

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.

Classification: HIGHLY TECHNICAL Type of Transaction: G2C - Government to public clients Transaction: CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. PSA Copy of the Certificate of Live Birth/Death/Marriage 2. Affidavit of Supplemental Report 3. At least one supporting documents showing the missing entry 4. Authorization letter if authorized representative 5. ID's of the person who give authority and the authorized person LCR Fees: Supplemental fee 100 Secretary"s fee 60 Endorsement fee 100 Mailing 105 Breqs service fee 200 PSA for SECPA 155 CLIENTS AGENCY ACTION FEES PROCESSING TIME RESPONSIBLE 1. Approach employee in charge & submit documents Advice client to pay the LCR 100 10 mins. MTO service fee	Office or Division:	LOCAL CIVIL REGISTRAR				
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the approval from PSA &						
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NOTE: Waiting time for the SECPA may vary depending on the action taken by PSA