



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER

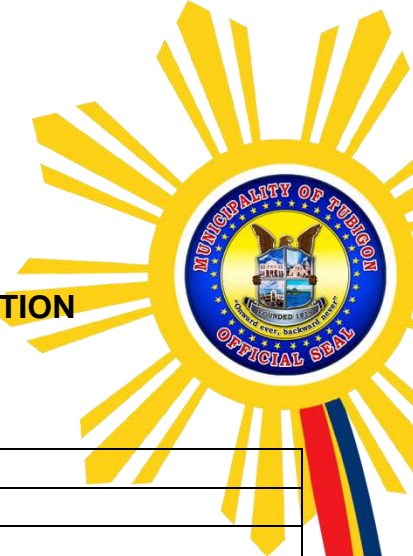




**MUNICIPAL CIVIL
REGISTRAR'S OFFICE**
ADMINISTRATIVE SERVICES



14. ENDORSEMENT OF AMENDED/ANNOTATED CIVIL REGISTRATION DOCUMENTS WITH COURT ORDER



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. Court Decision</div> <div>2. Certificate of Finality</div> <div>3. Certificate of Registration, Certificate of Authenticity Signed by the city civil registrar where the court exist.</div> <div>4. Authorization letter</div> <div>5. ID's of the person giving authority and the authorized Person</div> <div><div>Fees : Endorsement fee100</div><div>BREQS service fee200</div><div>Mailing</div></div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Employee in charge & submit documents	<div>Check the documents submitted</div> <div>Retrieve document on file</div>		15 mins.	Grace
2.	<div>Order client to pay the prescribed fees:</div> <div><div>Endorsement fee</div><div>BREQS service fee</div><div>Mailing</div></div>	<div>100</div> <div>200</div>	10 mins	<div>MTO</div> <div>LBC/J&T/JRS</div>
3. Present O.R.	Advice client to wait for our text message or make follow up for the SECPA		2 mos.	
TOTAL:			2mos.& 30mins	

NOTE: Waiting time may vary depending on the action of the PSA