

## 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.

<b>Office or Division:</b>	Municipal Civil Registry Office			
<b>Classification:</b>	complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	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 Requirements</b>	<b>Where to secure:</b>			
Valid ID	Personal/any government institution			
Certificate of Live Birth	Prepared by the hospital, birthing home, barangay secretary.			
Certificate of Marriage	Prepared by the Solemnizing Officer			
Certificate of Death	Prepared by the hospital or funeral home or Barangay Secretary			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 complete signatures	1. Receives the document and signs his/her part as receiving Officer	0	1 min	Bookbinder I
	2. Assigns Registry Number and encodes in the data base	0	3 mins	Bookbinder I
	3. Prints Local Birth Cert (Form 1A)	0	1 min	MCR
	4. Forwards to LCR for signature	0	1 min	Admin. Aide I
		P115.00	1 min	

	5. Releases owner's copy of the COLB with Form 1A			
b) For children with unmarried parents using the father's surname: Submit filled up COLB Form with signatures with Affidavit to Use the Surname of the Father	1. Receives the document and signs his/her part as receiving Officer	0	1 min	Bookbinder I
	2. Assigns Registry Number of the COLB and the Legal Instrument (AUSF) and encodes in the data base	0	4 mins	Bookbinder I
	3. Prints Local Birth Cert (Form 1A)	0	1 min	Admin. Aide I
	4. Forwards to LCR for signature Releases owner's copy of the COLB with Form 1A	0	1 min	MCR
	5. Attaches the Official Seal and releases owner's copy of the COLB with Form 1A	P115.00	1 min	Admin. Aide I
2. CERTIFICATE OF MARRIAGE Submit accomplished Certificate of Marriage Form	1. Receives the document and signs her part as receiving officer	0	1 min	Admin. Aide I
	2. Assigns Registry Number and forwards to the LCR for Signature	0	1 min	Admin. Aide I
	3. Signs the document and forward to releasing officer	0	1 min	MCR
		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	1. Receives the document and signs her part as receiving officer	0	1 min	Admin. Aide I
	2. Assigns Registry Number and forwards to the LCR for Signature	0	1 min	Admin. Aide I
	3. Signs the document and forward to releasing officer	0	1 min	MCR
	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.

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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 Requirements</b>	<b>Where to secure:</b>			
Valid ID	Personal/any government institution			
PSA Issued Negative Certification of Birth, Marriage or Death	PSA Serbilis or BREQS Outlet			
Certificate of Live Birth Baptismal Certificate Immunization Card Earliest School Record Sworn Affidavit of 2 Disinterested Persons if parents are not married	Hospital, Birthing Home, Brgy. Secretary/LCR Church where child was baptized  Personal or Rural Health Unit School 2 witnesses			
Certificate of Marriage 2 documents stating the date and place of marriage Sworn Affidavit of the Solemnizing Officer Photos or invitation card	Solemnizing Officer Personal/Any government office/agency  Solemnizing Officer  Personal			
Certificate of Death Burial Permit Certificate of Blessing Photos of Wake and/or Burial Sworn Affidavit of 2 Disinterested Persons	Personal/Treasurer’s Office Convent Personal  2 witnesses			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. CERTIFICATE OF LIVE BIRTH a) For children with married parents or unmarried parents but using the mother’s surname: a.1 Submit filled up COLB Form with	1. Receives the documents and evaluates them.	0  0	3 min  10 days  3 mins	Admin. Aide I   Bookbinder I





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

<b>Office or Division:</b>	Municipal Civil Registry Office			
<b>Classification:</b>	simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	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.			
<b>Checklist of Requirements</b>	<b>Where to secure:</b>			
Valid ID	Personal/any government institution			
Authorization Letter, if applicable	Personal			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS -ING TIME</b>	<b>PERSON RESPONSIBLE</b>



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

#### 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.

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

<b>Who may avail:</b>		Any couple, with no legal impediments who wish to enter into marriage, where one or both resides in this municipality.		
<b>Checklist of Requirements</b>		<b>Where to secure:</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements to the in charge  2. Wait for advice if documents are in order  3. Fill out the Application Form in 4 copies then return to the in charge after  4. Pays to the Treasurer's Office and submits O.R. to in charge.	1. Receives and evaluates the documents submitted. If complete and without discrepancies, provide Application Form to the Client 2. Receives and evaluates the accomplished Application Form. 3. Give the client the Order of Payment 4. Receives the O.R. and advises the client the schedule for release 5. Prepares the documents of	P500.00	5 mins  3 mins  1 min  Marriage License is posted for 10 days and will be released on the 11 <sup>th</sup> day.	Admin. Aide I

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

## 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.

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

<b>Who may avail:</b>		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.		
<b>Checklist of Requirements</b>		<b>Where to secure:</b>		
Valid ID		Personal/any government institution		
Authorization Letter, if applicable		Personal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
6. Fill out the request form and submit to the receiving officer or researcher.	6. Receives the request for and research from the computer data base if local transcription is requested or search through the Books of Civil Registry Documents if a certified photo copy is requested	P115.00	3 mins	Admin. Aide I
7. Wait for advice if requested document is available	7. If document is available, give the Order of Payment to the client		5 mins	
8. Get the Order of Payment and pay to the Treasurer's Office	8. Prints the transcription/ Photocopy the document and attaches the O.R.		1 min	
9. Submit the O.R. to the receiving officer	9. Forwards to LCR for signature		1 min	MCR Admin. Aide I
10. Receives the requested document	10. Attaches official seal and releases the requested 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.

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<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		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.		
<b>Checklist of Requirements</b>		<b>Where to secure:</b>		
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		PSA Serbilis or BREQS Outlet Personal/LCR Officer where marriage was registered 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		
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 <b>Personal/Any government agency</b> 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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESS-ING TIME</b>	<b>PERSON RESPONSIBLE</b>

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

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

## 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.

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	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.
<b>Checklist of Requirements</b>	<b>Where to secure:</b>
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 Clipping – 2 issues				
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 (Newspaper)  Newspaper Clipping – 2 issues		PSA Serbilis or BREQS Outlet Convent COMELEC Office School PhilHealth Employer  Personal/Hospital  Municipal Health Office  Barangay Hall, Police Station, NBI Office  Publishing Office		
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 ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Submits SECPA for correction	1. Receives and evaluates document	0	3 mins	Asst. Reg. Officer
2. Wait for advice	2. Advice client of the errors to be corrected and identifies supporting documents	0	3 mins	
3. Submit supporting documents	3. Prepares Petition	0	3 minutes	
4. Signs petition	4. Give Order of Payment	1,000.00 (CCE)	1 min	
5. Pays to the Treasurer's Office		3,000.00 (CFN/Sex)		

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