



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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





1. REGISTRATION OF CERTIFICATE OF LIVE BIRTH (COLB) AND CERTIFICATE OF MARRIAGE

- The birth to a child, being a vital event of a person shall be registered within 30 days from the time of birth as the Local Civil Registrar of the city/municipality where the birth occurred.
- For ordinary marriage, the certificate of marriage shall be registered within 15 days from the date of marriage; while marriage exempt from marriage license, the prescribed period of registration is within 30 days.

Office or Division:		LOCAL CIVIL REGISTRAR		
Classification:		COMPLEX		
Type of Transaction:		G2C – Government to public clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Registration of Birth a) Certificate of Live Birth (COLB) b) Marriage Certificate of the parents c) Authorization letter if authorized representative d) ID's of the person giving authority & authorized representative 2.Registration of Marriage a) Certificate of Marriage (COM) b) Authorization letter if authorized representative c) ID's of the person giving authority & authorized representative		LCR		
CLIENTS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Approach employee in charge 2. wait while the document is being reviewed	Review & evaluate as to the completeness of the documents Advice to return for the owner's copy	None	10 minutes After 5 working days	Rose Dianne Jeaneeva Mae
3.Ask for the his/her owner's copy	Release the certificate of live birth/marriage certificate	None	5 minutes	Rose Dianne Jeaneeva Mae
TOTAL:		None	5 days & 20 min	