

Municipal Civil Registry Office
(External)

1. Registration of Birth -Timely Registration

A timely birth registration is when all the facts and circumstances surrounding the birth of a child is reported at the Civil Registrar, registered and recorded within the period of 30 days.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Parents or the nearest kin of the child			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 4 copies of COLB (Certificate of Live Birth) form		MCRO		
2. For children of unmarried parents: a. Affidavit of Admission of Paternity of Father b. Affidavit to Use the Surname of Father (AUSF) duly signed by the mother		MCRO or Notary Public		
3. Community Tax Certificate (Cedula)		Mun. Tresurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for birth registration and secure Certificate of Live Birth (COLB) Form	1. Issue Certificate of Live Birth Form and AUSF Form for not married couple. Instruct client to secure signature of birth attendant	None	3 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
2. Submit Certificate of Live Birth Form.	2.1. For married parents Interview/prepare the Certificate of Live Birth Form and assigned Registry Number. Stamp with official seal.	None	10 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
	2.2. For Unmarried parents Interview/prepare the Certificate of Live Birth Form and other document and assigned Registry Number. Stamp with official seal.	None	12 minutes	
3. Review all the entries and data at the COLB. Payment of prescribed fee.	Review and sign the document.	a) Php 50.00 - COLB Form	5 minutes	<i>MCR/ MTO</i> Mun. Civil Registry Office/

		b) For not married parents Php 50.00 - COLB Php 100.00 - AUSF		Mun. Treasurer's Office
4. Present OR and receive original copy of Certificate of Live Birth	Issue Client copy of Certificate of Live Birth Form.	None	1 minute	<i>MCR Staff</i> Mun. Civil Registry Office
TOTAL		a)Php 50.00 - for married b)Php 150.00 for not married	a)19 minutes b) 21 minutes	

2. Registration of Birth -Delayed Registration

Record of birth of child reported at the Civil Registrar beyond the 30 days reglementary period is considered delayed or late registration.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE
Classification:	COMPLEX
Type of Transaction:	G2C - Client is the transacting public
Who may avail:	Individual with no record of birth at PSA and Local Civil Registrar, Parent, Guardian or authorize representative
CHECKLIST OF REQUIREMENTS	
1. PSA Negative Certification	PSA
2. 4 copies of COLB (Certificate of Live Birth) form	MCRO
3. For children of unmarried parents a) Affidavit of Admission of Paternity b) Affidavit to Use the Surname of Father duly signed by the mother	MCRO or Notary Public
4. Community Tax Certificate (Cedula)	MTO
5. Three (3) supporting documents (Baptismal Cert., Marriage Certificate, School Record)	Church where baptized, MCR/PSA, School Attended
WHERE TO SECURE	

6. Valid ID		Owners/Informant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for birth late registration.	Interview client. Issue Certificate of Live Birth Form and AUSF Form for not married couple. Instructs client to secure signature of birth attendant . Issue order of payment.	None	5 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
2. Submit Certificate of Live Birth Form and other supporting documents	2.1. For married parents Interview/prepare the Certificate of Live Birth Form.	None	10 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
	2.2. For Unmarried parents: Interview/prepare the Certificate of Live Birth Form and other document	None	12 minutes	
3. Sign and review all the entries and data at the COLB. Payment of prescribed fee.	Review all the supporting documents. Sign and the document . Instruct Client to get the document after 10 days of posting period.	a) Php 50.00 - COLB Form b) For not married parents Php 50.00 - COLB Php 100.00 - AUSF	5 minutes	<i>MCR/ MTO</i> Mun. Civil Registry Office/ Mun. Treasurer's Office
4. None	Post COLB for 10 days.	None	10 days	<i>MCR Staff</i> Mun. Civil Registry Office
5. None	After lapsed of 10 days assign Registry Number.		1 minute	<i>MCR Staff</i> Mun. Civil Registry Office
6. None	Review and sign COLB and other pertinent documents.	None	3 minutes	<i>MCR</i> Mun. Civil Registry

				Office
7. Receive copy of document	Issue original copy of COLB.	None	1 minute	<i>MCR Staff</i> Mun. Civil Registry Office
TOTAL		a)Php 50.00 - for married b)Php 150.00 for not married	a)10 days/25 minutes b) 10 days/27 minutes	

3. Registration of Death

All Death must be reported and registered within 30 days after the occurrence of death using the Certificate of Death for declaration of facts circumstances surrounding the death of a person.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Family or nearest relative of the deceased person			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification 2. Permit to Transfer of Cadaver if applicable		Barangay where death occurred Rural Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report death/present Barangay Certification of Death and applies for Death Registration	Interview client and prepare the document. Instruct client to go to RHU for filling up the Certification of Death and secure signature of the Municipal Health Officer and the Embalmer. Secure Permit to Transfer of Cadaver if applicable.	None	8 minutes	<i>MCR Staff/ MHO Staff</i> Mun. Civil Registry Office/ Mun. Health Office
2. Submit the accomplished Certificate of Death	Review the accomplished document and	None	3 minutes	<i>MCR Staff</i> Mun. Civil Registry

	assigned registry number.			Office
3. Payment of Burial Permit	3.1. Issues Burial Permit Official Receipt	Php 100.00	3 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
	3.2. Review and sign the document	None	2 minutes	<i>MCR</i> Mun. Civil Registry Office
4. Receive the document	Stamp Official Seal and release the Death Certificate	None	2 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
TOTAL		Php 100.00	18 minutes	

4. Timely Registration of Marriage

Events of marriage with marriage license shall be registered within 15 days at LCR of the place where marriage is solemnized, while 30 days for marriage exempt from license requirement.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Solemnizing Officer or its representative/secretary or Recently married couples			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 4 Copies of Certificate of Marriage		Church where the event took place		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for marriage registration.	Receive Certificate of Marriage and review the document. Assign registry number.	None	5 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
2. None	MCR sign the document	None	2 minutes	<i>Municipal Civil Registrar</i> Mun. Civil Registry Office
3. Receive the Certificate of Marriage.	Stamp with Official seal and release the Certificate of Marriage	None	2 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
TOTAL		None	9 minutes	

5. Delayed Registration of Marriage

Registration of Marriage concluded and reported after 15 days, considered late and must be registered as Delayed Registration.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Solemnizing Officer or its representative/secretary or recently married couples			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copies of Unregistered Certificate of Marriage 2. Affidavit for Delayed Registration of marriage 3. Negative certification of marriage 4. Certificate of Matrimony 5. Corroborative statement of 2 witnesses 6. Community Tax Certificate		Owner, Parish Church where marriage took place MCR /Notary Public PSA Parish Church where marriage took place Notary Public MTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request/apply late registration of marriage. Submit all pertinent document.	Interview client/receive Certificate of Marriage. Review the document and advised client to get the document after 10 days of posting period.	None	3 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
2. None	Post COM for 10 days at LRCO bulletin board.	None	10 days	<i>MCR Staff</i> Mun. Civil Registry Office
3. None	After 10 days lapsed assign registry number.	None	2 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
4. None	MCR sign and review the document.	None	2 minutes	<i>MCR</i> Mun. Civil Registry Office

5. Receive the registered copy of Certificate of Marriage.	Stamp with Official seal and release the COM	None	1 minute	<i>MCR Staff</i> Mun. Civil Registry Office
TOTAL		None	10 days and 8 minutes	

6. Processing of Application for Marriage License

Would-be contracting parties shall apply personally for a marriage license at least 2 weeks before the intended marriage. Marriage license is valid in any part of the Philippines for 120 days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Would-be Contracting Parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Birth/Baptismal Certificate 2. Barangay Clearance (one of the applicant must be resident of Polangui) 3. Community Tax Certificate (Cedula) 4. Parental Advice/Consent upon intended marriage for 18-24 years old (with appearance of parents or guardians) 5. Pre-Marriage Counselling Certificate 6. Death Certificate (if widow or widower) 7. Court Order of Annulment 8. Certificate of No Record of Marriage (CENOMAR) 9. For foreign national - a) Legal Capacity to Contract Marriage b) Photocopy of foreigner's passport		MCR/PSA, Church where baptized Place of Residence Municipal Treasurer Office MCR/ Notary Public DSWD MCR/PSA Court where Annulment was granted PSA Foreign Embassy of Foreign National Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for marriage license.	Interview client, issue list of requirements and payments	None	5 minutes	<i>MCR Staff</i> Mun. Civil Registry Office

<p>2. Receive referral slip for Pre-Marriage Counselling at DSWD and list of payment.</p>	<p>Prepare Application for Marriage License and other document. Instruct client to attend PMC at DSWD and pay the prescribe fee.</p>	<p>Application Fee - 200.00</p> <p>PMC - 200.00</p> <p>Service Fee - 50.00</p> <p>Marriage License Fee - 2.00</p> <p>Solemnization Fee - 400.00 (marriage will be solemnized by the Mun. Mayor)</p>	<p>10 minutes</p>	<p><i>MCR Staff / MTO Staff</i></p> <p>Mun. Civil Registry Office/ Mun. Treasurer's Office</p>
<p>3. Submit PMC Certificate and other document. Sign application for Marriage License</p>	<p>3.1. Receive/review documents. Instruct applicant to get the marriage license after 10 days.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>MCR Staff</i></p> <p>Mun. Civil Registry Office</p>
	<p>3.2. Post application for 10 days.</p>	<p>None</p>	<p>10 days</p>	<p><i>MCR Staff</i></p> <p>Mun. Civil Registry Office</p>
	<p>3.3. Review/Sign the document.</p>	<p>None</p>	<p>3 minutes</p>	<p><i>MCR</i></p> <p>Mun. Civil Registry Office</p>
<p>4. Get the marriage license</p>	<p>Issue marriage license and other documents.</p>	<p>None</p>	<p>2 minutes</p>	<p><i>MCR Staff</i></p> <p>Mun. Civil Registry Office</p>

TOTAL	Php 452.00 - Marriage License Php 852.00 - Solemnized by the Mun. Mayor	10 days & 25 minutes	
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7. Processing of Request of Civil Registry Document for Birth, Marriage and Death not found in the Database/Archive of PSA

In case a person has no record of birth, marriage or death in the database of PSA and said record is available at the Local Civil Registrar Office, a person or his authorized representative or nearest kin can request the LCR to furnish the PSA copy of said Civil Registry Document.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public, G2G - Client is a government employee or another government agency			
Who may avail:	Owner of Civil Registry Document, Parents, Authorize Representative or nearest kin of the owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Negative Certification of Civil Registry Document from PSA 2. Copy of Civil Registry Document 3. Authorization of representative with ID if applicable		PSA Owner/Client, MCR Owner/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client inform/report on the Negative Result from PSA of her/his civil registry Document	Interview client regarding his/her concerned	None	2 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
2. Submit negative certification and other document	Verify the Civil Registry Document available at LCR Office	None	20 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
3. None	Prepare Copy of Endorsement Letter to	None	3minutes	<i>MCR Staff</i> Mun. Civil Registry

	PSA			Office
4. None	Review and sign endorsement letter and authenticate copy of document	None	3 minutes	<i>Mun. Civil Registrar</i> Mun. Civil Registry Office
5. Receive Owner's Copy of the Civil registry document	Issue Owner's copy of document and transmit the other document to PSA	Php 120.00 - Mailing Fee	2 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
TOTAL		Php 120.00	30 minutes	

8. Issuance of Certification of Civil Registry Documents (CRD)

Issuance of copy of Birth, Death and Marriage Certificates using Civil Registry Form No. 1A(Birth Available), 1B(Birth Not Available); 2A (Death Available), 2B Death Not Available; 3A (Marriage Available), 3B (Marriage Not Available) as per request of the owner or representative

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Owner of Civil Registry Document, Parents, Authorize Representative or nearest kin of the owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID		Client/Owner of the document		
2. Authorization Letter of the authorize representative		Owner of the document		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request copy of Civil Registry Document (Birth/Death/Marriage). Present authorization letter and ID if representative .	Interview client/ask for an authorization letter and ID if representative of the owner of document. Verify in database and in Civil Registry Books	None	10 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
2. Pay the prescribe fee.	Prepare Civil Registry Document	Birth Available - 80.00	10 minutes	<i>MCR Staff/ MTO Staff</i>

		Birth Not Available - 80.00 Marriage Available - 80.00 Marriage Not Available - 80.00 Death Available - 80.00 Death Not Available - 80.00 Birth/Marriage/Death Destroyed - 80.00		Mun. Civil Registry Office/ Mun. Treasurer's Office
3. Submit official receipt from MTO	Sign Civil Registry Document	None	2 minutes	<i>MCR</i> Mun. Civil Registry Office
4. Receive copy of Civil Registry Document	Issue Civil Registry Document	None	2 minutes	<i>MCR Staff</i> Mun. Civil Registry Office
TOTAL		Php 80.00 per Civil Registry Document Requested	24 minutes	

9. Application for Affidavit to use the Surname of the Father (AUSF) and Acknowledgment

Pursuant to revised RA No. 9255, an Act allowing an illegitimate children to Use the Surname of their Father, Illegitimate children born on March 19, 2004 and onwards can use the surname of their father provided that they are acknowledged by their father. Acknowledgement also known as RECOGNITION is define as the process of declaring legally that a certain person is one's own child.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Parents, Guardian, Owner of the document (legal age)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. COLB 3 photocopies 2. Acknowledgment Form 3 original copies 3. AUSF Form 3 original copies 4. Cedula/Valid ID's 3 photocopies 5. Filiation of illegitimate child - Private Handwritten instrument signed by the father - SSS/Philhealth/BIR - the child as beneficiary 3 photocopies			MCRO/PSA MCR/Notary Public MCR/Notary Public MTO/Government Agency/employer Government Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File request for AUSF/Acknowledgment	Check the COLB if acknowledged by the father. Issue list of requirement and order of payment	Acknowledgment - 200.00 AUSF - 200.00	5 minutes	<i>R.O/Clerk/MCR</i> Mun. Civil Registry Office
2. Submit requirements and OR from MTO. Signed the Affidavit of Acknowledgment/AUSF	2.1. Prepare and subscribed the Affidavit of Acknowledgment/ AUSF and assigned Registry Number	None	30 minutes	<i>R.O/Clerk/MCR/Notary Public</i> Mun. Civil Registry Office/ Office of the Notary Public

	2.2. Make an ANNOTATION at the side of the COLB, certify all the attached required documents.	None		
	2.3. Review the documents and endorsed to PSA, Quezon City for advance endorsement (if needed by the client)	Mailing Fee - 120.00		
3. Received the COLB with Annotation and other registered legal documents and endorsement.	Issue COLB and registered legal documents, endorsement.	None	2 minutes	<i>R.O/Clerk/MCR</i> Mun. Civil Registry Office
TOTAL		P520.00	37 minutes	

10. Application for Legitimation

Legitimation is a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered legitimate, it being supposed that they were born when their parents were already married. Legitimation takes place by the subsequent valid marriage of the parent of the child.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C - Client is the transacting public
Who may avail:	Parents of the illegitimate child
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of live Birth and Certificate of Marriage of Parents - 3 photocopies	PSA/MCRO
2. CENOMAR of Parents - 3 photocopies	PSA
3. Affidavit of Legitimation - 3 original	MCR/Notary Public
4. Cedula or Valid ID of Parents - 3 photocopies	MTO/Government Agency/Employer
5. Death Certificate - 3 photocopies	MCRO/PSA

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File for Legitimation of the child	Check the COLB, if child was acknowledged or not by the father. Issue the requirements needed and payment	Legitimation - 200.00	3 minutes	<i>R.O/Clerk/MCR</i> Mun. Civil Registry Office
2. Submit all the requirements needed and OR from MTO	Prepare and registered Joint Affidavit of Legitimation. Subscribed, assign registry number and make ANNOTATION at the side of COLB.		30 minutes	
3. None	Review signed documents. Endorsed to PSA, Quezon City for advance endorsement.	Mailing Fee - 120.00	5 minutes	<i>MCR</i> Mun. Civil Registry Office
4. Receive COLB with Annotation and Registered Joint Affidavit of Legitimation.	Issue ANNOTATED COLB, Joint Affidavit of Legitimation and Endorsement.		3 minutes	<i>R.O/Clerk/MCR</i> Mun. Civil Registry Office
TOTAL		Php 320.00	41 minutes	

11. Registration of Court Decree and Adoption, Annulment, Year in the Date of Birth and Nationality

Court decisions on matters of adoption, annulment of marriage, correction of nationality or year in the date of birth certificate of a person need to be registered where the event took place.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE
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Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Owner of the document, Parents, Guardian(with SPA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified Photocopy of Court Order - 6 copies 2. Certificate of Court Registration - 6 copies 3. CRD Documents 4. Official Receipt of Payment		RTC Branch where decision was issued LCR Office where the decision was ordered MCR/PSA MTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit the certified copy of court order and Registration of Court Order, Payment (OR) at MTO	Check the submitted documents and process registration of Court Decree	Php 500.00	25 minutes	<i>MCR/MTO</i> Mun. Civil Registry Office/ Mun. Treasurer's Office
2. None	Sign and make an Annotation		10 minutes	<i>MCR/Clerk</i> Mun. Civil Registry Office
3. None	Endorse to PSA Quezon City	Php 120.00		<i>MCR</i> Mun. Civil Registry Office
4. Received registered Court Decree and CRD with Annotation	Issue signed and certified Court Decree and Civil Registry Document	None	5 minutes	<i>MCR</i> Mun. Civil Registry Office
TOTAL		Php 620.00	40 minutes	

12. Processing of Supplemental Report

When entries or information are omitted in the COLB, COD and COM, the owner of the document or an authorized representative can request the LCR to include the missing entries/information through the process of Supplemental Report. When three or more entries are missing, approval of PSA is needed prior to release of annotated Civil Registry Document.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C - Client is the transacting public, G2G - Client is a government employee or another government agency

Who may avail:	Owner of the document (legal age), Parents, Guardian, Others(with SPA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Civil Registry Documents with omitted entry/entries - 3 photocopies 2. Affidavit of Supplemental Report - 3 original copies 3. Birth/Marriage Certificate - 3 photocopies 4. Valid ID's/Cedula 5. Baptismal Certificate 6. OR Payment		MCRO/PSA MCRO/Notary Public MCRO/PSA Government Agency/MTO Church MTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File for Supplemental report	Interview client, issue requirements needed and order of payment	Supplemental Report - 200.00	5 minutes	<i>RO/Clerk/MCR</i> Mun. Civil Registry Office
2. Submit requirements and OR from MTO	Prepare and subscribe affidavit for Supplementary Report and attachments, make an Annotation - for the omitted entry	None	30 minutes	<i>RO/Clerk/MCR</i> Mun. Civil Registry Office
3. Review and sign the Affidavit for Supplementary Report	Review and sign the Affidavit of Supplementary Report, the Annotated Civil Registry documents and certify the supporting documents.		15 minutes	<i>MCR/Clerk</i> Mun. Civil Registry Office
	Endorse to PSA Quezon City	Mailing Fee - 120.00		<i>MCR</i> Mun. Civil Registry Office
4. Receive copy of document and endorsement letter	Issue CRD and authenticated copy and endorsement letter if needed.	None	2 minutes	<i>RO/Clerk/MCR</i> Mun. Civil Registry Office
TOTAL		Php 320.00	52 minutes	

13. Petition for correction of clerical error under R.A. 9048 and R.A. 10172

Pursuant to RA 9048, any clerical errors in the entries in the Civil Registry Documents (CRD) or Change of First Name (CFN); under RA 10172, change of gender and day/or month in the date of birth in the Certificate of Live Birth of a person can already be applied and processed at the Office of the Local Civil Registrar without undergoing court hearing.

Office / Division:	MUNICIPAL CIVIL REGISTRARS OFFICE			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C - Client is the transacting public, G2G - Client is a government employee or another government agency			
Who may avail:	Parents, Self, Husband or Wife, Child, Others with SPA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. CRD to be corrected - 3 photocopies 2. Baptismal Certificate - 3 photocopies 3. Valid ID's - 3 photocopies 4. School records - 3 photocopies 5. CRD of sibling, children, husband and wife - 3 photocopies 6. OR/Proof of Payment 7. Certificate of Indigency <p>Additional Requirements for CFN and RA 101721.</p> <ol style="list-style-type: none"> 1. Police Clearance - 3 photocopies 2. NBI Clearance - 3 photocopies 3. Earliest School Record - 3 photocopies 4. Certificate of Employment/Affidavit of Non-employment 5. Medical Record 6. Medical Certificate not undergone sex transplant 7. Affidavit of Publication 		<p>MCR & PSA Church Government Agency/ Employe School were attended</p> <p>MCR & PSA MTO Assessor's Office and DSWD</p> <p>PNP NBI School were attended</p> <p>Employer/PAO, Notary Public Medical Institution/Physician</p> <p>MHO Publisher/Notary Public</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply Petition under R.A. 9048/10172	Interview Client, Check the CRD to be corrected if R.A. 10172/9048; Issue list of requirements and payment	a) CCE - 1,000.00 b) CFN RA. 10172 - 3,000.00	15 minutes	MCR Mun. Civil Registry Office

2. Submit requirements, payment from MTO	Review all the documents submitted and prepare petition	None	10 minutes	MCR Mun. Civil Registry Office
3. Sign the Petition	Sign and subscribed the Petition, issue Notice of Posting, Certificate of Posting and Notice of Publication.	None	5 minutes	MCR Mun. Civil Registry Office
4. None	Post at MCR Bulletin Board	None	10 days	MCR Mun. Civil Registry Office
5. Publish in newspaper	Issue Notice of Publication	b) Php 3,000.00	2 consecutive weeks	MCR Mun. Civil Registry Office
6. None	If no opposition, Grant the Petition/sign the Granted Petition	None	5 minutes	MCR Mun. Civil Registry Office
7. Mail 1 set of Petition to PSA, Legal Quezon City for AFFIRMATION	None	Php 120.00		None
8. None	If AFFIRMED by the PSA, Prepare Certificate of Finality, Annotated CRD, and Certify the AFFIRMED Petition	None	20 minutes	Clerk/ MCR Staff Mun. Civil Registry Office
9. None	Sign Certificate of Finality, Annotated CRD and Certified Petition and endorsement to PSA, Quezon City	Php 120.00	10 minutes	MCR/Clerk Mun. Civil Registry Office
TOTAL		a) Php 1,240.00 b) Php 6,240.00	24 days and 65 minutes	

