SERVICE STANDARD OF THE
OFFICE OF THE CITY CIVIL REGISTRAR
City Government of Paranaque

VISION
Metro Manila’s prime advocate of a world-class, knowledge-based civil registration system, passionately driven to serve and build a nation.

MISSION
1. To intensify information dissemination through modernization.
2. To influence the system in establishing better, practical and strategic policies supporting the full implementation of the civil registration law.
3. To strengthen competency of the civil registration force by facilitating easier and simpler processes with significant impact that go beyond mandated functions.
4. To reinforce the spirit of oneness and interconnections with one another, nurturing a driving force that powerfully promotes national growth.

Schedule of Availability of Service:
Monday to Friday
8:00 a.m. to 5:00 p.m. Without noontime break.

FRONTLINE SERVICES OFFERED

1. APPLICATION FOR MARRIAGE LICENSE
2. ISSUANCE OF CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATES
3. BURIAL PERMIT
4. CERTIFICATIONS
5. CHANGE OF FIRST NAME (R.A. 9048)
6. CORRECTION OF TYPOGRAPHICAL OR CLERICAL ERROR (R.A. 9048)
7. R.A. 10172 CORRECTION OF SEX AND MONTH AND DAY ON THE CERTIFICATE OF LIVE BIRTH
8. LEGITIMATION BY SUBSEQUENT MARRIAGE OF PARENTS
9. REGISTRATION OF BIRTH
10. REGISTRATION OF COURT DECISIONS
11. REGISTRATION OF MARRIAGE
12. REG. OF RA 9255 ALLOWING ILLEGITIMATE CHILDREN TO USE THE SURNAME OF THE FATHER
13. RENTAL OF NICHE
14. SUPPLEMENTAL REPORT
15. APPLICATION FOR DELAYED REGISTRATION OF THE CERTIFICATE OF LIVE BIRTH

Prepared by: Ma. Elnora L. Espiritu
City Civil Registrar

Approved by: Hon. Edwin L. Olivarez
City Mayor II
SERVICE OFFERED: (1)

APPLICATION FOR MARRIAGE LICENSE

Who may avail of the service: Man and woman who intend to get married
(At least one of the applicants must be a resident of Parañaque)

What are the requirements:

1. 18 – 20 years old consent of father (personal appearance of father with valid ID)
2. 21 – 24 years old advice of father and mother (personal appearance of father and mother with valid IDs)
3. 25 years old and above – Certificate of NO MARRIAGE (original copy) from Philippine Statistics Authority (PSA)
   (formerly known as National Statistics Office or NSO)
4. Personal appearance of Applicants
5. Birth certificate (original) from Philippine Statistics Authority
6. Barangay clearance (original)
7. Marriage counseling and family planning seminar
8. For foreigners:
   • Legal capacity to marry from their embassy in the Philippines
   • Photocopy of passport
9. Marriage application will be posted for 10 days

*FOR THOSE WITH ANNULMENT
1. Marriage certificate with annotation from Philippine Statistics Authority
2. Certificate of registration of court decision
3. Finality
4. Decision

*WIDOW/WIDOWER
1. Certificate of death from Philippine Statistics Authority

Time Duration: 30 minutes with 10 calendar days posting
How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements.</td>
<td>Evaluate and Review the requirements.</td>
<td>5 mins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fill up the application form in triplicate.</td>
<td>Evaluate the application form and interview the contracting parties.</td>
<td>10 mins</td>
<td></td>
<td></td>
<td>Mun. Form 90 (Form No. 2) Accountable Form No.54</td>
</tr>
<tr>
<td>3</td>
<td>Have the application form notarized.</td>
<td>Let the applicants fill up their personal information on the logbook. Issue an order of payment.</td>
<td>5 mins</td>
<td>Glenda Tolentino Andrea Pascual Alicia Mendoza Krista Carla Abanto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Pay to the Treasurer’s office and photocopy the receipt.</td>
<td>Attach the photocopy of the receipt to the application and write on the original receipt the date of release. Advise the applicants to undergo Marriage Counseling and family planning seminar at the DSWD Office.</td>
<td>5 mins</td>
<td></td>
<td>Php 200</td>
<td>Official Receipt</td>
</tr>
<tr>
<td>5</td>
<td>Present the original receipt.</td>
<td>Release the marriage license after the completion of 10 calendar days posting period.</td>
<td>5 mins</td>
<td></td>
<td></td>
<td>Form no. 10</td>
</tr>
</tbody>
</table>

END OF TRANSACTION
SERVICE OFFERED: (2)

**ISSUANCE OF CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATES**

Who may avail of the service: Owner of the document (18 yrs. old & above), parents and authorized person.

What are the requirements: Accomplished request form or the owner’s copy of the document

(Authorization letter and valid I.D. of authorized person for Birth Certificate only)

Time Duration: 30 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements</td>
<td>Interview the client, search manually and verify the document.</td>
<td>20 minutes</td>
<td>Rozelyne Biñas, Leah Bibaoco, Rechell Palce and Bernadette Bautista</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pay to the Treasurer’s Office</td>
<td>Issue order of payment</td>
<td>5 minutes</td>
<td></td>
<td>Php 70</td>
<td>Official Receipt</td>
</tr>
<tr>
<td>3</td>
<td>Present the receipt</td>
<td>Attach the receipt to the document and have it signed by the authorized officer and release the document to the requesting party.</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
SERVICE OFFERED: (3)

**BURIAL PERMIT**

Who may avail of the service: Funeral representatives, Relatives of the deceased and authorized person.

**What are the requirements:**

1. Death Certificate
2. For those who died outside Parañaque - transfer permit
3. For cremation - authority to cremate
4. For exhumation - permit from the church or cemetery

Time Duration: 20 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present the death certificate</td>
<td>Review the death certificate</td>
<td>10 minutes</td>
<td></td>
<td></td>
<td>Municipal form 103</td>
</tr>
<tr>
<td>2</td>
<td>Pay at the Treasurer's Office</td>
<td>Issue order of payment</td>
<td>5 minutes</td>
<td>Jennelyn Tan</td>
<td>Php 100 – for burial Permit 500 – for cremation 200 – for exhumation 200 – for transfer Permit 100 – for entrance for those who died outside Parañaque</td>
<td>Official Receipt</td>
</tr>
<tr>
<td>3</td>
<td>Release the owner's copy</td>
<td>Advice will be given that registry number will be assigned the following day</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**END OF TRANSACTION**
SERVICE OFFERED: (4)

CERTIFICATIONS

Who May Avail of the Service: Husband, Wife, mother, father, owner (18 yrs. old & above), legal counsel and authorized representative.

What are the requirements:

1. No record of the certificate from Philippine Statistics Authority
2. Letter of request
3. For marriage license - Copy of the Certificate of Marriage from Philippine Statistics Authority

Time Duration: 10 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present letter of request &amp; PSA no record</td>
<td>Review and evaluate the document</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pay at the Treasurer's Office</td>
<td>Issue order of payment</td>
<td>2 minutes</td>
<td>Jennifer SP. Rodriguez</td>
<td>Php 100</td>
<td>Official Receipt</td>
</tr>
<tr>
<td>3</td>
<td>Receive a claim stub when to come back for the requested document</td>
<td>Advice will be given that the requested document will be released after 1 week</td>
<td>3 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
CHANGE OF FIRST NAME (R.A. 9048)

Who may avail of the service: Father, Mother, Husband, Wife, Owner (18 yrs. old & above) and authorized representative.

What are the requirements:

1. Birth certificate from Philippine Statistics Authority
2. Police & NBI Clearance
3. Valid ID’s
4. Diploma
5. Employment certificate or affidavit of non-employment
6. Baptismal Certificate
7. If married
   *Marriage certificate from Philippine Statistics Authority
   *Birth certificate of children from Philippine Statistics Authority
8. Publication once a week for two weeks from a newspaper of nationwide circulation
9. Community tax certificate
10. For migrant petitioners
    *All the above requirements

Time Duration: 15 minutes with 10 calendar days posting
### How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements</td>
<td>Receive and evaluate the requirements</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td>Form No.1.1</td>
</tr>
<tr>
<td>2</td>
<td>Fill up the form</td>
<td>Receive and evaluate the form</td>
<td>8 minutes</td>
<td></td>
<td></td>
<td>Form No.1.1</td>
</tr>
<tr>
<td>3</td>
<td>Notarized the Form</td>
<td>Issue order of payment</td>
<td>2 minutes</td>
<td>Lucy T. Marquez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Pay at the Treasurer’s Office &amp; have the receipt photocopied.</td>
<td>Petition will be posted for 10 days and will be acted upon within 5 days. The petition will then be transmitted to the Philippine Statistics Authority for their approval.</td>
<td></td>
<td></td>
<td>Php 3,000 filing fee (R.A.9048) 70 – each for the certified copy 1,000 – Service Fee (for migrant petitioner)</td>
<td>Official Receipt</td>
</tr>
</tbody>
</table>

**NOTE:** upon approval of the petition, a certificate of finality will be issued by our office and the approved petition will be annotated on the affected document.
CORRECTION OF TYPOGRAPHICAL OR CLERICAL ERROR
(R.A. 9048)

Who may avail of the service: Father, Mother, Husband, Wife, Owner (18 yrs. old & above) and authorized representative.

What are the requirements:

1. Copy of the certificate from Philippine Statistics Authority
   - Marriage contract of parents
   - Birth certificate of Mother/Father
   - Marriage contract of affiant
2. Baptismal certificate-original copy (owner of the document)
3. Birth certificate of Brother/Sister
4. Community tax certificate
5. Valid ID’s
6. And other requirements that may be required by the Local Civil Registrar pertinent to the petition
7. For migrant petitioners
   * All the above requirements

Time Duration: 20 minutes with 10 calendar days posting
# How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements</td>
<td>Review and evaluate all the requirements</td>
<td>5 mins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fill up the form</td>
<td>Review and evaluate the form</td>
<td>10 mins</td>
<td></td>
<td></td>
<td>Form No. 1.1</td>
</tr>
<tr>
<td>3</td>
<td>Have the form notarized</td>
<td>Issue order of payment</td>
<td>5 mins</td>
<td>Lucy T. Marquez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Pay to the Treasurer’s office &amp; Photocopy the receipt</td>
<td>Petition will be posted for 10 days and will be acted upon within 5 days. The petition will then be transmitted to the Philippine Statistics Authority for their approval.</td>
<td></td>
<td></td>
<td>Php 1,000 – Filing Fee (R.A. 9048) 500 – Service fee (Migrant Petitioner)</td>
<td>Official Receipt</td>
</tr>
</tbody>
</table>

**END OF TRANSACTION**

NOTE: upon approval of the petition, a certificate of finality will be issued by our office and the approved petition will be annotated on the affected document.
SERVICE OFFERED: 

R.A. 10172 CORRECTION OF SEX AND MONTH AND DAY ON THE
CERTIFICATE OF LIVE BIRTH

Who may avail of the service: Owner of the document – 18 years old and above, their father or mother.

What are the requirements:

1. National Bureau of Investigation (NBI) & Police Clearance
2. Employer’s clearance (No Admin. Case)
3. Ultrasound (Pelvic) with film (for correction of gender only)
4. Marriage Certificate (If Married)
5. Birth Certificate of child from Philippine Statistics Authority
6. Baptismal Certificate (Original)
7. Form 137- A Elementary School Record (Certified Copy with school seal)
8. Medical Certificate issued by the City Health Officer
   (with specified gender - for correction of gender only)
   (with specified day and month - for correction of day and month only)
9. Publication once a week for two weeks from a newspaper of nationwide circulation
10. Personal appearance of the owner of the document
11. Certificate of authenticity

Time Duration: 20 minutes
How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements</td>
<td>Review and evaluate the requirements</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fill up the form</td>
<td>Review and evaluate the form</td>
<td>10 minutes</td>
<td></td>
<td></td>
<td>Form 1.1</td>
</tr>
<tr>
<td>3</td>
<td>Have the form notarized</td>
<td>Issue order of payment</td>
<td>5 minutes</td>
<td>Lucy T. Marquez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Pay at the Treasurer's Office and have the receipt photocopied</td>
<td>Petition will be posted for 10 days and will be acted upon within 5 days. The petition will then be transmitted to the Philippine Statistics Authority for their approval.</td>
<td></td>
<td></td>
<td>Php 3, 000 (R.A. 10172)</td>
<td>Official Receipt</td>
</tr>
</tbody>
</table>

**END OF TRANSACTION**

NOTE: upon approval of the petition, a certificate of finality will be issued by our office and the approved petition will be annotated on the affected document.
SERVICE OFFERED: (8)

LEGITIMATION BY SUBSEQUENT MARRIAGE OF PARENTS

Who may avail of the service: Mother, Father or Authorized Representative

What are the requirements:

1. Birth Certificate from Philippine Statistics Authority
2. Certificate of no marriage of parents from Philippine Statistics Authority
3. Affidavit of legitimation signed by both parents
4. Marriage certificate of parents from Philippine Statistics Authority

Time Duration: 15 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements</td>
<td>Review and evaluate the requirements</td>
<td>10 minutes</td>
<td>Ma. Cristina Q. Gonzales Grace I. Loo Feliciana Neri P. Lim</td>
<td>Php 300 – legitimation fee 100 – cert. of birth</td>
<td>Municipal Form 102</td>
</tr>
<tr>
<td>2</td>
<td>Pay at the Treasurer’s Office</td>
<td>Issue order of payment</td>
<td>2 minutes</td>
<td></td>
<td></td>
<td>Official Receipt</td>
</tr>
<tr>
<td>3</td>
<td>Receive a claim stub to come back for the annotated birth certificate</td>
<td>Advice will be given that an annotated birth certificate will be released after two weeks</td>
<td>3 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
REGISTRATION OF BIRTH

Who may avail of the service: Hospital clerks, midwives, father, mother & guardian.
(For those born in Parañaque City)

What are the requirements:

1. Certificate of Live Birth
2. Muslim Attachment (for muslim only)
3. Marriage Contract of Parents (If married)
4. Valid I.D. of Father (If not married)

Time Duration: 15 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit the certificate of live birth</td>
<td>Review and evaluate the form</td>
<td>10 minutes</td>
<td>Ma. Cristina Q. Gonzales Fe Esperanza D. Linaogo Jenefer C. David</td>
<td>Free of charge</td>
<td>Municipal Form 102</td>
</tr>
<tr>
<td>2</td>
<td>Receive the owner's copy</td>
<td>Advice will be given that registry number will be assigned after one (1) week</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
SERVICE OFFERED: (10)

REGISTRATION OF COURT DECISIONS

Who may avail of the service: Counsel of the petitioner, husband, wife, adopting parents and authorized representative.

What are the requirements:

1. If the decision was rendered in Parañaque and the processed document was also registered in Parañaque
   * Two certified copies from the court of the decision & finality
   * One certified copy of the document to be processed (birth, marriage or death certificate)
   * In case of adoption (SPA) Special Power of Attorney with valid ID's of the adopting parents & authorized representative

2. If the decision was rendered in other cities or municipalities
   * Three certified copies of the decision & finality certified by the Registrar where the decision was rendered
   * Three original or certified copies of the certificate of registration of court order issued by the Registrar where the decision was rendered
   * One certified copy of the document to be processed
   * Certificate of authenticity of court decision from the office of the Civil Registrar where the decision was rendered
   * Verification of the court decision from the Court and Local Civil Registrar

3. If the decision was rendered in Parañaque but the document to be processed was registered in other cities or municipalities
   * Certificate of Registration of Court Decision
   * Certified copies of Finality & Decision
   * Certificate of Authenticity of court decision

Time Duration: 30 minutes
### How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements</td>
<td>Review &amp; Evaluate the requirements</td>
<td>20 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pay at the Treasurer's</td>
<td>Issue order of payment</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Receive the claim stub when to come back for the document</td>
<td>Advice the applicant that the requested document will be released after eight (8) working days</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fees:**
- Php 1000 - Nullity of Marriage
- 800 - for adoption
- 500 - change of name and correction/cancellation of entries
- 52 - certified copy of decision and finality
- 432 - certified copy of birth, marriage & death with annotation
- 200 - transcription of birth
- 100 - certification
- 250 - (Courier) verification with one set of photocopied document
- 432 - for one certified copy of the annotated document
- 72 - for add'l copy
- 200 - certified transcription of birth (one set only)
- 400 - Certificate of Authenticity
SERVICE OFFERED: (11)

REGISTRATION OF MARRIAGE

Who may avail of the service: Solemnizing Officer or Authorized Representative, Husband or Wife. (All marriages that were solemnized in Parañaque City)

What are the requirements:

1. Certificate of Marriage
2. Authority to solemnize marriage if the solemnizing officer is not a judge or mayor (photocopy)
3. Marriage License and pertinent documents if the license was not issued in Parañaque (photocopy)
4. Official receipt paid (photocopy)
5. Muslim Attachment (for muslim only)

Time Duration: 15 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the documents for evaluation and examination</td>
<td>Review and evaluate the requirements</td>
<td>5 minutes</td>
<td>Jennifer SP. Rodriguez Alicia M. Braceros Krista Carla G. Abanto</td>
<td></td>
<td>Municipal Form 97</td>
</tr>
<tr>
<td>2</td>
<td>Pay at the Treasurer's Office</td>
<td>Issue order of payment</td>
<td>5 minutes</td>
<td></td>
<td>Php 150 solemnization fee</td>
<td>Official Receipt</td>
</tr>
<tr>
<td>3</td>
<td>Receive the owner's copy</td>
<td>Advice will be given that registry number will be assigned after three (3) days</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
SERVICE OFFERED: (12)

REG. OF RA 9255 ALLOWING ILLEGITIMATE CHILDREN TO USE THE SURNAME OF THE FATHER

Who may avail of the service: Father

What are the requirements:

1. (2) Certified copies of the certificate of birth.
2. Affidavit of the father allowing his child to use his surname with the conformity of the mother
3. Valid ID of father and mother
4. One set of blank form of birth certificate

Time Duration: 20 minutes

How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements</td>
<td>Review and evaluate the requirements</td>
<td>10 minutes</td>
<td>Ma. Cristina Q. Gonzales</td>
<td>Php 150 - service fee</td>
<td>Municipal Form 102</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Feliciana Neri P. Lim</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grace I. Loo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pay at the Treasurer’s office</td>
<td>Issue an order of payment</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Receive a claim stub when to come back for the certificate of birth using the surname of the father</td>
<td>Advice will be given that the certificate of birth using the surname of the father will be released after 2 weeks</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
### RENTAL OF NICHE

**Who may avail of the service:** Owners of Niche/ Representative.

**What are the requirements:**

1. Official receipt of latest payment /or
2. Certification from cemetery of proof of payment

**Time Duration:** 10 minutes

**How to Avail of the Service:**

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present proof of latest payment</td>
<td>Issue an order of payment</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pay at the Treasurer's Office</td>
<td>Advice the client to present the official receipt to the cemetery</td>
<td>5 minutes</td>
<td>Jennelyn J. Tan</td>
<td>Php 50 – for children 7 yrs. old &amp; below 100 – for 8 yrs. old and above</td>
<td>Official Receipt</td>
</tr>
</tbody>
</table>

**END OF TRANSACTION**
SERVICE OFFERED: (14)

SUPPLEMENTAL REPORT

Who may avail of the service: Owner of the document – 18 years old and above, parents and authorized person.

What are the requirements:

1. Copy of the document from Philippine Statistics Authority
2. Three copies of affidavit for supplemental report
3. Three copies of what is applicable to the supplemental report
4. Baptismal (original)
5. Form 137-A Elementary School Record -Certified copy with school seal
6. Voter's Registration Record (certified copy)
7. Copy of birth certificate of father from Philippine Statistics Authority
8. Copy of birth certificate of mother from Philippine Statistics Authority
9. Three sets of blank birth certificate form
   *Add'l Requirements based on case to case basis

Time Duration: 20 minutes
How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements</td>
<td>Review and evaluate the requirements</td>
<td>10 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pay at the Treasurer's Office</td>
<td>Issue order of payment</td>
<td>5 minutes</td>
<td>Vivian B. Cruz</td>
<td>Php 300 – supplemental report fee</td>
<td>Official Receipt</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200 – transcript of Birth</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>432 – certified copy of birth</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>300 – advance transmittal to Philippine Statistics Authority</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Receive the claim stub when to come back for the document</td>
<td>Advice will be given that the requested document will be released after eight (8) working days</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
SERVICE OFFERED: (15)

APPLICATION FOR DELAYED REGISTRATION
OF THE CERTIFICATE OF LIVE BIRTH

Who may avail of the service: Owner of the document – 18 years old and above, parents, guardian and authorized person.

What are the requirements:

1. Affidavit for delayed registration
2. Affidavit of two disinterested persons
3. Original baptismal certificate / immunization card
4. Form 137 – A Elementary school record – certified copy with school seal
5. Copy of no record of birth from Philippine Statistics Authority
6. Marriage contract of parents if married
7. Marriage contract of affiant if married
8. Photocopy of ID of father, mother and affiant with picture
9. Certified copy of voter’s registration record
10. Community tax certificate
11. Personal appearance of the applicant 12 years old and above
12. For out of town delayed registration
   * Affidavit for out of town delayed registration
   * 2 pcs. 2X2 ID picture
   * All the above requirements
13. Application will be posted for 10 calendar days upon submission of all the requirements.

Time Duration: 35 minutes with 10 calendar days posting
## How to Avail of the Service:

<table>
<thead>
<tr>
<th>STEP</th>
<th>APPLICANT/CLIENT</th>
<th>SERVICE PROVIDER</th>
<th>DURATION OF ACTIVITY (Under Normal Circumstances)</th>
<th>PERSON IN CHARGE</th>
<th>FEES</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the requirements.</td>
<td>Evaluate and Review the requirements.</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fill up the birth certificate form in quadruplicate</td>
<td>Evaluate and Review the form.</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td>Mun. Form 102</td>
</tr>
<tr>
<td>3</td>
<td>Have the form notarized and the affidavits</td>
<td>Receive the form and the requirements. Issue a claim stub with the date when to come back for the interview after the completion of the ten days posting period.</td>
<td>5 minutes</td>
<td>Grace I. Loo Neri P. Lim Fe Esperanza D. Linaogo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Claim the birth certificate form</td>
<td>The applicant will be interviewed by the City Civil Registrar</td>
<td>10 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Pay to the Treasurer’s Office</td>
<td>Issue an order of payment</td>
<td>5 minutes</td>
<td></td>
<td>Php 100 – certificate of no record from the Local Civil Registrar 150 – service fee for out of town delayed registration</td>
<td>Official Receipt</td>
</tr>
<tr>
<td>6</td>
<td>Receive your personal copy</td>
<td>Advice will be given that registry number will be assigned after one (1) week</td>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION