. Applicants are requested to sign the same			-do-



<p>2. Wait for the Order of Payment</p>	<p>3. Issue Order of Payment</p>	<p>Php400 -For application where applicants are both residents of the City, per applicant</p> <p>Php500 -For application where one of the applicant is non-resident of the City</p> <p>Php800 -For application where one of the applicant is a foreigner</p> <p>Php200 -Marriage Counseling Fee</p> <p>Php200 -Marriage License Fee</p> <p>Php700 -Marriage Solemnization Fee</p>	<p>1 minute</p>	<p><i>Registration Officer III</i> (Office of the City Civil Registrar)</p>
<p>4. Pay the required fees at the CTO</p>	<p>4.1 Accept the payment based</p>		<p>1 minute</p>	<p><i>Cash Receipt Division</i> (City Treasurer's Office)</p>



	on the Order of Payment			
	4.2 Issue Official Receipt			
4. Client return to LCR to submit the Official Receipt and wait for advice from the officer-in-charge	4.1 Receive the Official Receipt 4.2 Advise the applicant to return after the 10-day Publication period Notice 4.3 Administer oath	None	1 minute 1 minute (10-Day Publication Period) 1 minute	<i>Registration Officer III</i> (Office of the City Civil Registrar) -do- City Civil Registrar (Office of the City Civil Registrar)
5. Return to the LCR to claim the Application for Marriage License	5. Issue the marriage license to the applicant. The same shall be valid for 120 days from the date of issue.	None	1 minute	<i>Registration Officer III</i> (Office of the City Civil Registrar)
TOTAL		varies	10 Days and 21 minutes	



2. FILING PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERROR (CCE), R.A 10172 (CORRECTION OF DAY AND MONTH IN THE DATE OF BIRTH AND SEX / GENDER)

Authority to correct clerical or typographical error and to change first name or nickname. The City/Municipal Civil Registrar, Consul General, including the clerk of Shari'a Court in his capacity as District of Circuit Registrar of Muslim Marriages, Divorces, revocations of Divorces and Conversions are hereby authorized to correct clerical error or typographical error and to change first name or nickname in the civil registrar.

Office or Division:	Office of the Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Document owner, Nearest kin
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Change of First Name/Nickname (CFN)	
1. Certified true machine copy of the Birth Certificate containing the name to be changed	Philippine Statistics Authority
2. Any documents showing the first name continuously and habitually being used	Any
3. Police Clearance	PNP Office
4. NBI Clearance	NBI Office
5. Employer's Clearance (No Pending Administrative Case)	Applicant's place of employment
6. Affidavit of Non-Employment (If not employed)	Notary Public
7. Business Permit if owning a business	ICIPBAC (City Mayor's Office)
8. Affidavit of Publication	Notary Public
B. Clerical or Typographical Error	
1. Certified true machine copy of the certificate (Birth, Marriage, Death) containing the erroneous entry or entries	Philippine Statistics Authority
2. Any documents showing the correct entry/entries upon which the correction shall be based. Example: Baptismal Certificate, Voter's ID, School record, GSIS	Church, COMELEC, School, GSIS, SSS, Hospital or clinic, BIR



record, SSS record, Medical record, Business record				
3. Other relevant documents as the Registrar may require		Varies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client present the Problem	1. CCR accommodates the client and the problems affecting his/her civil registry record	None	1 minute	<i>Registration Officer IV City Civil Registrar (Office of the City Civil Registrar)</i>
2. Client submit for an interview to discuss the remedies of the problem	2. Remedies available under R.A. 9048/R.A. 10172 are discussed whether to file petition for change of first name or petition for correction of clerical errors	None	5 minutes	<i>City Civil Registrar (Office of the City Civil Registrar)</i>
3. Secure List of Requirements	3. Petitioner is handed list of supporting documents for purposes of filing the petition	None	1 minute	<i>Registration Officer IV City Civil Registrar (Office of the City Civil Registrar)</i>
4. Client submits the Requirements	4. All documents to be submitted should be authenticated complete and duly certified (every supporting documents should be photocopied	None	1 minute	<i>Registration Officer IV City Civil Registrar (Office of the City Civil Registrar)</i>



	3 copies each)			
5. Wait for the Order of Payment	5. Issue order of payment	<p>Php3,000 -Filing Fee for Petition for Correction under R.A. 10172 (An Act further authorizing the City Registrar to Correct Clerical or Typographical Error in the Day and Month in the Date of Birth or Sex of a Person in the Civil registry without the need of a judicial order</p> <p>Php1,000 -Service Fee for Migrant Petition</p> <p>Filing Fee for Petition for Correction under R.A 9048, (Clerical Error Law) a.Php3,000 -For Change of First name</p>	1 minute	<p>Registration Officer IV City Civil Registrar (Office of the City Civil Registrar)</p>



		<p>or Nickname b.Php1,000 -For Correction of Clerical error</p> <p>Service Fee of Migrant Petition a.Php1,000 -Change of First Name b.Php500 -Correction of Clerical error</p>		
6. Pay the required fees at the CTO	<p>6.1 Accept the payment</p> <p>6.2 Issue Official Receipt</p>		1 minute	<i>Cash Receipt Division (City Treasurer's Office)</i>
7. Return to LCRO to submit official receipt	<p>7.1 Receive the official receipt</p> <p>7.2 Four sets of the petition are prepared together with all the supporting documents</p> <p>7.3 CCR reviews the petition</p> <p>7.4 CCR administer the oath</p> <p>7.5 CCR prepares the required Notices for Publication and Posting</p>	None	<p>1 minute</p> <p>5 minutes</p> <p>1 minute</p> <p>2 minutes</p> <p>5 minutes</p>	<p><i>City Civil Registrar (Office of the City Civil Registrar)</i></p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>



	<p>(Publication is done once a week for two consecutive weeks in a newspaper of national or local circulation, as the case may be for CFN and correction covered by R.A. 10172)</p> <p>10 days posting for CCE</p> <p>7.6 Advise client to return after the lapse of Publication and Posting Period</p>		<p>(Publication is done once a week for two consecutive weeks in a newspaper of national or local circulation, as the case may be for CFN and correction covered by R.A. 10172)</p> <p>10 days posting for CCE</p> <p>1 minute</p>	-do-
7. Wait for the Approval of Petition	8. Grants the petition after the completion of the publication and posting period if the same time is found to be complete in form and substance.	None	1 minute	<i>City Civil Registrar (Office of the City Civil Registrar)</i>
TOTAL		Depends upon the transaction	24 Days and 26 minutes	



3. ISSUANCE OF SUPPLEMENTAL REPORT FOR BIRTH, DEATH AND MARRIAGE

Supplementary report using the appropriate form (Certificate of Live Birth, Certificate of Death, Certificate of Marriage) maybe filed to supply information inadvertently omitted when the document was registered.

Office or Division:		Office of the Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Document Owner, Parents, Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Certificate of the document		Philippine Statistics Authority		
2. Affidavit of Supplemental		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the documents needed	1.1 Receive the application	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
	1.2 Checks and verifies the submitted documents		5 minutes	-do-
2. Wait for the Order of Payment	2. Issue Orders of payment to client	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
3. Pay the required fees at the CTO	3.1 Accept the payment	Php200 -Filing fee for Supplemental report	1 minute	<i>Cash Receipt Division</i> (City Treasurer's Office)
	3.2 Issue Official Receipt			
4. Wait for the processing of request	4.1 Receive the official receipt	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
	4.2 Prepares the document	None	5 minutes	<i>City Civil Registrar</i> (Office of the City Civil Registrar)
	4.3 Review the documents	None	2 minutes	<i>Registration Officer IV</i>



	4.4 Record the document in the Log Book		1 minute	(Office of the City Civil Registrar) -do-
	4.5 Approve and sign the document		2 minutes	<i>City Civil Registrar</i> (Office of the City Civil Registrar)
5. Claim the issuance of the supplemental report	5. Releases the registrant's copy to the client	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
TOTAL		P200.00	20 minutes	



4. REGISTRATION OF BIRTH (TIMELY)

Live birth is the complete expulsion or extraction of a product of conception from its mother, respective of the duration of pregnancy, which after such separation, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of the voluntary muscles, whether or not the umbilical cord has been cut off or the placenta is still attached; each product of such birth is considered alive.

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

However, if the fetus had an intra-uterine life of less than seven (7) months, it is not deemed born if it dies within twenty-four (24) hours after its complete delivery from the maternal womb (Article 41, R.A. 386). For statistical purposes, certificate of Live Birth shall be prepared in duplicate, a copy of which shall be forwarded to the Office of the Civil Registrar-General and the other for the civil registrar's file.

Registration shall be made in the Office of the Civil Registrar of the city/municipality where the vital event occurred within thirty (30) days from time of occurrence.

Office or Division:	Office of the Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Mother, Father, Hospitals, Lying-Ins			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vital Information Form		Office of the City Civil Registrar		
2. Certification of Attendant at Birth		Lying-Ins, Hospitals		
3. Marriage Contract (if first baby)		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required document to the officer-in-charge of Birth Registration.	1.1 Checks and examines the document <ul style="list-style-type: none"> • Checks whether it is submitted on time and entries in the 	None	5 minutes	<i>Administrative Aide II</i> <i>Administrative IV</i> <i>Administrative Aide VI</i> <i>Registration Officer I</i> (Office of the City Civil Registrar)



	items are properly filled			
2. Client wait for the approval and release of documents	2.1 Receive and review the document for registration	None	5 minutes	<i>Administrative Aide IV</i> <i>Administrative Aide II</i> <i>Registration Officer I</i> (Office of the City Civil Registrar)
	2.2 Approve, sign and register the document.		5 minutes	<i>City Civil Registrar</i> (Office of the City Civil Registrar)
	2.3 2 copies of the registered Birth document are retained as file of the office and the OCRG.		1 minute	<i>Administrative Aide IV</i> <i>Administrative Aide II</i> (Office of the City Civil Registrar)
3. Client claim the copy of the Certificate of Birth	3. Release the copy of the Certificate of Birth	None	1 minute	<i>Administrative Aide VI</i> (Office of the City Civil Registrar)
TOTAL		None	17 minutes	



5. REGISTRATION OF BIRTH (DELAYED)

A report of vital event made beyond the reglementary period is considered delayed.

Office or Division:	Office of the Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Self, Mother, Father
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A.) If the person is less than eighteen (18) years old, the following shall be required:	
1. Four (4) copies of the Certificate of Live Birth duly accomplished and signed by the proper parties	Office of the Civil Registrar
2. Accomplished Affidavit for Delayed Registration at the back of the certificate of Live Birth by the father, mother or guardian, declaring therein, among other things, the following: <ul style="list-style-type: none"> ➤ Name of child ➤ Date and place of birth ➤ Name of the father if the child is illegitimate and has been acknowledged by him ➤ If legitimate, the date and place of marriage of parents ➤ Reason for not registering within thirty (30) days after the date of birth. 	Notary Public
In case the party seeking late registration of the birth of an illegitimate child is not the mother, the party shall, in addition to the foregoing facts, declare in a sworn statement the present whereabouts of the mother.	
3. Any two of the following documentary evidences which may show the name of the child, date and place of birth, and name of mother (and name of the father, if the child has been acknowledged). <ul style="list-style-type: none"> ➤ Baptismal certificate 	Various agencies



<ul style="list-style-type: none"> ➤ School records (nursery, kindergarten, or preparatory) ➤ Income tax return of parents ➤ Insurance policy ➤ Medical records ➤ Other, such as barangay captain's certification 				
4. Affidavit of two disinterested persons who might have witnessed or known the birth of the child		Notary Public		
B.) If the person is eighteen (18) years old or above, he/she shall apply for late registration of his/her birth and the requirements shall be				
1. All the requirements for a child who is (18) years old and below		Various agencies		
2. Certificate of Marriage, if married		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document to the officer-in-charge of Birth Registration.	1. Accept the documents submitted a. Acceptance of the application only after compliance of the requirements b. All supporting documents should be certified or authenticated	None	1 minute	<i>Administrative Aide II</i> <i>Administrative IV</i> <i>Administrative Aide VI</i> <i>Registration Officer I</i> (Office of the City Civil Registrar)
2. Client undergo an interview	2.1 Checks the authenticity of supporting documents	None	2 minutes	<i>Administrative Aide II</i> <i>Administrative IV</i> <i>Administrative Aide VI</i> <i>Registration Officer I</i> (Office of the City Civil Registrar)
			5 minutes	-do-



	2.2 Interviews the applicant.			
3. Client wait for the advice of the Officer-in-Charge	3.1 Check and review the document	None	5 minutes	<i>Administrative Aide II Administrative Aide IV Administrative Aide VI Registration Officer I (Office of the City Civil Registrar)</i>
	3.2 Advise the applicant to return after the publication period		1 minute (Publication Period: 10 working days)	-do-
	3.3 Prepare and register the document after the lapse of the 10-Day Publication period, the application, it being complete in form and substance		5 minutes	-do-
	3.4 Approve and sign the documents		1 minute	<i>Registration Officer I City Civil Registrar (Office of the City Civil Registrar)</i>
4. Client return to LCR after the 10-Day Verification Period and claim the copy of Certificate of Birth (Delayed)	5. Issue the copy of Certificate of Birth (Delayed)	None	1 minute	<i>Administrative Aide II Administrative IV Administrative Aide VI Registration Officer I (Office of the City Civil Registrar)</i>
TOTAL		None	10 Days and 21 minutes	



6. REGISTRATION OF DEATH (TIMELY)

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 life of seven (7) months or more and 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 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.

Registration shall be made in the Office of the City Civil Registrar of the city/municipality where the vital events occurred within thirty (30) days from time of occurrence.

Office or Division:	Office of the Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Nearest kin			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Death Certification (if death occurred outside a medical facility)		Barangay Hall		
2. Accomplished Certificate of Death		Office of the City Civil Registrar, Hospital		
3. Certification by a licensed medical doctor or attending physician		Hospital		
4. Reviewed by the government physician		City Health Office		
5. Signature of embalmer and his/her license number		Funeral Homes		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document to the	1.1 Checks and examines the documents.	None	1 minute	<i>Registration Officer II</i> (Office of the City Civil Registrar)



<p>officer-in-charge of Death</p>	<ul style="list-style-type: none"> Checks whether it is submitted on time and entries in the items are properly filled <p>1.2 Person-in-charge prepares the document (For deaths occurring outside of a Medical facility)</p>		<p>5 minutes</p>	<p><i>Registration Officer II</i> (Office of the City Civil Registrar)</p>
<p>2. Securing the signature of government physician and embalmer</p>	<p>2. Instruct the client to secure signature of government physician at the City Health Office and signature of the licensed embalmer who embalmed the deceased.</p>	<p>None</p>	<p>1 minute (Time may varies on securing the signature of the government physician and embalmer)</p>	<p><i>City Health Officer</i> <i>Funeral Homes/Embalmer</i></p>
<p>3. Return to the LCR for the Order of Payment</p>	<p>3. Issue the Order of Payment</p>	<p>Fee for Cadaver Disposition a.) Php. 200.00 b.) Fee for Entrance of Cadaver (from other cities/municipalities to Iriga City) c.) Burial Public Cemetery</p>	<p>1 minute</p>	<p><i>(Office of the City Treasurer)</i></p>



		Php 100.00 Private Cemetery Php. 150.00 d.) Transfer of Cadaver Php. 200.00 e.) Fee for Exhumati on Php. 200.00		
4. Pay the required fees at the CTO	4.1 Accept the payment based on the Order of Payment 4.2 Issue Official Receipt		1 minute	<i>Cash Receipt Division</i> (City Treasurer's Office)
5. Return to the LCR and wait for the release of the copy of Certificate of Death	5.1 Check the Official Receipt 5.2 Receive and review the document for registration 5.3 Approve, sign and register the document. 5.4 Issue the copy of Certificate of Death (1 copy is issued to the client, 3 copies retained as copies for LCRO, PSA and CHO)		1 minute 3 minutes 3 minutes 1 minute	<i>Registration Officer II</i> (Office of the City Civil Registrar) <i>Registration Officer II</i> (Office of the City Civil Registrar) <i>Registration Officer IV</i> <i>City Civil registrar</i> (Office of the City Civil Registrar) <i>Administrative Aide III</i> (Office of the City Civil Registrar)
TOTAL		varies	17 minutes	



7. REGISTRATION OF DEATH (DELAYED)

A report of vital event made beyond the reglementary period is considered delayed.

Office or Division:	Office of the Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Nearest kin
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Accomplished Certificate of Death (COD) in 4 copies, original signatures affixed	Office of the Civil Registrar
2. Affidavit for delayed registration which shall be executed by the hospital/clinic administrator if the person died in the hospital, clinic or similar institution, or if the person died elsewhere, by the attendant at death. In default of the hospital/clinic administrator or attendant at death, the affidavit shall be executed by any of the nearest relative of the deceased, or by any person having legal charge of the deceased when he was still alive.	Notary Public
3. The affidavit referred to in (2) shall state among other things, the name of the deceased, the facts of his death, the date and place of burial or cremation, and the circumstances why the death was not reported for registration within thirty (30) days after death.	Notary Public
4. Authenticated copy of the certificate of burial, cremation or of other means of corpse disposal	Church
5. Approval for registration by the health officer in the box provided in the Certificate of Death.	City Health Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document to the officer-in-charge of Death	1. Acceptance of the submitted documents a. All supporting documents should be certified or authenticated b. Acceptance of the application only after compliance of the requirements	None	1 minute	<i>Registration Officer II</i> (Office of the City Civil Registrar)
2. Client undergo an interview	2. Checks the authenticity of supporting documents, interviews the applicant. 3. Prepare the document after presentation of complete requirements	None	2 minutes 5 minutes	<i>Registration Officer II</i> (Office of the City Civil Registrar) <i>Registration Officer II</i> (Office of the City Civil Registrar)
4. Wait for the Order of Payment	3. Issue Order of payment	Fee for Cadaver Disposition a.) Php. 200.00 Fee for Entrance of Cadaver (from other cities/municipalities to	1 minute	<i>Registration Officer II</i> (Office of the City Civil Registrar)



		Iriga City) b.) Burial Public Cemetery Php 100.00 Private Cemetery Php. 150.00 c.) Transfer of Cadaver Php. 200.00 d.) Fee for Exhumation Php. 200.00		
4. Pay the required fees at the CTO	4.1 Accept payment based on the Order of Payment 4.2 Issue Official Receipt		1 minute	<i>Cash Receipt Division</i> (City Treasurer's Office)
5. Client return to LCR to submit the Official Receipt and wait for advice from the officer-in-charge	5.1 Receive the Official Receipt 5.2 Receive and Review the document for registration 5.3 Advise the applicant to return after the	None	1 minute 2 minutes 1 minute Publication Period:	<i>Registration Officer II</i> (Office of the City Civil Registrar) -do- -do-



	<p>publication period</p> <p>5.4 Prepare and register the document</p> <p>5.5 Approve and sign the document after the lapse of the 10-Day publication period, the application, it being complete in form and substance</p>		<p>10 calendar days)</p> <p>5 minutes</p> <p>1 minute</p>	<p>-do-</p> <p><i>Registration Officer II</i> <i>Registration Officer IV</i> <i>City Civil Registrar</i> (Office of the City Civil Registrar)</p>
6. Client return to LCR after lapse of 10-day Verification Period to claim the Certificate of Death (Delayed)	6. Issue the Certificate of Death (Delayed)	None	1 minute	<i>Registration Officer II</i> (Office of the City Civil Registrar)
TOTAL			10 Days and 21 minutes	



8. REGISTRATION OF MARRIAGE (TIMELY)

Marriage is a special contract of permanent union between a man and a woman entered into in accordance with the law for the establishment of conjugal and family life. It is the foundation of the family and an inviolable social institution whose nature, consequences, and incidents are governed by law and not subject to stipulation, except that marriage settlements may fix the property relation during the marriage within the limits provided by this code.

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

Office or Division:	Office of the Civil Registrar
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Contracting parties
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Marriage License	Office of the Civil Registrar
2. Signature of Solemnizing Officer	Church, Mosque, Court, Office of the City Mayor
<p>Marriages exempt from the License Requirement</p> <ul style="list-style-type: none"> - In marriages exempt from license requirement, the solemnizing officer in accordance with Chapter 2 of the Family Code, shall indicate in the space provided in the Certificate of Marriage any of the following particular provisions of the Family Code under which such marriage was performed. The civil registrar shall enter the same in the remarks column of the marriage register. <p>a.) Article 27 – in case either or both of the contracting parties are at the point of death, the marriage may be solemnized without requiring a marriage license even</p>	



<p>if the ailing party subsequently survives</p> <p>b.) Article 28 – if the residence of either party is so located that there is no means of transportation to enable such party to appear personally before the civil registrar, the marriage may be solemnized without the marriage license</p> <p>c.) Article 33 – marriages among the Muslims or among members of the ethnic cultural communities may be performed validly without the marriage license, provided that they are solemnized in accordance with their customs, rites, or practices.</p> <p>d.) Article 34 – the marriage license is not necessary for the marriage of a man and a woman who have lived together as husband and wife for at least five years and without any legal impediment to marry each other.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required document to the officer-in-charge of Marriage	<p>1. Checks and examines the document</p> <ul style="list-style-type: none"> • Checks whether it is submitted on time and entries in the items are properly filled 	None	5 minutes	<p><i>Registration Officer III</i> (Office of the City Civil Registrar)</p> <p><i>Registration Officer III</i> (Office of the City Civil Registrar)</p>
2. Client wait for the approval and release of the document	2.1 Receive and review the document for registration	None	5 minutes	<i>Registration Officer III</i> (Office of the City Civil Registrar)
	2.2 Approve, signs and register the document		5 minutes	<i>City Civil Registrar</i> Office of the City Civil Registrar)
	2.3 2 copies of the registered		1 minute	<i>Registration Officer III</i>



	Marriage document are retained as file of the office and the OCRG.			(Office of the City Civil Registrar)
3. Client claim the Certificate of Marriage	3. Release the copy of the Certificate of Marriage	None	1 minute	<i>Registration Officer III (Office of the City Civil Registrar)</i>
TOTAL		None	17 minutes	



9. REGISTRATION OF MARRIAGE (DELAYED)

A report of vital event made beyond the reglementary period is considered delayed.

Office or Division:	Office of the Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Contracting parties
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. In delayed registration of marriage, the solemnizing officer or the person reporting or presenting the marriage certificate for registration shall be required to execute and file an affidavit in support thereof, stating the exact place and date of marriage, the facts and circumstances surrounding the marriage and the reason or cause of the delay.	Notary Public
2. The submission of the application for marriage license bearing the date when the marriage license was issued except for marriage exempt from marriage license shall be required.	Office of the Civil Registrar
3. Where the original or duplicate of the certificate of Marriage could not be presented either because it was burned, lost, or destroyed, a certification issued in lieu thereof, by the church or solemnizing officer indicating date of said marriage based on their record or log book shall be sufficient proof of marriage and the civil registrar may accept the same for registration.	Church
4. In case of doubt, the civil registrar may verify the authenticity of the marriage certification by checking from the church record/log book and the solemnizing officer who performed the marriage and the church official who issued the certification.	Church



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document to the officer-in-charge of Marriage	1. Acceptance of the submitted documents a. All supporting documents should be certified or authenticated b. Acceptance of the application only after compliance of the requirements	None	1 minute	<i>Registration Officer III</i> (Office of the City Civil Registrar)
2. Client undergo an interview	2.1 Checks the authenticity of supporting documents	None	2 minutes	<i>Registration Officer III</i> (Office of the City Civil Registrar)
	2.2 Interviews the applicant.		5 minutes	-do-
3. Client wait for the advice of the officer-in-charge	3.1 Receive and Review the document for registration	None	2 minutes	<i>Registration Officer III</i> (Office of the City Civil Registrar)
	3.2 Advise the applicant to return after the publication period		1 minute (Publication Period: 10 working days)	-do-
	3.3 Prepare and register the document		5 minutes	-do-
	3.4 Approve and sign the document after the lapse of the 10-Day publication period, the		1 minute	<i>City Civil Registrar</i> (Office of the City Civil Registrar)



	application, it being complete in form and substance			
4. Return to the LCR to claim the copy of Certificate of Marriage (Delayed)	4. Issue the copy of Certificate of Marriage (Delayed)	None	1 minute	<i>Registration Officer III</i> (Office of the City Civil Registrar)
TOTAL		None	10 Days and 18 minutes	



10. REGISTRATION OF CIVIL REGISTRY RECORDS (OUT-OF-TOWN REGISTRATION) - INCOMING

Out-of-Town reporting of birth occurs when the Certificate of Live Birth is presented to the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the city or municipality where the birth occurred and where it should be registered.

Office or Division:	Office of the Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Document Owner, Parents, Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. The party who is applying for out-of-town reporting of birth shall execute an affidavit declaring therein, among other things, the facts of birth and the reasons why said birth was not recorded in the civil register of the city or municipality where it occurred. The affidavit which must be attested by at least two (2) witnesses, shall serve as an application for registration and shall be submitted to the civil registrar together with four (4) copies of the Certificate of Live Birth	Notary Public
2. If the application is for delayed registration of birth, the requirements under the rules governing delayed registration of birth shall also be complied with	Varies
3. The civil registrar or the authorized representative of the Philippine Statistics Authority to whom the application for out-of-town reporting is presented may require from the applicant such other supporting papers as may be considered necessary in establishing the facts of birth especially those pertaining to the date and place of birth and filiation of	Varies



the child whose birth is being sought for registration				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> For Incoming Out-of-Town Reporting of Civil Registry Records – all documents are filed by the client in the LCRO of their current residency and will be sent by courier to LCRO, Iriga City. 	1.1 Record the incoming document on the logbook	None	1 minute	Registration Officer IV (Office of the City Civil Registrar)
	1.2 Checks and verifies the documents	None	5 minutes	-do-
	2. Issue Order of Payment		1 minute	Registration Officer IV (Office of the City Civil Registrar)
	a. Pay the required fees using the enclosed postal check with the application	Php200 -Service Fee for Out-of-Town Reporting (Incoming	1 minute	Administrative Aide III (Office of the City Civil Registrar)
	b. Receive official receipt from the CTO		1 minute	Cash Receipt Division (City Treasurer's Office)
	4.1 Entry in Logbook	None	1 minute	Registration Officer IV (Office of the City Civil Registrar)
	4.2 Prepare the document		5 minutes	Administrative Aide IV (Office of the City Civil Registrar)
	4.3 10-Day publication period	None	10 calendar days (Publication Period)	Registration Officer IV (Office of the City Civil Registrar)
	4.4 Approve, sign and register the documents	None	5 minutes	Registration Officer IV City Civil Registrar



	after the lapse of the 10-day Publication Period			(Office of the City Civil Registrar)
	5. The registered document is transmitted back to the LCRO concerned	Php120 -Courier Fee	Varies	<i>Administrative Aide III</i> (Office of the City Civil Registrar) (JRS) (LBC)
TOTAL		P320.00	10 days, 20 minutes	



11. REGISTRATION OF CIVIL REGISTRY RECORDS (OUT-OF-TOWN REGISTRATION) - OUTGOING

BIRTH - Out-of-Town reporting of birth occurs when the Certificate of Live Birth is presented to the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the city or municipality where the birth occurred and where it should be registered.

DEATH - When registration is not possible in the place of death and the certificate of death was presented to the civil registrar of the city or municipality other than the place of death, it shall be accepted by the civil registrar not for registration but to be forwarded to the civil registrar of the city or municipality, where the death occurred, for registration.

Office or Division:	Office of the Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Document Owner, Parents, Authorized Representative	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. The party who is applying for out-of-town reporting of birth shall execute an affidavit declaring therein, among other things, the facts of birth and the reasons why said birth was not recorded in the civil register of the city or municipality where it occurred. The affidavit which must be attested by at least two (2) witnesses, shall serve as an application for registration and shall be submitted to the civil registrar together with four (4) copies of the Certificate of Live Birth	Notary Public	
2. If the application is for delayed registration of birth, the requirements under the rules governing delayed registration of birth shall also be complied with	Varies	
3. The civil registrar or the authorized representative of the Philippine Statistics Authority to whom the application for out-of-town reporting is presented may require from the applicant such other supporting	Varies	



papers as may be considered necessary in establishing the facts of birth especially those pertaining to the date and place of birth and filiation of the child whose birth is being sought for registration				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the required documents	a. Receive the application	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
	b. Checks and verifies the documents presented		5 minutes	-do-
2. Wait for the Order of Payment	2. Issue the Order of Payment		1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
3. Pay the required fees at the CTO	3.1 Accept the payment	Php200 -Filing Fee for Out-of-Town Reporting (Outgoing) Php120 -Courier Fee	1 minute	<i>Cash Receipt Division</i> (City Treasurer's Office)
	3.2 Issue Official Receipt			
4. Return to the LCR for the processing of the documents	4.1 Receive the official receipt	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
	4.2 Entry in Logbook		1 minute	-do-
	4.3 Prepare the document (Municipal Form-102)		5 minutes	<i>Administrative Aide IV</i> (Office of the City Civil Registrar)
	4.4 Prepare the transmittal		5 minutes	<i>Administrative Aide III</i> (Office of the City Civil Registrar)



<p>5. Claim the Transmittal of the document</p>	<p>5.1 Review the document</p> <p>5.2 Approve and sign the document</p> <p>5.3 Advise the client that the application for Out-of-Town Registration is transmitted to the city or municipality where the vital event occurred.</p> <p>5.4 Advise the client to follow-up at the Office of the Civil Registrar where the document will be registered.</p> <p>5.5 Advise the client to follow-up and return to LCRO-Iriga City for the release of the document.</p>	<p>None</p> <p>None</p>	<p>1 minute</p> <p>1 minute</p> <p>1 minute</p> <p>1 minute</p> <p>1 minute</p>	<p><i>Registration Officer IV</i> (Office of the City Civil Registrar)</p> <p>City Civil Registrar (Office of the City Civil Registrar)</p> <p><i>Registration Officer IV</i> (Office of the City Civil Registrar) (JRS) (LBC)</p> <p>-do-</p> <p>-do-</p>
<p>TOTAL</p>		<p>P320.00</p>	<p>25minutes (client need to follow-up at LCRO Iriga City to follow up if the documents has been sent back by the LCRO concerned for</p>	



		registering the civil registry document	
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12. REGISTRATION OF COURT ORDER / DECREE

Adoption – the decree of adoption shall be recorded in the civil register within thirty (3) days after the date of issue of the final judgment of the court. If not made within the prescribed period, registration of the same shall be considered late, in which case, the registrant who may be the adopter, natural parents, adopted child, clerk of court or any interested party shall execute an affidavit showing the circumstance and reasons why the adoption was not reported for registration within the prescribed period.

Annulment of Marriage, Legal separation, or Declaration of Absolute Nullity of Marriage – in case of annulment of marriage or legal separation, the annotation in the remarks column of the Register of Marriages shall be made indicating the name of the judge and the court which issued the decree, case number and place and date of issue of the decree of annulment or absolute nullity of marriage or legal separation.

Correction of Entry – no entry in the civil register shall be changed or corrected, without judicial order.

Change of Name – No person can change his name or surname without judicial authority.

Presumptive Death – presumptive death as defined by law is not registrable. However, a judicial order or decree declaring a person presumptively dead shall be registered. For the purpose of contracting a subsequent marriage, annotation shall be recorded in the marriage register as well as in the marriage certificate.

Office or Division:	Office of the Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Document Owner, Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified copy of Certificate Of Finality		Court		
2. Certified copy of the Decision of the Court Order/Decree		Court		
3. Other requirements may be required as the need arises				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Court Order / Decree	1.1 Receives the order/decree and other pertinent documents	None	5 minutes	Registration Officer IV (Office of the City Civil Registrar)



	and reviews the same as to its authenticity and sufficiency			
2. Wait for the Order of Payment	4. Issue the order of payment	Php700 -Adoption Php700 -Rescission of Adoption Php2,500 -Annulment of Marriage/D eclaration of Absolute Nullity of Marriage/Le gal Separation Php300 -Change of Name or Correction of Entry Php300 -Civil Interdiction Php300 -Declaration of Presumptiv e Death Php300 Compulsory Recognition of Illegitimate Child/Volunt ary Recognition of Minor	1 minute	<i>Registration Officer IV (Office of the City Civil Registrar)</i>



		<p>Illegitimate Child</p> <p>Php1,100 -Certificate of Naturalization/Cancellation of Naturalization</p> <p>Php300 -Other Registrable Court Order/Decree</p>		
3. Pay the required fees at the CTO	5. Accept the payment		1 minute	<i>Cash Receipt Division</i> (City Treasurer's Office)
	3.2 Issue Official Receipt			
6. Return to the LCR to submit the Official Receipt	a. Receives the official receipt	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
	b. Review the Prepares the certificate of Registration and Certificate of Authenticity		5 minutes	-do-
	c. Review and register the document		2 minutes	-do-
	d. Approve and sign the document		1 minute	<i>City Civil Registrar</i> (Office of the City Civil Registrar)
	e. Annotate the affected		5 minutes	<i>Registration Officer IV</i> (Office of the City Civil Registrar)



	document to show the effects of the Order/Decree			
5. Claim the Registration of Court Order/Decree	5. Issue the registrant's copy to the client	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
TOTAL		varies	22 minutes	



13. REGISTRATION OF LEGAL INSTRUMENTS

All legal instruments shall be registered in the civil registry of the place where they executed except the following:

- a.) Affidavit of Reappearance – Where the parties to the subsequent marriage are residing;
 - b.) Marriage Settlement – Where the marriage was recorded; and
 - c.) Admission of Paternity, Acknowledgement, Legitimation, Voluntary Emancipation of Minor, and Parental Authorization or Ratification of Artificial Insemination – where the birth of the child was recorded. (N)
- ✓ All legal instruments executed abroad shall be registered in the civil registry office of Manila. (N)
- **Affidavit of Reappearance** – A sworn statement of the fact and circumstances of reappearance shall be recorded in the civil registry office of the residence of the parties to the subsequent marriage at the instance of any interested person, with due notice to the spouses of the subsequent marriage and without prejudice to the fact of reappearance being judicially determined in case such fact is disputed. (Article 42, Family Code) (N)
 - **Affidavit of Acknowledgement/Affidavit of Admission of Paternity** – It shall be the duty of the parents or parent who executed the instrument of acknowledgement to send the original copy to the civil registrar of the municipality where the birth of the acknowledged child was registered not later than twenty (20) days after the execution of the instrument, for registration in the Register of Legal Instruments and proper annotation in the Register of Births. (34a)
 - **Authorization or Ratification of Artificial Insemination** – Children conceived as a result of artificial insemination of the wife with the sperm of the husband or that of a donor of them authorized or ratified such insemination in a written instrument executed and signed by them before the birth of the child. The instrument shall be recorded in the civil register together with the birth certificate of the child. (Article 164, Family Code) (N)
 - **Legitimation by Subsequent Marriage of Parents** – “Legitimation” is a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered illegitimate.
 - **Option to Elect Philippine Citizenship** – The option to elect Philippine citizenship in accordance with subsection (4) Section 1, Article IV, of the Constitution shall be expressed in a statement to be signed and sworn by the party concerned before any officer authorized to administer oaths, and shall be filed with the nearest civil registry. The said party shall accompany the aforesaid statement with the oath of allegiance to the Constitution and the Government of the Philippine. (Section 1, C.A. No. 625) (N)
 - **Repatriation** – The instrument of repatriation and the oath of allegiance to the Constitution and the Government of the Philippines shall be filed in the Office of the Civil Registrar of the city/municipality where the instrument was executed.



However, if the Philippine citizenship is re-acquired by naturalization, the order of the court granting citizenship shall be recorded in the Register of Court Decrees/Orders following the rules of registration of court orders.

Office or Division:	Office of the Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Document Owner, Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Legitimation				
1. Birth Certificate of the Child		Philippine Statistics Authority		
2. Marriage Contract of the parents issued by PSA		Philippine Statistics Authority		
3. CENOMAR / Advisory on Marriages		Philippine Statistics Authority		
4. Affidavit of Legitimation executed by both parents		Notary Public		
Other requirements may be required as the need arises				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document to the personnel-in-charge	1.1 Accept submitted required documents	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
	1.2 Interview the client and examines the document		5 minutes	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
2. Wait for the Order of Payment	7. Issue the Order payment of the required fees	Php300 - Legitimation Php300 Affidavit of Paternity/Acknowledgment Php300 Affidavit to Use the Surname of the Father (AUSF) Php500	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)



		<p>- Authorization and Ratification of Artificial Insemination</p> <p>Php1,000 -Option to Elect Philippine Citizenship</p> <p>Php500 - Repatriation</p> <p>Php200 -Other Registrable Legal Instruments</p>		
3. Wait for the processing, approval and release of the document	3.1 Check if all supporting documents are duly authenticated/certified	None	5 minutes	<i>Registration Officer IV (Office of the City Civil Registrar)</i>
	a. 3 sets in case of registration of legal instruments			
	b. 4 sets in case of court order/decreed			
	3.2 Receive the application		1 minute	-do-
	3.3 Review the application for registration		1 minute	-do-
			2 minutes	<i>City Civil Registrar</i>



	<p>3.4 Approve and sign the application for</p> <p>3.5 Annotate the civil registry document affected by the legal instrument</p>		5 minutes	<p>(Office of the City Civil Registrar)</p> <p><i>Registration Officer IV</i> (Office of the City Civil Registrar)</p>
4. Claim the copy of the documents	4. Issue the registrant's copy to the client	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
TOTAL		varies	22 minutes	



14. REQUEST FOR COPY ISSUANCE OF BIRTH, MARRIAGE AND DEATH

Issuance of certified transcripts or copies of any certificate or document registered in Iriga City, upon payment of the proper fees.

Office or Division:	Office of the Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Document owner, Parents, Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>The record of a person's birth, marriage and death shall be kept confidential and no information relating thereto shall be issued on the request of the following:</p> <ul style="list-style-type: none"> a.) Concerned person himself (except Death) b.) His spouse, his parent or parents, his direct descendants, or guardian or institution legally in-charge of him, if he is a minor c.) The court or proper public official whenever absolutely necessary in administrative, judicial or other official proceedings to determine the identity of the child's parents or other circumstances surrounding his birth and; d.) In case of the parent's death, the nearest kin. 				
1. Authorization Letter		Document Owner		
2. Valid ID of the Document Owner		Document Owner		
3. ID of the Requester		Requester		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Slip	a. Receive the request	None	1 minute	<i>Administrative Aide III (Office of the City Civil Registrar)</i>
	b. Verify the identity of the requester		1 minute	
2. Wait for the Order of Payment	2. Issue Orders of payment of	<u>For Local</u> Php100 -Birth Php100	1 minute	<i>Administrative Aide III (Office of the City Civil Registrar)</i>



		-Marriage Php100 -Death <u>For Abroad</u> Php300 -Birth Php150 -Marriage Php150 -Death		
3. Pay the required fees at the CTO	3.1 Accept the payment 3.2 Issue Official Receipt		1 minute	<i>Cash Receipt Division</i> (City Treasurer's Office)
4. Return to LCRO to submit the official receipt and wait for the issuance of the certification.	4.1 Receive the official receipt	None	1 minute	<i>Administrative Aide III</i> (Office of the Civil Registrar)
	4.2 Verifies availability of the civil registry document in the computer database.		1 minute (database)	-do-
	4.3 If the record is not found in the database, a manual search is done		10 minutes (manual)	-do-
	4.4 Review the document		1 minute	<i>Registration Officer II</i> <i>Registration Officer IV</i> (Office of the City Civil Registrar)



	4.5 The document is prepared through the computer system and printed out with no error		3 minutes	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
	4.6 Reviews, approve and signs the certification		1 minute	<i>Registration Officer II</i> <i>Registration Officer IV</i> <i>City Civil Registrar</i> (Office of the City Civil Registrar)
	4.7 The document is recorded in the logbook		1 minute	<i>Registration Officer II</i> (Office of the City Civil Registrar)
	4.8 The certification is issued to the client		1 minute	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
	TOTAL	Depends upon the transaction	23 minutes	



15. REQUEST FOR ENDORSEMENT OF CIVIL REGISTRY RECORDS TO THE CIVIL REGISTRAR-GENERAL

As a rule, all civil registrars submit civil registry documents to the Office of the Civil Registrar-General (OCRG) through their respective Philippine Statistics Authority (PSA) provincial offices.

There are instances when the PSA National office cannot issue pertinent documents to interested parties because records are not available in its archive; or the requested documents are still being processed by the provincial office.

To facilitate the issuance of requested documents, the concerned Provincial Statistics Officer (PSO) or Civil Registrar upon request by the interested party shall endorse.

Office or Division:	Office of the Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Document Owner, Parents, Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest PSA Negative Certification (within 6 months) with 2 photocopies		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Document for Endorsement	1.1 Checks and validates the document/requirements. Verify if PSA Negative Certification must be valid 6 months after issue	None	1 minute	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
	1.2 Verifies availability of the civil registry document in the archive		5 minutes	-do-
	1.3 If the record yields positive in the database, informs the client that the endorsement of the same shall proceed		1 minute	-do-



<p>2. Wait for the Order of Payment</p>	<p>2. Issue Orders of payment of</p>	<p>Php200 - Endorsement to PSA</p> <p>Php100 Certification Fee (Birth, Marriage, Death)</p> <p>Php50 Research Fee</p> <p>Php120 -Courier Fee</p>	<p>1 minute</p>	<p><i>Administrative Aide III</i> (Office of the Civil Registrar)</p>
<p>3. Pay the required fees at the CTO</p>	<p>3.1 Accept the payment</p> <p>3.2 Issue Official Receipt</p>		<p>1 minute</p>	<p><i>Cash Receipt Division</i> (City Treasurer's Office)</p>
<p>4. Return to LCRO to submit the official receipt. Wait for the advice of the personnel-in-charge</p>	<p>a. Receive the official receipt</p> <p>b. Reviews the entry in the document to be prepared</p> <p>c. Prepares certification/certified true copy of the document and endorsement letter to PSA</p> <p>d. Approve and sign the</p>	<p>None</p>	<p>1 minute</p> <p>2 minutes</p> <p>5 minutes</p> <p>1 minute</p>	<p><i>Administrative Aide III</i> (Office of the Civil Registrar)</p> <p><i>Registration Officer II</i> <i>Registration Officer IV</i> (Office of the City Civil Registrar)</p> <p><i>Administrative Aide III</i> (Office of the City Civil Registrar)</p> <p><i>City Civil Registrar</i> (Office of the City Civil Registrar)</p>



	<p>document for endorsement</p> <p>e. The document for endorsement is mailed through official courier service on the same day of application</p> <p>f. The client is advised to come back on the following working day to claim the transmittal copy of the document endorsed</p>	<p>Php120 -Courier Fee</p>	<p>Varies</p> <p>1 minute (Client return after 1 working Day)</p>	<p><i>Administrative Aide III</i> (Office of the City Civil Registrar)</p> <p><i>(JRS Courier Services)</i></p> <p><i>(LBC)</i></p> <p><i>Administrative Aide III</i> (Office of the City Civil Registrar)</p>
5. Return to LCRO to claim the Transmittal copy for endorsement	5. The transmittal copy is recorded in the logbook and issue the document to the client attached with the official receipt of the courier service	None	1 minute	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
TOTAL		P590.00	1 day, 20 minutes	



16. TRANSFER OF REGISTERED CIVIL REGISTRY DOCUMENTS WRONGLY REGISTERED IN IRIGA CITY PURSUANT TO OCRG MEMORANDUM CIRCULAR 91-6 (INCOMING)

Civil registry documents that are wrongly registered in Iriga City are transferred to the civil registrar of the city or municipality concerned.

Office or Division:		Office of the Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Document Owner, Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the documents	1.1 Receives the documents presented	None	1 minute	Registration Office IV (Office of the City Civil Registrar)
	1.2 Verifies and check the documents		5 minutes	-do-
2. Wait for the Order of Payment	2. Issue Orders of payment	PHP200	1 minute	Registration Office IV (Office of the City Civil Registrar)
3. Pay the required fees at the CTO	3.1 Accept the payment		1 minute	Cash Receipt Division (City Treasurer's Office)
	3.2 Issue Official Receipt		1 minute	
4. Return to LCRO for the approval and release of the documents	4.1 Receive the official receipt	None	1 minute	Registration Officer IV (Office of the City Civil Registrar)
	4.2 Approve and sign the registration		2 minutes	City Civil Registrar (Office of the City Civil Registrar)
	4.3 The document is registered in		2 minutes	Registration Officer IV (Office of the City Civil Registrar)



	the registry book			
5. Claim the document	6. Record in the log book and releases the document to the client	None	1 minute	<i>Registration Office IV (Office of the City Civil Registrar)</i>
TOTAL		PHP200	15 minutes	



17. TRANSFER OF REGISTERED CIVIL REGISTRY DOCUMENTS WRONGLY REGISTERED IN IRIGA CITY PURSUANT TO OCRG MEMORANDUM CIRCULAR 91-6 (OUTGOING)

Civil registry documents that are wrongly registered in Iriga City are transferred to the civil registrar of the city or municipality concerned.

Office or Division:		Office of the Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request	1.1 Receive the request	None	1 minute	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
	1.2 Verifies the availability of the Civil Registry document in the database		5 minutes	-do-
	1.3 If record yields positive in the database, informs the client that the transfer of the same to concerned LCRO shall proceed		1 minute	-do-
2. Wait for the Order of Payment	2. Issue the Orders of Payment		1 minute	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
3. Pay the required fees at the CTO	3.1 Accept the payment	PHP200	1 minute	<i>Cash Receipt Division</i> (City Treasurer's Office)
	3.2 Issue Official Receipt			



4. Return to LCRO and present the official receipt for the processing of documents	4.1 Receive the official receipt	None	1 minute	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
	4.2 Review the documents before Preparation		2 minutes	<i>Registration Officer II</i> (Office of the City Civil Registrar)
	4.2 Document is encoded and printed		3 minutes	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
	4.3 Transmittal is prepared		2 minutes	-do-
	4.4 Reviews the document		1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
	4.5 Approve and sign the civil registry document		1 minute	<i>City Civil Registrar</i> (Office of the City Civil Registrar)
5. Claim the requested document	5.1 Document is recorded in the logbook	None	1 minute	<i>Registration Officer IV</i> (Office of the City Civil Registrar)
	5.2 Document is released to the client		1 minute	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
	5.3 Client is advised to bring the Transmittal Letter to the concerned LCRO for proper action.		1 minute	<i>Administrative Aide III</i> (Office of the City Civil Registrar)
TOTAL		PHP200	22 minutes	