



MUNICIPALITY OF TUBIGON

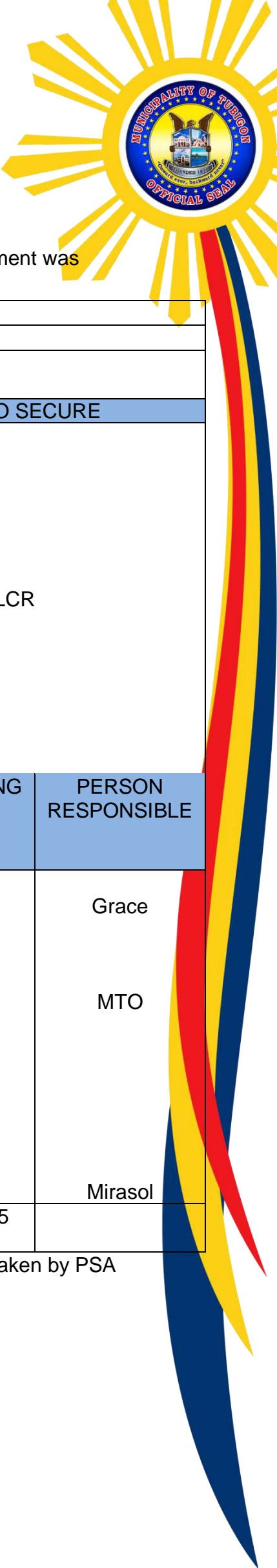
**CITIZEN'S
CHARTER**





**MUNICIPAL CIVIL
REGISTRAR'S OFFICE**
ADMINISTRATIVE SERVICES





10. APPLICATION FOR SUPPLEMENTAL REPORT

-- This is to supply information inadvertently omitted when the document was registered.

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>1. PSA Copy of the Certificate of Live Birth/Death/Marriage</div> <div>2. Affidavit of Supplemental Report</div> <div>3. At least one supporting documents showing the missing entry</div> <div>4. Authorization letter if authorized representative</div> <div>5. ID's of the person who give authority and the authorized person</div> <div><div>Fees: Supplemental fee</div><div>Secretary's fee</div><div>Endorsement fee</div><div>Mailing</div><div>Breqs service fee</div><div>PSA for SECPA</div><div>100</div><div>60</div><div>100</div><div>105</div><div>200</div><div>155</div></div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge & submit documents	Check & review as to the completeness of the documents	100	5 mins.	Grace
	Advice client to pay the LCR service fee		10 mins.	MTO
2. Present O.R.	Advice client to wait for our txt msge or make follow up for the approval from PSA & SECPA		2 mos.	
3. Release of SECPA				Mirasol
TOTAL:			2 mos. & 15 minutes	

NOTE: Waiting time for the SECPA may vary depending on the action taken by PSA