



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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



12. ISSUANCE OF BIRTH, MARRIAGE & DEATH CERTIFICATE OR
CERTIFIED TRUE COPY (LOCAL)



Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For authorized representative a) SPA/Authorization letter b) Valid ID's of the person who give authority & authorized representative Fees: Certification fee 60.00 BREQS service fee 200.00 PSA for SECPA 155.00		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach employee in charge	Check/retrieve record on file	60.00	10 mins.	Rose Dianne Jeaneeva Mae
2. Wait while record is being verified	If positive order client to pay @ the MTO While waiting for the O.R. the EIC prepared the requested document		10 mins.	MTO
3. Present O.R.	Verifier & MCR affixed their signature Release the document If record is not available, advice client to request the document at PSA. If negative, advice client to file for delayed/late registration			
4. Fill up application form for SECPA	Order payment for BREQS service fee	200		MTO
5. Present O.R.	Review/issue acknowledgment receipt for pymt to PSA Advice client to come back for his SECPA	155	10 min. 15 days	LCR
TOTAL:		None	Positive:20min	

		Neg. 15days & 10 mins.	
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