



OFFICE OF THE CITY CIVIL REGISTRAR
External Services



1. Registration of Vital Documents (Timely)

About the service: The birth, marriage and death of the child/person should be registered at the Office of the City Civil Registrar within a Thirty (30) day reglementary period from the time of Birth, Death and Marriage.

Office Or Division:	City Civil Registrar's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Registration Certificate of Live Birth (4 original) Affidavit of Acknowledgement/Admission of Paternity Affidavit to use the Surname of the Father Cedula (1 copy) Order of payment (1 original) Official Receipt (1 original)		Hospital, Birthing Center, CCRO Court, Private Lawyer, CCR Court, Private Lawyer, CCR Barangay, CTO Registrar's Office – Window 1 Treasurer's Office – Window 6		
Marriage Registration Certificate of Marriage (4 original)		Church, Court, Mayor's Office		
Death Registration Certificate of Death (4 original) Order of payment (1 original) Official Receipt (1 original)		Hospital, CCRO Registrar's Office – Window 1 Treasurer's Office – Window 6		
		* CCRO – City Civil Registrar's Office CCR – City Civil Registrar CTO – City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of COLB, COD, COM and review/examination as to completeness of the data and signatories.	1. Receive the required/submitted documents and check for completeness.	None	5 minutes	<i>City Civil Registrar</i> City Civil Registrar's Office



<p>* If illegitimate (COLB), provide Affidavit of Acknowledgement/Admission of Paternity & AUSF</p> <p>*Make sure to secure the order of payment that will be issued.</p> <p>COLB – Certificate of Birth COD – Certificate of Death COM – Certificate of Marriage AUSF – Affidavit to Use the Surname of the Father</p>	<p>1.2 Prepare the required affidavit.</p> <p>1.3 Issue the order of payment if all required documents were given.</p> <p>1.4 Start processing the request.</p>		<p>15 minutes</p> <p>5 minutes</p>	
<p>2. Pay the required fees.</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the order of payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Birth Reg. of AUSF – PHP 200</p> <p>Reg. of Acknowledgement – PHP 200</p> <p>Death Burial Permit – PHP 50 Removal/Transfer/Entrance of Cadaver – PHP 150</p>	<p>5 minutes</p>	<p><i>City Treasurer City Treasurer's Office</i></p>



		Marriage Solemnization Fee (if solemnized by the Mayor) – PHP 300		
3. Return to the Registrar's Office for the processing.	3. Check the Official Receipt.	None	2 minutes	<i>City Civil Registrar</i> City Civil Registrar's Office
* COLB – Certificate of Live Birth COD – Certificate of Death COM – Certificate of Marriage AUSF – Affidavit to Use the Surname of the Father	3.1 Signing of the COLB, COD and COM.		10 minutes	
	3.2 Assignment of registry number and releasing of the COLB, COD and COM.		10 minutes	
TOTAL		Birth If Married – none Not Married – PHP 400 Death If Buried in Ormoc – PHP 50 If Buried outside of Ormoc – PHP 150 Marriage if solemnized by the Mayor – PHP 300	52 minutes	



2. Registration of Vital Documents (Delayed) and Out-of-town Reporting

About the service: Out of town Reporting and Delayed Registration (After Thirty (30) day reglementary period from the time of Birth, Death and Marriage)

(Registration of Certificate of Live Birth, Death and Marriage) an affidavit for delayed registration shall be accomplished stating the reasons of the said delayed registration.

Office Or Division:	City Civil Registrar's Office
Classification:	Complex
Type Of Transaction:	G2C – Government to Citizen
Who May Avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Birth Registration and Out-of-town Reporting PSA, Tacloban Certification of No Record Certificate of Live Birth (4 original) Marriage Certificate of Parents (1 copy) Marriage Certificate of the Person to be Registered (if married) (1 copy) Joint Affidavit of Two Disinterested Persons (1 copy) Affidavit of Acknowledgement/Admission of Paternity Affidavit to use the Surname of the Father (2 copies) Corroborated Affidavit for Out-of-town Registration (2 original) Certificate of Baptism/Dedication Certificate (1 copy) Computerized Voter's Certification (1 copy) PhilHealth MDR (1 copy) Immunization Record (1 copy) Cedula (1 original) Order of payment (1 original) Official Receipt (1 original)	PSA Hospital, Birthing Center, CCRO PSA, CCRO PSA, CCRO Court, Private Lawyer, CCR Court, Private Lawyer, CCR Court, Private Lawyer, CCR Court, Private Lawyer, CCR Church COMELEC PhilHealth Barangay Health Center Barangay, CTO Registrar's Office – Window 1 Treasurer's Office – Window 6
Marriage Registration PSA, Tacloban Certification of No Record (1 copy) Certificate of Marriage (4 original)	PSA Church, Court, Mayor's Office



Joint Affidavit of Two Disinterested Persons ((1 copy) Cedula Order of payment (1 original) Official Receipt (1 original)		Court, Private Lawyer, CCR Barangay, CTO Registrar's Office – Window 1 Treasurer's Office – Window 6		
Death Registration PSA, Tacloban Certification of No Record (1 copy) Certificate of Death (4 original) Barangay Certificate of Death (1 copy) Joint Affidavit of Two Disinterested Persons (1 copy) Burial Certificate (1 copy) Order of payment (1 original) Official Receipt (1 original)		PSA Hospital, CCRO Barangay Court, Private Lawyer, CCR Church Registrar's Office – Window 1 Treasurer's Office – Window 6		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of COLB, COD, COM and review/examination as to completeness of the data and signatories.	1. Receive the required/submitted documents and check for completeness.	None	5 minutes	<i>City Civil Registrar</i> City Civil Registrar's Office
* If illegitimate (COLB), provide Affidavit of Acknowledgement/Admission of Paternity & AUSF	1.2 Prepare the required affidavit.		15 minutes	
	1.3 Process the Out-of-Town reporting.		5 minutes	
1.1 Submit/Receive the required documents for Out-of-town reporting, for initial assessment and verification.	1.4 Issue the order of payment if all required documents were given			



<p>1.2 Submit/Receive the required documents for the reconstruction of Marriage Certificate</p> <p>*Make sure to secure the order of payment that will be issued.</p>	<p>1.5 Start processing the request</p>			
<p>2. Pay the required fees.</p> <p>*For Out-of-Town Reporting, Postal money order PHP – 1000 for the receiving LCR</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the order of payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Birth</p> <p>LCR Form (set) – PHP 50</p> <p>Reg. of AUSF – PHP 200</p> <p>Reg. of Acknowledgement – PHP 200</p> <p>Secretary's Fee – PHP 300</p> <p>Death Burial Permit – PHP 50</p> <p>Removal/Transfer/Entrance of Cadaver –</p>	<p>5 minutes</p>	<p><i>City Treasurer</i> City Treasurer's Office</p>



		PHP 150 Secretary's Fee – PHP 300 Marriage Secretary's Fee – PHP 300 Out-of-town Secretary's Fee – PHP 300		
3. Return to the Registrar's Office for the processing.	3. Check the Official Receipt. 3.1 Signing of the COLB, COD and COM. 3.2 Assignment of registry number and releasing of the COLB, COD and COM. 3.3 Mailing of affirmed Out-of-town registration document.	None	2 minutes 10 minutes 10 minutes 1 hour	<i>City Civil Registrar</i> City Civil Registrar's Office
TOTAL		Birth If legitimate & Home Birth –	1 hour & 52 minutes	



	<p>PHP 350</p> <p>If legitimate & Hospital/Birthing Center – PHP 300</p> <p>If illegitimate & Home Birth – PHP 750</p> <p>If illegitimate & Hospital/Birthing Center – PHP 700</p> <p>Death</p> <p>at home – PHP 350</p> <p>Hospital – PHP 300</p> <p>Marriage</p> <p>Secretary’s Fee – PHP 300</p>		
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	<p>For Out-of-Town Reporting, Postal money order/Pesopak PHP – 1000 for the receiving LCR + Secretary’s Fee - PHP 300</p>		
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3. Processing for Application and Issuance of Marriage License

About the service: When a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper Local Civil Registrar of the place where either or both of the contracting party reside.

When the marriage license is issued, the same shall be valid in any part of the Philippines for a period of 120 days from the date of issuance.

Office Or Division:	Office of the City Civil Registrar			
Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Marriage License Form (2 copies)		CCRO – Window 4		
Birth Certificate (1 original)		PSA, CCRO		
CENOMAR (1 original)		PSA		
Parental Consent/Advice (1 copy)		CCRO – Window 4		
Certificate of Pre-marriage counseling (1 copy)		IPGDO		
Cedula (1 copy)		Barangay, CTO		
*If foreign national				
Certificate of Legal Capacity to contract marriage (1 copy)		Foreign Embassy, Private Lawyer		
Divorce Papers (if divorced) (1 copy)		Foreign Embassy, Private Lawyer		
Passport/VISA (1 photocopy)		Foreign Embassy		
*CENOMAR – Certificate of No Marriage		*PSA – Philippine Statistics Authority IPGDO – Integrated Population Gender & Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application for	1. Screening applicants	None	15 minutes	City Civil Registrar



<p>Marriage License.</p>	<p>& received the application with the requirements.</p> <p>1.1 Issue the order of payment if all required documents were given</p> <p>1.2 Start processing the request.</p>			<p>City Civil Registrar's Office</p>
<p>2. Payment of fees.</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the order of payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Both Filipino</p> <p>Marriage Application Fee – PHP 300</p> <p>Marriage License – PHP 100</p> <p>Family Planning – PHP 200</p> <p>LCR Form (set) – PHP 50</p> <p>Secretary's Documentation Fee – PHP 300</p> <p>Marriage License Fee &</p>	<p>5 minutes</p>	<p>City Treasurer City Treasurer's Office</p>



		Receipt – PHP 2		
		*if Foreign National Marriage Application Fee – PHP 500		
		Marriage License – PHP 200		
		Family Planning – PHP 200		
		LCR Form (set) – PHP 50		
		Secretary's Documentation Fee – PHP 300		
		Reg. of Legal Capacity – PHP 500		
		Marriage License Fee & Receipt –		



		<p>PHP 2</p> <p>*if Both Dual Citizens</p> <p>Marriage Application Fee – PHP 1,000</p> <p>Marriage License – PHP 500</p> <p>Family Planning – PHP 200</p> <p>LCR Form (set) – PHP 50</p> <p>Secretary's Documentation Fee – PHP 300</p> <p>Reg. of Legal Capacity – PHP 1,000</p> <p>Marriage License Fee & Receipt – PHP 2</p>		
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<p>3. To IPGDO for Pre-Marriage Counseling</p> <p>* IPGDO - Population Gender & Development Office</p>	<p>3. Conduct the Pre-Marriage Counseling</p>	<p>None</p>	<p>1 day</p>	<p><i>Population Program Officer IV Integrated Population Gender & Development Office</i></p>
<p>4. Submit the complete requirements including Certificate of Pre-Marriage Counseling</p>	<p>4. Receive the submitted application for posting.</p>	<p>None</p>	<p>10 days</p>	<p><i>City Civil Registrar City Civil Registrar's Office</i></p>
<p>5. Claiming the Marriage License.</p>	<p>5. Issuance & Releasing of the Marriage License</p>	<p>Marriage License Fee – PHP 2</p>	<p>5 minutes</p>	<p><i>City Civil Registrar City Civil Registrar's Office</i></p>
<p>TOTAL</p>		<p>If Both Filipino Citizens -PHP 952</p> <p>If Foreigner - PHP 1,752</p> <p>If Both Dual Citizens - PHP 3,052</p>	<p>11 days&25 minutes</p>	



4. Supplemental Report and Legitimation

Supplemental Report (Supply entry/ies or information in the COLB, COM and COD which is/are inadvertently omitted during the time of registration.)

Legitimation – the legal process in which a natural father can use to acknowledge legally his children who were born out of wedlock. In order for legitimation take place, it is essential that the child was conceived and born outside a valid marriage.

Office Or Division:	City Civil Registrar's Office			
Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Supplemental Report Birth Certificate (1 original) Affidavit for Supplemental Report (2 original) Order of payment (1 original) Official Receipt (1 original)		PSA Court, Private Lawyer Registrar's Office – Window 1 Treasurer's Office – Window 6		
Legitimation Birth Certificate (1 original) Marriage Certificate (1 original) CENOMAR Parents (1 original) Affidavit of Legitimation (2 original) Acknowledgement of Paternity – if the father is Unknown (2 original) Order of payment (1 original) Official Receipt (1 original)		PSA PSA PSA Court, Private Lawyer Court, Private Lawyer Registrar's Office – Window 1 Treasurer's Office – Window 6		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for Supplemental Report/Legitimation for	1. Receive the required documents and check for completeness.	None	10 minutes	<i>City Civil Registrar</i> City Civil Registrar's Office



<p>initial assessment and verification.</p> <p>*Make sure to secure the order of payment that will be issued.</p>	<p>1.1 Issue the order of payment if all required documents were given</p> <p>1.2 Start processing the request</p>			
<p>2. Pay the required fees.</p> <p>*Make sure to secure Official Receipt that will be issued upon payment.</p>	<p>2. Accept the payment based on the order of payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Registration of Supplemental Report- PHP 200</p> <p>Reg. of Legitimation – PHP 200</p> <p>Reg. of Acknowledgement (For Legitimation only) – PHP 200</p> <p>Annotation – PHP 200</p> <p>Secretary's Fee – PHP 300</p> <p>Birth Certificate – PHP 100</p>	<p>5 minutes</p>	<p><i>City Treasurer</i> City Treasurer's Office</p>



3. Return to the Registrar's Office for the processing of endorsement letter and all papers related thereto.	3. Check the Official Receipt.	None	1 Day	City Civil Registrar City Civil Registrar's Office
4. Mailing of the prepared endorsement with the supporting documents.	4. Endorse documents to PSA through a courier service.	*Mailing expenses are on the account of the client.	1 Day	City Civil Registrar City Civil Registrar's Office Client PSA
5. Approval *If with feedback from PSA, CCR and client will comply the necessary requirements and corrections	5. Re-endorse the necessary requirements/corrections and mail back to PSA.	*Mailing expenses are on the account of the client.	1 Month or depending on the approval of the PSA	City Civil Registrar City Civil Registrar's Office Client PSA
TOTAL		Supplemental Report - PHP 800 Legitimation – PHP 800 Acknowledgment (For Legitimation only) – PHP 1,000	1 month, 2 days & 15 minutes	

Legitimation is covered under R.A. 9858.
Supplemental Report qualified for multi-stage processing.



5. Processing of Petitions under R.A. 10172 and R.A. 9048

PROCESSING OF PETITION FOR CORRECTION OF CLERICAL ERROR, CHANGE OF FIRST NAME OR NICKNAME UNDER RA 9048 AND CHANGE OF SEX (GENDER), CHANGE OF DAY/MONTH OF BIRTH UNDER RA 10172.

ABOUT THE SERVICE:

Republic Act 9048 authorizes the City/Municipal Civil Registrar to correct a clerical or typographical error in an entry/ies and or Change of First Name or Nickname in the Civil Register without need of a Judicial Order. An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors in an entry/ies in civil registry documents. It is aimed at according petitioners, an expeditious and cheaper way of correcting errors found in his/her record.

Republic Act No. 10172 – an Act authorizing the City/Municipal Civil Registrar to correct clerical or typographical error in the Day and Month of Birth, or SEX of a person appearing in the Civil Register without need of a Judicial Order, Amending for this purpose REPUBLIC ACT No. 9048.

Office Or Division:	Office of the City Civil Registrar	
Classification:	Highly Technical	
Type Of Transaction:	G2C – Government to Citizen	
Who May Avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Certificate of Live Birth, Death and Marriage (1 copy)	PSA	
Baptismal (Document owner) (1 copy)	Church	
Marriage Certificate (Document owner and Parents) (1 copy)	PSA, CCR	
Form 137 - Elementary	School	
- Certificate of Good Moral Character (1 copy)	Public and Private Doctor	
Medical Certificate (For Change of Sex under R.A.		



10172 only) (1 copy) Employment Certificate (if employed) Affidavit of Unemployment (if not employed) Voter's Certification Record Birth Certificate (Children/sibling) Certificate of Marriage Certificate of Death Police Clearance NBI Clearance 3 Valid ID's Affidavit of Discrepancy Cedula		Company, Agency Court, Private Lawyer COMELEC PSA, CCR PSA, CCR PSA, CCR PNP Headquarters NBI BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO Court, Private Lawyer Barangay, CTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/present the documents sought to be corrected.	1. Receive the complete required documents. 1.1 Issue the order of payment once all the required documents are submitted. 1.2 Start processing the request.	None	1 hour	<i>City Civil Registrar</i> City Civil Registrar's Office
2. Payment of fees. *Make sure to secure Official Receipt that will be issued upon payment	2. Accept the payment based on the order of payment 2.1 Issue the Official Receipt	CFN/R.A. 10172 Filing fee – PHP 3000 Research fee – PHP 30	5 minutes	<i>City Treasurer</i> City Treasurer's Office



		<p>CCE(RA 9048) Filing Fee – PHP 1000</p> <p>Research fee – PHP 10</p> <p>Secretary’s Fee – PHP 300</p> <p>Petition Form – PHP 200</p> <p>Certified True Copy – PHP 75/copy (depending on the number of supporting documents submitted)</p>		
<p>3. Fill-up the petition forms (CCE, CFN, COS (Gender), COD/M of birth and have it notarized.</p> <p>*If filing for a petition under RA 10172 COS (Gender), client have to personally appear before an accredited government</p>	<p>3. Provide the client an application form for filing a subscribed Petition for CCE, CFN, COS (Gender), COD/M of Birth.</p>	<p>*Notarization expenses are on the account of the client.</p>	<p>1 day</p>	



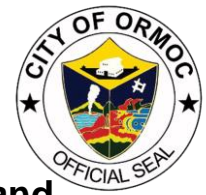
<p>physician.</p> <p>*If CFN, COS (Gender) and COD/M, the petition must be published for two (2) consecutive weeks in a newspaper of general circulation.</p>	<p>3.1 Posting of the petition.</p> <p>3.2 Issuance of Certificate of Posting</p> <p>3.3 Decision Period</p>		<p>10 days</p> <p>14 days</p> <p>1 Day</p> <p>5 working days</p>	
<p>4. Mail the Petition for Affirmation to PSA, Manila</p>	<p>4. Prepare the documents to be submitted to PSA, Manila</p>	<p>*Mailing expenses are on the account of the client.</p>	<p>1 day</p>	
<p>5. Approval</p> <p>*If with feedback from PSA, Client and CCR will comply the necessary requirements and corrections</p>	<p>5. Re-endorse to PSA if with feedback.</p>	<p>*Mailing expenses are on the account of the client.</p>	<p>1 Month</p>	
	<p>6. Request for second Endorsement of the approved petition.</p>		<p>1 hour</p>	
	<p>7. Request for an annotated COLB, COM, COD in SECPA</p>			



TOTAL	CFN/R.A. 10172 – PHP 3,530 + PHP 75/copy of the supporting document submitted CCE(RA 9048) - PHP 1,510 + PHP 75/copy of the supporting document submitted	1 month, 32 days, 2 hours&5 minutes	
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(Petition for Correction of Clerical Error and Change of First Name or Nickname under R.A. 9048) qualified for multi-stage processing.

(Change of Sex (Gender), Change of Day/Month of Birth under R.A. 10172) qualified for multi-stage processing.



6. Issuance of Local copies and Certified True Copies of Certificate of Birth, Death and Marriage

About the service: Any interested individual may secure from the City Civil Registrar's Office, Certifications and Certified true copies of Birth, Death and Marriage for any legal purposes.

Office Or Division:	Office of the City Civil Registrar			
Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished request form 2. Certificate of Birth, Marriage and Death (1 original) 3. Valid ID of the requesting party 4. Authorization/SPA of the documents owner as the case maybe.		Registrar's Office – Window 2 & 3 PSA, CCRO BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, LTO Citizen or client being represented, Court, Private Lawyer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. To fill up request form. 1.1 Present the original certificate to be certified. *Make sure to secure the order of payment that will be issued.	1. Receive the request form and verify. 1.1 Issue the order of payment if all required documents were given 1.2 Start processing the request.	None	5 minutes	<i>City Civil Registrar</i> City Civil Registrar's Office
2. Payment of fees. *Make sure to secure Official Receipt that will be issued upon payment	2. Accept the payment based on the order of payment 2.1 Issue the Official Receipt	Birth Certificate – PHP 50 Death Certificate –	5 minutes	<i>City Treasurer</i> City Treasurer's Office



		PHP 50 Marriage Certificate – PHP 50 Certified True Copy – PHP 75/copy		
3. Claiming of the Certificates.	3. Check the Official Receipt 3.1 Sign the vital document 3.2 Releasing of the Certificates or the certified true copies	None		<i>City Civil Registrar</i> City Civil Registrar's Office
TOTAL		Birth Certificate – PHP 50 Death Certificate – PHP 50 Marriage Certificate – PHP 50 Certified True Copy – PHP 75/copy	10 minutes	



7. Processing of Civil Registry documents affected by Court Decrees

Court Decree is a court order which is registrable. It has undergone a hearing and the petition was approved by a competent court.

Registrable court decrees are the following:

- Adoption/Rescission of Adoption
- Declaration of absolute nullity of marriage
- Correction of Entry
- Recognition of foreign judgment
- Declaration of presumptive death of the absent spouse/Judicial declaration of absence
- Other court decrees

Office Or Division:	City Civil Registrar's Office			
Classification:	Highly Technical			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Court decision/petition (4 Certified copy from original)		Court		
Entry of Final Judgment (4 Certified copy from original)		Court		
Order of payment (1 original)		Registrar's Office – Window 1		
Official Receipt (1 original)		Treasurer's Office – Window 6		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the court decision/petition.	1. Receive and evaluate the document submitted.	None	1 hour	<i>City Civil Registrar</i> City Civil Registrar's Office
*Make sure to secure the order of payment that will be issued.	1.1 Issue the order of payment if all required documents were given.			
	1.2 Start processing the request.			



<p>2. Pay the required fees.</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the order of payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Annulment (Ormoc) Reg. of Annulment – PHP 1000</p> <p>Reg. of Finality – PHP 300</p> <p>Cert. of Reg., Cert. of Authenticity – PHP 600</p> <p>Secretary’s Fee – PHP 300</p> <p>Annotation Fee – PHP 200</p> <p>Marriage Certificate – PHP 100</p> <p>Certified True Copy – PHP 75/copy</p> <p>Incoming Secretary’s Fee – PHP 300</p>	<p>5 minutes</p>	<p>City Treasurer City Treasurer’s Office</p>
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		<p>Annotation Fee – PHP 200</p> <p>Certified True Copy – PHP 75/copy</p> <p>Adoption/ Correction of Entry of COLB, COM, & COD</p> <p>Registration of Court Order – PHP 300</p> <p>Cert. of Registration/C ert. of Authenticity – PHP 600</p> <p>Secretary's Fee – PHP 300</p> <p>Annotation Fee – PHP 200</p> <p>COLB, COM, COD – PHP 100</p>		
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		Certified True Copy – PHP 75/copy Incoming Secretary’s Fee – PHP 300 Annotation Fee – PHP 200 Certified True Copy – PHP 75/copy		
3. Return to the Registrar’s Office to claim the Certified true copies and annotated Certificates.	3. Issuance Cert. of Authenticity and Cert. of Registration	None	2 days	<i>City Civil Registrar City Civil Registrar’s Office</i>
4. Mail to PSA	4. Releasing	None	10 minutes	<i>City Civil Registrar City Civil Registrar’s Office</i>
TOTAL		Annulment – PHP 2,500+ PHP 75/copy of the supporting document submitted Incoming	2 days, 1 hour&15 minutes	



	<p>PHP 500 + PHP 75/copy of the supporting document submitted</p> <p>Adoption/ Correction of Entry of COLB, COM, & COD - PHP 1500 + PHP 75/copy of the supporting document submitted</p> <p>Incoming – PHP 500 + PHP 75/copy of the supporting document submitted</p>		
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8. Electronic Endorsement of Certificate of Live Birth, Marriage, and Death

Electronic Endorsement is fastest way of acquiring PSA copy of Birth, Marriage and Death that were just newly registered in the current month. This can be obtained after 10 working days upon submission of the monthly report.

Office Or Division:	City Civil Registrar's Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OCRG Copy of Vital Document (Birth, Marriage, & Death) (1 original & 1 Certified True Copy)		CCRO		
PSA Negative Certification (1 copy)		PSA		
Certified True Copy of Civil Registry Documents (1 copy)		CCRO		
Endorsement Letter (1 copy)		CCRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the requirements for Electronic Endorsement *Make sure to secure the order of payment that will be issued.	1. Verification of the documents submitted 1.2 Start processing the request.	None	10 minutes	<i>City Civil Registrar</i> City Civil Registrar's Office
2. Pay the required fees. *Make sure to secure Official Receipt that will be issued upon payment	2. Accept the payment based on the order of payment 2.1 Issue the Official Receipt	Secretary's Fee PHP 300 Certified True Copy PHP 75	5 minutes	<i>City Treasurer</i> City Treasurer's Office



3. Return to the Civil Registrar's Office for the processing of the endorsement letter and all papers related thereto	3. Prepare the Documents for Electronic Endorsement	None	20 minutes	<i>City Civil Registrar</i> City Civil Registrar's Office
4. Mailing		*Mailing expenses are on the account of the client		
TOTAL		Secretary's Fee PHP 300 Certified True Copy PHP 75	35 minutes	



9. Cemetery Services

Burial and Exhumation of Dead Bodies

Office Or Division:		City Civil Registrar's Office		
Classification:		Simple		
Type Of Transaction:		G2C – Government to Citizen		
Who May Avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Death (1 Certified true copy) Transfer of Cadaver (Outside the City) Permit to Exhume Order of payment (1 original) Official Receipt (1 original)		CCRO CCR, MCR CHO Registrar's Office – Window 1 Treasurer's Office – Window 6		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for availability of burial tombs/apartment (for indigents only) *Make sure to secure the order of payment that will be issued.	1. Determine the place of burial. 1.1 Issue the order of payment if all required documents were given. 1.2 Start processing the request.	None	1 hour	<i>City Civil Registrar</i> City Civil Registrar's Office
2. Pay the required fees. *Make sure to secure Official Receipt that will be	2. Accept the payment based on the order of payment	Niche Rental (New Entrant) – PHP 5, 000	5 minutes	<i>City Treasurer</i> City Treasurer's Office



issued upon payment	2.1 Issue the Official Receipt	Burial Service Fee – PHP 500 Burial Permit – PHP 50 Removal/Transfer/Entrance of Cadaver – PHP 150		
3. Burial	3. Assist	None	1 hour	<i>City Civil Registrar</i> City Civil Registrar's Office
TOTAL		Niche Rental New Entrant (5yrs) – PHP 5,550 If indigent – PHP 550	2 hours&5 minutes	