## 1. TIMELY REGISTRATION OF CIVIL REGISTRY DOCUMENTS (BIRTH, MARRIAGE AND DEATH)

Republic Act 3753 mandates that acts, events, legal instruments and court orders/decrees concerning the civil status of persons shall be recorded in the Civil Registry Office. The vital events are Birth, Marriage and Death. It must be registered within 30 days from occurrence and beyond that period, it is considered delayed registration and shall require sets of supporting documents as evidences of the event.

Office or Division:		Municipal Civ	/il Registry C	Office	
Classification:		complex			
Type of Transaction: G2C -		G2C – Gove	rnment to Cit	tizen	
Who may avail:	of Marriage relative. F occurrence is married and Balamban, C Registrar's C	of his/her Ce and Certificollowing the sthe place of died withing Cebu should office of this r	ertificate of Livertificate of Deat e legal maxion registration of the territon the territon be registere	e may seek for ve Birth, Certificate th of a deceased im "the place of '. Any person born, rial jurisdiction of ed before the Civil	
Checklist of Require	ments	Where to se			
Valid ID	Personal/an				
Certificate of Live Birth Certificate of Marriage Certificate of Death	barangay s Prepared b Prepared b		ed by the hospital, birthing home, ay secretary. ed by the Solemnizing Officer ed by the hospital or funeral home or		
		Barangay Se			
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE
1. CERTIFICATE OF LIVE BIRTH a) For children with married parents or unmarried parents but using the mother's surname: Submit filled up COLB Form with	signs as re Offic 2. Assig Num enco	ment and s his/her part ceiving er gns Registry ber and des in the	0	1 min 3 mins	Bookbinder I  Bookbinder I  MCR
complete signatures		base s Local Birth	0	1 min	Admin. Aide I
	Cert	(Form 1A)	0	1 min	
	Ī	ards to LCR gnature	P115.00	1 min	

	copy	eases owner's y of the COLB Form 1A			
b) For children with unmarried parents using the father's surname: Submit filled up	docı sign as re	eives the ument and s his/her part eceiving	0	1 min	Bookbinder I
COLB Form with signatures with Affidavit to Use the Surname of the Father	Nun COL Lega	cer igns Registry nber of the B and the al Instrument SF) and	0	4 mins	Bookbinder I
		odes in the base	0	1 min	Admin. Aide I
	3. Prin	ts Local Birth		1 min	MCR
	4. Forv	: (Form 1A) vards to LCR signature eases owner's			Admin. Aide I
	copy with 5. Atta Office release copy	y of the COLB Form 1A ches the cial Seal and ases owner's y of the COLB Form 1A	P115.00	1 min	Admin. Aide I
2. CERTIFICATE OF MARRIAGE Submit accomplished Certificate of	docı sign	eives the ument and s her part as	0	1 min	Admin. Aide I
Marriage Form	2. Assi Nun	eiving officer igns Registry nber and rards to the	0	1 min	Admin. Aide I
	LCF 3. Sigr	R for Signature	0	1 min	MCR
		ard to asing officer	0	1 min	Admin. Aide I

	4. Attaches the Official Seal and releases the owner's copy of the Certificate of Marriage			
3. CERTIFICATE OF DEATH Submit accomplished Certificate of Marriage Form	Receives the document and signs her part as receiving officer     Assigns Registry Number and forwards to the	0	1 min	Admin. Aide I Admin. Aide I
	LCR for Signature 3. Signs the document and forward to	0	1 min	MCR
	releasing officer 4. Attaches the Official Seal and releases the owner's copy of the Certificate of Death	0	1 min	Admin. Aide I

## 2. DELAYED REGISTRATION OF CIVIL REGISTRY DOCUMENTS (BIRTH, MARRIAGE AND DEATH)

Republic Act 3753 mandates that acts, events, legal instruments and court orders/decrees concerning the civil status of persons shall be recorded in the Civil Registry Office. The vital events are Birth, Marriage and Death. It must be registered within 30 days from occurrence and beyond that period, it is considered delayed registration and shall require sets of supporting documents as evidences of the event.

Office or Division:	Municipal Civil Registry Office			
Classification:	complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any person during his/her lifetime may seek for			
	registration of his/her Certificate of Live Birth,			

		Certificate of Marriage and Certificate of Death of a deceased relative. Following the legal maxim "the place of occurrence is the place of registration". Any person born, married and died within the territorial jurisdiction of Balamban, Cebu should be registered before the Civil Registrar's Office of this municipality.			
<b>Checklist of Requirer</b>	Where to	secure:			
Valid ID		Personal/a	any governm	ent institution	
PSA Issued Negative ( of Birth, Marriage or De		PSA Serbi	lis or BREQS	S Outlet	
Certificate of Live Birth Baptismal Certificate Immunization Card Earliest School Record Sworn Affidavit of 2 Disinterested Persons if parents are not married		Chu	urch where c or Rural Heal	e, Brgy. Secre hild was bapti Ith Unit	•
Certificate of Marriage 2 documents stating the		Solemnizing Officer Personal/Any government office/agency			
date and place of marriage Sworn Affidavit of the Solemnizing Officer Photos or invitation card		Solemnizir Personal	, 0		•
Certificate of Death Burial Permit Certificate of Blessing Photos of Wake and/or Burial		Personal/1 Convent Personal 2 witnesse	reasurer's C	Office	
Sworn Affidavit of 2 Disinterested Persons					
CLIENT STEPS	AGENCY	ACTIONS	FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE
CERTIFICATE OF LIVE BIRTH     a) For children with     married parents or     unmarried parents	Receive docume evaluate	nts and	0	3 min 10 days	Admin. Aide I
but using the mother's surname: a.1 Submit filled up COLB Form with			0	3 mins	Bookbinder I

complete signatures and the supporting documents listed above a.2. Wait for advice of the personnel on the schedule of release. a.3 Pays to the Treasurer's Office  a.3. Returns on the 11 <sup>th</sup> day and claim owner's copy of the COLB	<ol> <li>Gives Order of Payment</li> <li>Advices the client to return on the 11<sup>th</sup> day for the release of the COLB</li> <li>Posts the COLB on the Bulletin Board</li> <li>Assigns Registry Number and encodes in the data base</li> <li>Prints Local Birth Cert (Form 1A)</li> <li>Forwards to LCR for signature</li> <li>Releases owner's copy of the COLB with Form 1A</li> </ol>	0 P315.00	1 min 1 min	Bookbinder I MCR Admin. Aide I
b) For children with unmarried parents using the father's surname: b.1. Submit filled up COLB Form with signatures with Affidavit to Use the Surname of the Father together with the supporting documents listed above b.2. Wait for advice of the personnel on	Receives the documents and evaluates them.     Posts the COLB on the Bulletin Board	0 0 0	1 min 10 days	Admin. Aide I

the schedule of release. b.3 Pays to the Treasurer's Office  3. Give the client Order of Payment 4. Assigns Registry Number of the COLB and the Legal Instrument and encodes in the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE 2.1 Submits accomplished  3. Give the client Order of Payment 4. Assigns Registry Number of the COLB and the Legal Instrument and encodes in the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  3. Give the client Order of Payment 5 mins  5 mins  4 Admin. Aide I  LCR  1 min Admin. Aide I  Admin. Aide I  Admin. Aide I
Treasurer's Office  Order of Payment 4. Assigns Registry Number of the COLB and the Legal Instrument and encodes in the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  1 min Admin. Aide I  LCR  1 min Admin. Aide I  LCR  2. CERTIFICATE OF MARRIAGE 2.1 Submits accomplished
4. Assigns Registry Number of the COLB and the Legal Instrument and encodes in the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  1 min Admin. Aide I  LCR  1 min Admin. Aide I  LCR  2 min Admin. Aide I
Number of the COLB and the Legal Instrument and encodes in the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  1 min Admin. Aide I  LCR  1 min Admin. Aide I  LCR  3 mins Admin. Aide I  Admin. Aide I  Admin. Aide I
COLB and the Legal Instrument and encodes in the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  1 min Admin. Aide I  LCR  1 min Admin. Aide I  2. CERTIFICATE OF MARRIAGE 2.1 Submits accomplished
Legal Instrument and encodes in the data base  5. Prints Local Birth Cert (Form 1A)  6. Forwards to LCR for signature  7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE  2.1 Submits graphs lished
and encodes in the data base  5. Prints Local Birth Cert (Form 1A)  6. Forwards to LCR for signature  7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE  2.1 Submits encomplished.  1 min Admin. Aide I  LCR  1 min Admin. Aide I  LCR  3 min Admin. Aide I  Admin. Aide I  LCR  3 min Admin. Aide I  Admin. Aide I  Admin. Aide I
the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB  2. CERTIFICATE OF MARRIAGE 2.1 Submits computitions  the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  3 mins Admin. Aide I  Admin. A
the data base 5. Prints Local Birth Cert (Form 1A) 6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE 2.1 Submits compulsioned  the data base 5. Prints Local Birth Cert (Form 1A) 1 min Admin. Aide I  1 min Admin. Aide I  2 min Admin. Aide I  3 mins Admin. Aide I
Cert (Form 1A)  6. Forwards to LCR for signature  7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE 2.1 Submits compulsioned  Cert (Form 1A)  1 min Admin. Aide I  1 min Admin. Aide I  1 min Admin. Aide I  2 min Admin. Aide I  3 mins Admin. Aide I
b.4 Returns on the 11 <sup>th</sup> day and claim owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE 2.1 Submits accomplished.  6. Forwards to LCR for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  3 mins Admin. Aide I
b.4 Returns on the 11 <sup>th</sup> day and claim owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE 2.1 Submits accomplished.  for signature 7. Releases owner's copy of the COLB with Form 1A upon presentation of O.R.  3 mins Admin. Aide I documents
11 <sup>th</sup> day and claim owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE 2.1 Submits accomplished.  1. Receives and evaluates the documents accomplished.
owner's copy of the COLB with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE 2.1 Submits documents
COLB  with Form 1A upon presentation of O.R.  2. CERTIFICATE OF MARRIAGE 2.1 Submits accomplished  COLB  with Form 1A upon presentation of O.R.  3 mins Admin. Aide I evaluates the documents
with Form 1A upon presentation of O.R.  2. CERTIFICATE OF 1. Receives and evaluates the documents documents
2. CERTIFICATE OF 1. Receives and evaluates the documents documents
2. CERTIFICATE OF 1. Receives and evaluates the documents documents
MARRIAGE evaluates the documents
2.1 Submits documents
accomplished
accomplished presented
To the total properties
Certificate of Admin. Aide I
Marriage Form and the supporting
documents listed
above. MCR
2.2 Wait for advice
on the schedule of 2. Advices the client
release. on the schedule of
2.3 Pays to the release P315.00 1 min Admin. Aide I
Treasurer's Office 3. Gives Order of
Payment to the 10 days
Client   '
4. Posts the COM on 3 min
the bulletin board
5. Assigns Registry
Number and
encodes to the
database 1 min LCR

2.4 Returns on the 11 <sup>th</sup> day and claim owner's copy of the Certificate of Marriage	<ul> <li>6. Forwards to the LCR for Signature</li> <li>5. Signs the document and forward to releasing officer</li> <li>6. Attaches the Official Seal and releases the owner's copy of the Certificate of Marriage upon presentation of Official Receipt</li> </ul>		1 min	Admin. Aide I
3. CERTIFICATE OF DEATH 3.1 Submits accomplished Certificate of Marriage Form and the supporting	7. Receives and evaluates the documents presented		3 mins	Admin. Aide I Admin. Aide I
documents listed above. 3.2 Wait for advice				MCR
on the schedule of release. 3.3 Pays to the Treasurer's Office	<ul><li>8. Advices the client on the schedule of release</li><li>9. Gives Order of</li></ul>	P315.00	1 min	Admin. Aide I
	Payment to the client		10 days	
	10. Posts the COD on the bulletin board 11. Assigns Registry Number and encodes to the		3 min	
	database 12. Forwards to the LCR for Signature 7. Signs the		1 min	LCR
3.4 Returns on the 11 <sup>th</sup> day and claim	document and		1 min	Admin. Aide I

owner's copy of the Certificate of Death	forward to releasing officer 5. Attaches the Official Seal and releases the owner's copy of the Certificate of Death upon presentation of Official Receipt		
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## 3. ISSUANCE OF CERTIFIED TRUE COPIES/TRANSCRIPTIONS OF CIVIL REGISTRY DOCUMENTS (BIRTH, MARRIAGE AND DEATH)

Civil Registry Documents such as Birth, Marriage and Death Certificates is made available to the public for whatever purpose it may serve them. The original owner's copy of these documents was provided upon registration. However, if the individual needs a copy for submission to any government office, the Local Civil Registry shall issue a certified photocopy or a transcription of said document.

Office or Division:		Municipa	Municipal Civil Registry Office				
Classification:	simple						
Type of Transaction:		G2C – G	overnment to	o Citizen			
Who may avail:		Any person during his/her lifetime may seek a copy of his/her Certificate of Live Birth, Certificate of Marriage and Certificate of Death of a deceased relative for whatever legal purpose it may serve him/her. Only the document owner or his/her authorized representative can request for a copy of any civil registry document.					
Checklist of Requirements		Where to secure:					
Valid ID		Personal/any government institution					
Authorization Letter, if applicable		Personal					
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE		

1.	Fill out the request form and submit to the receiving officer or researcher.	1.	Receives the request for and research from the computer data base if local		3 mins	Admin. Aide I
2.	Wait for advice if requested document is available		transcription is requested or search through the Books of Civil Registry Documents if a certified photo		5 mins	
3.	Get the Order of Payment and pay to the Treasurer's Office	2.	copy is requested If document is available, give the Order of Payment	P115.00	1 min	
4.	Submit the O.R. to the receiving officer	3.	to the client Prints the transcription/ Photocopy the			
		4.	document and attaches the O.R. Forwards to LCR		1 min	MCR Admin. Aide I
5.	Receives the requested document	5.	for signature Attaches official seal and releases the requested document			

#### 4. ISSUANCE OF MARRIAGE LICENSE

A Marriage License is a pre-requisite for a valid marriage. Every couple who intends to get married shall apply for a Marriage License at the Local Civil Registry Office in the municipality where one or both resides. A Marriage License, once issued is valid anywhere in the Philippines for a period of One Hundred Twenty (120) days.

Office or Division:	Municipal Civil Registry Office
Classification:	complex
Type of Transaction:	G2C – Government to Citizen

Who may avail:	Any couple, with no legal impediments who wish to enter into marriage, where one or both resides in this municipality.				
Checklist of Requirements	Where to secure:				
Valid ID of contracting parties	Personal/any government institution				
Birth Certificate of the contracting parties	Local Civil Registrar				
CENOMAR of both parties	PSA Serbilis or BREQS Outlet				
Pre-Marriage Counselling Certificate	Mun. Social Welfare & Dev't. Office				
Parental Consent if one or both parties aged 18-20 years old or Parental Advice if one or both parties aged 21-24 years old	Local Civil Registrar				
Additional Requirements if Foreigner: Birth Certificate  Certificate of Legal Capacity to Marry a Filipino	From the country of origin (should be translated to English if necessary) Embassy or Consular Office				

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE
1.	Submit requirements to the in charge	Receives and     evaluates the     documents     submitted. If		5 mins	Admin. Aide I
2.	Wait for advice if documents are in order	complete and without discrepancies, provide			
3.	Fill out the Application Form in 4 copies then return to the in charge after	Application Form to the Client  2. Receives and evaluates the accomplished Application Form.  3. Give the client the	P500.00	3 mins 1 min	
4.	Pays to the Treasurer's Office and submits O.R. to in charge.	Order of Payment  4. Receives the O.R. and advices the client the schedule for release  5. Prepares the documents of		Marriage License is posted for 10 days and will be released on the 11 <sup>th</sup> day.	

	posting and posts on the bulletin board the Application Form. 6. Forwards to the LCR for approval of the application. 7. Affixes signature on the forms and	1 min	LCR
5. Claims the Marriage License	approves Marriage License Application 8. Sends a copy of the Notice through mail, to the LCR of the municipality /residence if one of the parties is not a resident	10 mins 1 min	Admin. Aide I
	Marriage License on the 11 <sup>th</sup> day. a. If both are residents b. If one of the	P2.00 + P20.00 + For mailing of notice	

# 5. ISSUANCE OF CERTIFIED TRUE COPIES/TRANSCRIPTIONS OF CIVIL REGISTRY DOCUMENTS (BIRTH, MARRIAGE AND DEATH)

Civil Registry Documents such as Birth, Marriage and Death Certificates is made available to the public for whatever purpose it may serve them. The original owner's copy of these documents was provided upon registration. However, if the individual needs a copy for submission to any government office, the Local Civil Registry shall issue a certified photocopy or a transcription of said document.

Office or Division:	Municipal Civil Registry Office
Classification:	simple
Type of Transaction:	G2C – Government to Citizen

1//	ho may ayail:		Any nero	on during h	ie/her lifetime	may seek a cony
Who may avail:		Any person during his/her lifetime may seek a copy of his/her Certificate of Live Birth, Certificate of				
		Marriage and Certificate of Death of a deceased				
	I -		elative for whatever legal purpose it may serve			
			him/her.	Only the	document	owner or his/her
				•		uest for a copy of
				<u>registry docι</u>	ument.	
	necklist of Requirer	nents		secure:		
-	lid ID				ment institutio	n
Au	thorization Letter, if		Personal		l =======	
	CLIENT STEPS	AGENCY A	CTIONS	FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE
6.	Fill out the	6. Receives	the		3 mins	Admin. Aide I
	request form and	request fo	r and			
	submit to the	research f	from the			
	receiving officer	computer	data			
	or researcher.	base if loc	al			
		transcripti	on is			
7.	Wait for advice if	requested	or		5 mins	
	requested	search thr	ough the		0 1111113	
	document is	Books of (	Civil			
	available	Registry				
		Document	ts if a			
		certified p	hoto			
۵	Get the Order of	copy is re		P115.00		
0.		7. If docume	•			
	Payment and pay to the Treasurer's	available,				
	Office	Order of F	_		4	
	Submit the O.R.	to the clie	-		1 min	
ا ع.		8. Prints the	-			
	to the receiving	transcripti	on/			
	officer	Photocopy				
		document	•		1 min	MCR
		attaches t				
		9. Forwards				Admin. Aide I
		for signatu				
10	.Receives the	10. Attaches				
	requested	seal and r				
	document					
		the reques				
		document				

#### 6. LEGITIMATION/R.A. 9255

A child born out of wedlock and the birth record was registered using the mother's surname is legitimated by virtue of subsequent marriage of parents. While an illegitimate child registered using the mother's surname and eventually the father or the child wishes to use the father's surname shall have annotation of his/her birth certificate pursuant to R.A. 9255.

Office or Division:		Municipal Civil Registry Office				
Classification:		complex				
Type of Transaction:		G2C – Government to Citizen				
Who may avail:		Any person during his/her lifetime may seek a copy of his/her Certificate of Live Birth Certificate of Marriage and Certificate of Death of a deceased relative for whatever legal purpose it may serve him/her. Only the document owner or his/her authorized representative can request for a copy of any civil registry document.				
Checklist of Requirer	nents	Whe	re to secure	e:		
Legitimation:     COLB in SECPA     Marriage Certificate of Parents  Advisory on Marriages of Parents     Valid ID of Parents     Affidavit of Admission of     Paternity     Affidavit of Legitimation			onal/LCR Of stered Serbilis or B onal/Any go onal – Notar Office if botl onal – Notar	n parents app ized/ can be p	arriage was	
R.A. 9255:  COLB in SECPA  Valid ID of Parents  Affidavit of Admission of  Paternity  Affidavit to Use the Surname of the Father			PSA Serbilis or BREQS Outlet  Personal/Any government agency  Personal – Notarized/ can be prepared at the  LCR Office if both parents appear personally  Personal – Notarized/ can be prepared at the LCR Office if both parents appear personally but notarized by a lawyer			
CLIENT STEPS	AGENCY ACTIO	NS	FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE	

1. Legitimation				3 mins	Admin. Officer I
1.1 Submits	1.	Receives and			
documents to the		evaluates the			
receiving		documents		5 mins	
personnel	2.	Prepares Affidavit			
		of Admission of			
		Paternity and			
		Affidavit of			
		Legitimation if not			
		included in the	P830.00		
		documents			
1.2 Pays to the	3.	Give Order of		1 min	
Treasurer's Office		Payment to the		1 1111111	
	١,	Client			
	4.	Advices the client		10 mins	
		and set schedule			
	_	for mailing to PSA		10 mins	
	ງ.	Researches the			
	6	records on file			MCR
	0.	Prepares endorsement and			IVICK
		certifications		1 min	Bookbinder I
	7	Forwards to LCR			
	′ ·	for signature			
	R	Assign registry			Admin. Officer I
	0.	numbers to legal			
1.3 Returns on		instruments			
scheduled date	9.	Releases			
and mail		documents for			
documents to		mailing			
PSA		•			

2. R.A. 9255					
2.1 Submits	1.	Receives and		3 mins	Admin. Officer I
documents to the		evaluates the			
receiving		documents		10 mins	
personnel		Prepares Affidavit		10 1111113	
		of Admission of			
	1	Paternity and			
		Affidavit to Use the Surname of the			
		Father if not			
		included in the			
		documents			
	3.	Give Order of			
2.2. Pays to the Treasurer's Office		Payment to the	P830.00	1 min	MCR
Treasurer's Office		Client			Bookbinder I
		Advices the client			
		and set schedule			
	1	for mailing to PSA Researches the		40	Admin. Officer I
		records on file		10 mins	
		Prepares		10 mins	
		endorsement and			
		certifications			
	7.	Forwards to LCR			LCR
		for signature		1 min	
		Assign registry			
		numbers to legal			
2.3. Returns on		instruments			
scheduled		Releases documents for			
date and mail		mailing			
documents to PSA		maming			
1 0/4					

### 7. PROCESSING OF PETITIONS FOR CORRECTION OF CLERICAL ERROR UNDER R.A. 9048 AND R.A. 10172

Republic Act 9048 authorizes the City/Municipal Civil Registrar or the Consul General to correct a clerical error or typographical error in an entry or entries on the civil

registry document and/or change of first name in the birth record of an individual without need of judicial order.

Republic Act 10172 on the other hand authorizes the City/Municipal Civil Registrar or the Consul General to correct a clerical error or typographical error on the day and month of the date of birth and/or sex in the birth record of an individual without need of judicial order.

An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in the civil registry document. It is an expeditious and cheaper way of correcting errors found in one's record.

Office or Division:	Municipal Civil Registry Office			
Classification:	complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Whether it is for correction of clerical or typographical error, or for change of first name, or change of gender and date of birth, the petition may be filed by a person of legal age who must have direct personal interest in the correction of the error or in the change of first name in the civil register. It may be the document owner, his/her spouse, children, parents or siblings. Except for correction of sex, where the document owner is of legal age he/she should be the petitioner.			
Checklist of Requirements	Where to secure:			
Valid ID of Petitioner or Document Owner	Personal/any government institution			
CCE/Change of First Name: COLB in SECPA Baptismal Certificate Voter Certification Form 137-E Member Data Record Employment Certificate (Affidavit of Unemployment) Medical Record (Affidavit of No Medical Record) Barangay, Police, NBI Clearance Affidavit of Publication (Newspaper)	PSA Serbilis or BREQS Outlet Convent COMELEC Office School PhilHealth Employer Personal/Hospital Barangay Hall, Police Station, NBI Office Publishing Office			

Newspaper Clip	pping – 2				
CCE/ Sex: COLB in SECPA Baptismal Certificate Voter Certification Form 137-E Member Data Record Employment Certificate (Affidavit of Unemployment) Medical Record (Affidavit of No Medical Record) Medical Certificate from Government Doctor Barangay, Police, NBI Clearance Affidavit of Publication		Convent COMELI School PhilHeal Employe Persona Municipa	EC Office th er I/Hospital al Health Offic y Hall, Police		Office
(Newspaper)  Newspaper Clipping –	(Newspaper) Newspaper Clipping – 2 issues				
CCE/Typographical Error: COLB in SECPA Baptismal Certificate Voter Certification Form 137-E Member Data Record		PSA Serbilis or BREQS Outlet Convent COMELEC Office School PhilHealth			
CLIENT STEPS	AGENCY A	CTIONS	FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE
Submits SECPA for correction	Receives     evaluates     document		0	3 mins	Asst. Reg. Officer
<ul><li>2. Wait for advice</li><li>3. Submit supporting documents</li></ul>	2. Advice client of the errors to be corrected and identifies supporting documents		0	3 mins 3 minutes	
Signs petition     Pays to the     Treasurer's Office	<ol> <li>Prepares</li> <li>Give Orde</li> <li>Payment</li> </ol>		1,000.00 (CCE) 3,000.00 (CFN/Sex)	1 min	

	5. Advice client for schedule of		5 mins	
	Mailing 6. Prepares supporting	0		
	documents and posting		1 min	LCR
C. Datuma an	7. Forwards to LCR for signature of			Asst. Reg. Officer
6. Returns on scheduled date and mails documents to PSA	documents 8. Release documents for mailing			