



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





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





4. OUT OF TOWN DELAYED REGISTRATION OF BIRTH & MARRIAGE

-For birth & marriage occurred outside Tubigon

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 negative result</div> <div>2. Baptismal/Certificate of Dedication</div> <div>3. Affidavit of Out of town delayed registration w/ corroboration</div> <div>4. Immunization card</div> <div>5. Voter’s Certification/School record/SSS</div> <div>6. Marriage Certificate from the church</div> <div>7. Barangay Certification</div> <div>8. Or any public documents</div> <div>9. Authorization letter if authorized representative</div> <div>10. ID's of the person who give authority and the authorized person</div>		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<div>1. Approach employee in charge</div> <div>Wait while the document is being reviewed</div>	<div>Review & evaluate the documents</div> <div>Advice client to pay for the service fee</div> <div>Prepare the Certificate of Live Birth(COLB)/Certificate of Marriage(COM) for the clients signature & review</div> <div>Advice client to make follow up or wait for our txt msge for his/her file from the receiving Local Civil Registry Office</div>	100	<div>5 minutes</div> <div>30 minutes</div>	<div>Mirasol</div> <div>MTO</div> <div>Rose Dianne</div>
TOTAL:		100	35 minutes	

NOTE: Incidental fees may vary depending on the imposed fees of the Record Keeper Civil Registrar
Waiting period depends on the action of the concerned MCR

