



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

MANDATE

Act No. 3753 or the Civil Registry law has for its purpose, the establishment of a civil registrar in the Philippines where in acts, events, legal instruments and court decrees concerning the civil status of person shall be recorded.

VISION

Committed to achieve the highest standards in the field of civil registration, archiving document issuance and information dissemination.

MISSION

To provide prompt and accurate civil document registration, issuance, preservation and information dissemination.



A. ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

THE SERVICE:

Civil registry documents such as birth, marriage and death certificate may be availed of by securing a certified transcript from the Municipal Civil Registry Office.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Verification of the availability of civil registry documents in the computer database/book.	For birth, marriage and death a. Need ID's b. Authorization Letter	5 minutes	Ruth Ann A. Honorato Crisfelyn B. Macadangdang Altagracia R. Paat
3. Pay and get your requested civil registry document duly signed by the Municipal Civil Registrar or authorized signatories.	For every certification Certification-150.00 Verification-50.00 DST-30.00	3 minutes	Benjie L. Deza
TOTAL RESPONSE TIME: 8:00 minutes			

B. REGISTRATION OF BIRTH, MARRIAGE and DEATH CERTIFICATE

THE SERVICE:

Republic Act No. 3753 mandates that acts, events, legal instruments and courts/decrees concerning the civil status of person shall be recorded. The birth of a child must be registered within thirty (30) days from birth at the Municipal Civil Registry Office.

The Certificate of Marriage of a Civil or Church wedding must be submitted within fifteen (15) days after the solemnization of marriage, except marriage under Art. 34 it must be submitted for thirty (30) days.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit documents for review and registration	For Registration of Birth: * Certificate of Live Birth (COLB) For Registration of Marriage: * Certificate of Marriage (COM)	5 minutes	Ruth Ann A. Honorato Crisfelyn B. Macadangdang Ma. Asuncion C. Camageg
FOR BIRTH: 1. Receive/register COLB duly sign by the Doctor/Midwife/Hilot	Schedule of fees Legitimate P100.00 Illegitimate P300.00	3 minutes	Ruth Ann A. Honorato Crisfelyn B. Macadangdang Altagracia R. Paat
2. Issue Certificate of COLB duly signed by MCR or authorized representative		3 minutes	Benjie L. Deza-MCR Ruth Ann A. Honorato
FOR MARRIAGE: 1. Receive and register Certificate of Marriage		2 minutes	Ma. Asuncion C. Camageg Altagracia R. Paat
2. Issue Certificate of COM duly signed by MCR or authorized representative		3 minutes	Benjie L. Deza Ruth Ann A. Honorato
TOTAL RESPONSE TIME: 16 minutes			

C. REGISTRATION OF DEATH CERTIFICATES

THE SERVICE:

The registration of Certificate of Death (COD) with the Municipal Civil Registry Office within the period of thirty (30) days is mandatory.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit data for typing (COD)	Preparation of (COD) * Signed by Public/Private Doctor * Review & signed by MHO	10 minutes 15 minutes 2 minutes	Crisfelyn B. Macadangdang RHU Doctor/Hospital-LGU Lasam RHU Doctor-LGU Lasam



2. Pay the required fees and register the COD	Order of payment: Burial permit fee- P500.00	3 minutes	Benjie L. Deza Municipal Civil Registrar
2. Issue Certificate of COD duly signed by MCR or authorized representative			Benjie L. Deza Ruth Ann a. Honorato
TOTAL RESPONSE TIME: 30 minutes			

D. APPLICATION FOR DELAYED REGISTRATION OF BIRTH, MARRIAGE AND DEATH

THE SERVICE:

Delayed registration of birth, marriage and death must be filed at the Municipal Civil Registry Office following the lapse of the prescribed period of thirty (30) days from birth, marriage and death.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit data for review	For Birth submit the following: a. PSA negative result b. Baptismal/voter's registration record/school record, etc. c. Affidavit of two disinterested person d. Special Power of Attorney If the applicant is not the registrant. d. COLB (prepared by hospitals)	15 minutes	Ruth Ann a. Honorato Crisfelyn B. Macadangdang
	For Marriage: a. PSA negative result b. Copy of COM c. Affidavit of Husband/wife d. Affidavit of two disinterested person	10 minutes	Ruth Ann a. Honorato Ma. Asuncion C. Camangeg
	For Death: a. PSA negative result b. Certificate of Death prepared by hospital. c. Certification from the barangay d. Affidavit of two disinterested person	10 minutes	Ruth Ann a. Honorato Crisfelyn B. Macadangdang
2. Pay the required fees	Schedule of Fees: Birth * Legitimate Joint Affidavit/Afidavit fee-300 BC-150 VF/DST-80 * Illegitimate Joint Affidavit/Afidavit fee-300 BC-150 VF/DST-80 Admission of Paternity /AUSF-300 * Marriage Certificate- P 150.00 VF/DST-80 Joint Affidavit/Afidavit fee-300 *DEATH Burial Fee-500 Death Certificate-150 Affi/J. Affi/ DC-300.00	3 minutes	Benjie L. Deza Municipal Civil Registrar



	*VF/DST-85.00		
	10 days posting		
4. Issue and Register Civil Registry Documents		5 minutes	Benjie L. Deza Municipal Civil Registrar
TOTAL RESPONSE TIME: 10 days and 21 minutes			

E. APPLICATION FOR MARRIAGE LICENSE

THE SERVICE:

Any couples of legal age (18 and above) intending to get married must apply for marriage license at the Municipal Civil Registry Office. A marriage license is valid in any part of the Philippines for a period of 120 days from the the date of issue.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Apply marriage application	a. Birth Certificate b. Parental Consent for applicant 18-20 yrs old (DSWDO) c. Parental Advice for applicant 21-24 yrs old. (PARENTS) d. Certificate of Legal Capacity to Contract Marriage for citizens of a foreign country e. Death cert of deceased spouse. Decree of Divorce of Annulment, for applicants who has been previously married f. Certificate of No Marriage (CENOMAR) g. Submit PMC Certificate	30 minutes	Ruth Ann a. Honorato Ma. Asuncion C. Camangeg Crisfelyn B. Macadangdang Josie P. Agatep
2. Pay the required fees and submit application for review and interview	<i>Schedule of Fees:</i> Marriage Application-P 400.00 Pre-Marriage Counselling-P 100.00	10 minutes	Benjie L. Deza Municipal Civil Registrar
5. Posting for 10 days	License Fee- P100.00	10 days	Benjie L Deza
6. Issuance of Marriage License		2 minutes	Municipal Civil Registrar
TOTAL RESPONSE TIME: 10 days and 42 minutes			

F. CHANGE OF FIRST NAME, NICKNAME AND FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR

THE SERVICE:

Republic Act 9048 authorizes the Municipal civil Registrar to:

a. Correct clerical or typographical errors

b. Change of first name or nickname in the civil registry without need of a judicial order. However, any petition to correct errors that would subsequently change the nationality and year of birth not allowed and must be filed with the proper court.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Knowing the problem/error/s		10 minutes	Benjie L. Deza Municipal Civil Registrar Ruth Ann a. Honorato Registration Officer
2. Submit	For Change of First Name submit: a. COLB, COD & COM in Security Paper b. Certificate of baptism/School records (Form 137, diploma) c. Court/Police clearance	15 minutes	Benjie L. Deza Municipal Civil Registrar Ruth Ann a. Honorato Registration Officer



<p>3. For Petition of Change of First name have your petition publish in a local newspaper of general circulation for 2 consecutive weeks.</p>	<p>d. NBI Clearance e. Employer's Clearance with no Pending Administrative Case, if employed or Affidavit of No Income/Affidavit of Unemployment, if not employed. f. Voter's Registration Record/ID g. Driver's License h. Marriage Contract (if married) i. Birth Certificate of children (if applicable) j. Business permit, if self employed i Notice of Publication and Affidavit of the Publisher</p> <p>Correction of Clerical Error: * Same requirements except the publication from a local newspaper</p>	<p>2 consecutive weeks</p>	
<p>3. Pay required fees</p>	<p>Scheduled of Fees: CFN filing fee-3000 Secretary's fee-500.00 Publication-1,500 CCE filing fee-1000 Secretary's fee-500 Certified true copy for the supporting documents P200.00</p>	<p>5 minutes</p>	<p>Benjie L. Deza</p> <p>Edes G. Castro Municipal Treasurer</p>
<p>4. Return to the Municipal Civil Registry Office to secure approved/dis approved petition</p>		<p>10 minutes</p>	<p>Benjie L. Deza Municipal Civil Registrar</p>
<p>TOTAL RESPONSE TIME: 2 consecutive weeks and 40 minutes</p>			

G. ISSUANCE OF CERTIFICATE OF FINALITY (RA 9048/10172)

The Certificate of Finality will be prepared upon receiving the Affirmed Petition from the PSA Legal Division, Quezon City.

The Record Book, Form 1a annotated and Form 1a unannotated will also be prepared in support to the Certificate of Finality.

Then the whole set of documents be endorsed to PSA, main office in order that the corrected document be annotated for its correction.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
<p>1. Preparation of documents</p>	<p>a. Affirmed Petition b. Original Petition</p>	<p>30 minutes</p>	<p>BENJIE L. DEZA Municipal Civil Registrar Ruth Ann a. Honorato Registration Officer</p>

H. LEGITIMATION

THE SERVICE

Legitimation is a remedy by which those who were born out of wedlock to be considered legitimated. Children conceived and born outside a valid marriage who, at the time of conception of the former, were



not disqualified by any impediment to marry each other, may be legitimated.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit	1. Original Birth Certificate/PSA 2. Marriage Contract of parents 3. Affidavit of paternity of children is not acknowledged 4. Certificate of No Marriage of both parents (CENOMAR) 5. Affidavit of Legitimation 6. If widow/widower submit COD of deceased spouse. 7. If annulled submit Court Decision	5 minutes	Ma. Asuncion C. Camangege Crisfelyn B. Macadangdang
2. Pay the required fee	Order of Payment Legal Instrument - P150.00 Certified true Copy - P200.00 VF/DST-80.00	3 minutes	Benjie L. Deza Municipal Civil Registrar
3. Preparation of Legitimation		30 minutes	Ma. Asuncion C. Camangege Crisfelyn B. Macadangdang
4. Review/Approval of Legitimation		3 minutes	Benjie L. Deza Municipal Civil Registrar
TOTAL RESPONSE TIME: 41 minutes			

I. PREPARATION OF ANNOTATED BIRTH CERTIFICATE OF AN ILLEGITIMATE CHILD TO USE THE FATHER'S

SURNAME

THE SERVICE: R.A. 9255 Affidavit to Use the Surname of the Father (AUSF)

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit documents for review	1. Certificate of Live Birth (PSA) 2. Affidavit to Use the Surname of the Father (Suscribed by the MCR, Local Legal Officer or Notary Public) 3. Documents showing paternity between father and child: * Employment records * SSS/GSIS records * Statement of Assets and Liabilities * hand Written Instrument * Income Tax Return (ITR)	10 minutes	Ruth Ann A. Honorato Ma. Asuncion C. Camangege Crisfelyn B. Macadangdang
2. Pay the required fee	Order of Payment Affidavit of paternity - P150.00	5 minutes	Benjie L. Deza Municipal Civil Registrar
3. Preparation of the documents		30 minutes	Ruth Ann A. Honorato Ma. Asuncion C. Camangege Crisfelyn B. Macadangdang
4. Review/Approval of AUSF		2 minutes	Benjie L. Deza Municipal Civil Registrar
TOTAL RESPONSE TIME: 47 minutes			

J. REGISTRATION AND ANNOTATION OF COURT DECISIONS AND LEGAL INSTRUMENTS

THE SERVICE:

Court Decisions concerning the status of a person must be registered in the Municipal Civil Registry



Office where the court is functioning within thirty (30) days after the court decree/order has become final and executory.

Court decisions that must be registered are the following:

- Decree of Adoption
- Decree of Nullity of Marriage/Declaration of Nullity of marriage
- Decree of Legal

Separation

- Court decision or orders to correct, change, cancel or delete entries in any certificate of birth, marriage or death.
- Declaration of Presumptive Death
- Registration or voluntary renunciation of citizenship
- Court decisions recognizing or acknowledging natural children or impugning or denying such recognition of acknowledgement
- Judicial determination of maternity affiliation
- Aliases

Legal Instruments that have to be registered in the Registry Book

- Affidavit of reappearance
- Marriage settlement
- Admission of paternity and acknowledgement, legitimation, voluntary emancipation of minor, parental authorization or ratification nor artificial insemination
- Acknowledgement
- Acquisition of citizenship
- option to elect Philippine citizenship
- Partition and distribution of properties of spouses and delivery of the children's legitime
- Waiver of right's interest of absolute community.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit documents for registration	1. Certified true copy of decision and Certificate of Finality (4copies) 2. Certificate of Registration/Authenticity issued by the concerned civil registrar where the court order was issued (4 copies)	5 minutes	Benjie L. Deza Municipal Civil Registrar Ruth Ann A. Honorato Registration Officer I
2. Pay the required fees	Order of payment Court order / - P1,000.00 Legal Instrument	3 minutes	Benjie L. Deza Municipal Civil Registrar

3. Preparation of documents/ Issuance of Legal Instruments	All the required papers be submitted	30 minutes	Benjie L. Deza-MCR Ruth Ann Honorato Registration Officer I
TOTAL RESPONSE TIME: 38 minutes			

K. ENDORSEMENT OF REGISTRY RECORDS TO THE CIVIL REGISTRAR GENERAL (PSA)

THE SERVICE:

There are instances when the PSA does not have available records in their archives. If the documents is available the Municipal Civil Registry Officer submits civil registry documents to the PSA.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit	1. PSA Negative Certification	1 minute	Ruth Ann A. Honorato Crisfelyn B. Macadangdang
2. Pay the required fee	Schedule of Fees: COLB, COD, COM - P150.00 Verification Fee/Doc. Stamp Fee: COLB, COD, COM - P85.00	2 minutes	Benjie L. Deza Municipal Civil Registrar
3. Verification/Preparation of the documents		10 minutes	Crsfelyn B. Macadangdang Altagracia R. Paat
4. Get document duly signed by the Municipal Civil		2 minutes	Benjie L. Deza Municipal Civil Registrar



Registrar for submission
at the PSA

TOTAL RESPONSE TIME: 15 minutes

L. ISSUANCE OF SUPPLEMENTAL REPORT

THE SERVICE:

A supplemental report of birth, marriage and death may be filed to supply information inadvertently omitted when the document was registered.

Every supplemental report shall contain the following items except in case of Certificate of Marriage wherein items (f) and (g) are not applicable.

- a) Province
- b) City/Municipality
- c) Registry No.
- d) Information inadvertently omitted in the original registration
- e) Name (of child, deceased or contracting parties, as the case maybe)

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit	a. PSA in Security Paper of the affected civil registry document b. Affidavit of Supplemental c. Baptismal/Form 137 voter's registration record d. Joint affidavit of two (2) disinterested person e. Other documents as needed arises	10 minutes	Ruth Ann A. Honorato Crisfelyn B. Macadangdang Ma. Asuncion C. Camange

2. Pay the required Fees	Affidavit - P150.00 Certified true copy - P200.00 Certification of document - P150.00 VF and DST- P80.00	2 minutes	Benjie L. Deza Municipal Civil Registrar
3. Preparation of the document	Submit all the requirements including the O.R.	30 minutes	Ruth Ann A. Honorato Crisfelyn B. Macadangdang Ma. Asuncion C. Camange
4. Issuance of document duly signed by the Municipal Civil Registrar for submission at the PSA	Submit prepared documents	3 minutes	Benjie L. Deza Municipal Civil Registrar
TOTAL RESPONSE TIME: 45 minutes			

M. REGISTRATION OF FOUNDLING/ABANDONED CHILDREN

THE SERVICE:

Foundling is a deserted or abandoned infant or child, without known parents, or relatives, found by another person or a child in an orphanage or similar institution without facts of birth and parentage.

Registration of the foundling in the Office of the Municipal Civil Registrar shall be undertaken by the finder or charitable institution within thirty (30) days from the date of finding of the child.

Any report after 30 days period shall be considered late, and the concerned party (finder) shall be required to state in a sworn statement the circumstances that caused the late reporting to the civil registrar.

Agencies to Report to After Finding an Abandoned child

- a. Barangay Captain of the place where the foundling was found or to a
- b. Police Station/headquarters, whichever is nearer or a convenient to the finder

The finder must then commit the child to the care of the Social Welfare and Development (DSWD) or to a duly licensed orphanage or charitable institution, and give his/her copy of the Certificate of Foundling registered with the Municipal Civil Registrar.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit documents for	a. Certification issued by the	15 minutes	Ruth Ann A. Honorato



review	concerned barangay Captain or Police blotter/report/dswdo b. Certificate of Foundling b. Affidavit of the finder		Crisfelyn Macadangdang
2. Pay the required Fees	Affidavit - P150.00 Certified true copy - P200.00	5 minutes	Benjie L. Deza Municipal Civil Registrar
3. Preparation of Foundling documents		10 minutes	Ruth Ann A. Honorato Crisfelyn Macadangdang
4. Get document duly signed by the Municipal Civil Registrar		2 minutes	Benjie L. Deza Municipal Civil Registrar
TOTAL RESPONSE TIME: 32 minutes			

N. REGISTRATION OF OUT OF TOWN REPORTING (PURSUANT TO RULE 20 OF ADMINISTRATIVE ORDER NO. 1 SERIES OF 1993)

Anyone could be registered if a child was not registered in his/her hometown and is now residing in another town or province, the procedure is called OUT OF TOWN REPORTING. The MCR where he/she resides can prepare his/her COLB supported by Affidavit and other evidences, proving his/her identity. And endorse to the concern MCR where he/she was born.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Submit data for review	Submit the following: a. PSA negative result b. Baptismal/voter's registration record/school record, etc. c. Affidavit of two disinterested person d. Special Power of Attorney If the applicant is not the registrant.	15 minutes	Ruth Ann A. Honorato Crisfelyn B. Macadangdang Ma. Asuncion C. Camangeg
2. Pay the required fees	Schedule of Fees: * Legitimate Joint Affidavit/Afidavit fee-300 BC-150 VF/DST-80 * Illegitimate	3 minutes	Benjie L. Deza Municipal Civil Registrar
3. Verification and Preparation of the documents	Joint Affidavit/Afidavit fee-300 BC-150	10 minutes	Ruth Ann A. Honorato Crisfelyn B. Macadangdang Ma. Asuncion C. Camangeg
4. Get document duly signed by the Municipal Civil Registrar	VF/DST-80 Admission of Paternity /AUSF-300	2 minutes	Benjie L. Deza Municipal Civil Registrar
TOTAL RESPONSE TIME: 30 minutes			

O. REQUEST FOR THE ISSUANCE OF PSA COPY OF BIRTH, MARRIAGE AND DEATH

The system is called **BATCH REQUEST QUERY SYSTEM (BREQS)**. A person can avail a copy of his/her document from PSA by requesting to the nearest MCRO, and the MCR will be the one to request a copy to the PSA by simply paying the respective fee.

PLEASE FOLLOW THESE STEPS	REQUIREMENTS/PAY	TIME	CONTACT/APPROACH
1. Fill out the Application Form	a. Valid ID's b. Authorization Letter	3 minutes	Ruth Ann A. Honorato Altagracia R. Paat
2. Pay the required Fees	Schedule of Fees *BREQS-P150.00 *PSA FEE-P155.00	2 minutes	Benjie L. Deza
3. The requester will pick up the PSA copy at the Municipal		2 weeks	Altagracia R. Paat Josie P. Agatep



Civil Registrar Office

TOTAL RESPONSE TIME: 2 weeks and 5 minutes

Prepared by:

Certified Correct:

RUTH ANN A. HONORATO

Registration Officer I

BENJIE L. DEZA

Municipal Civil Registrar