

OFFICE OF THE MUNICIPAL REGISTRAR

SERVICE NAME: APPLICATION FOR MARRIAGE LICENSE				
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Citizens		
Who may Avail:		Couples (Male & Female) intending to marry		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document # 1 Inquire in the office		MCR OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Inquire/ask for the requirements	1. Give the checklist and explain the requirements	None	5 minutes	ZENAIDA R. LACERONA MCR /Administrative Clerk
2. Present the requirements	2. Verify and check the completeness of the requirements	None	5 minutes	Administrative Clerk
3. Filling-Out of the Application for Marriage License	3. Give the Application Form for Marriage License 3.1 Start the processing (encoding of the details)	None	5 minutes	Administrative Clerk
4. Couple sign the application for Marriage License	4. Register the Application for Marriage License	None	5 minutes	Administrative Clerk
5. Pay the required fee to the authorized collection clerk at the Treasurer's Office	5. Give Order of Payment	₱750.00	5 minutes	Collection Clerk

6. Present the Official Receipt	6. MCR signs the Application for Marriage License and write the OR number of the Order of Payment on the form	None	5 minutes	ZENAIDA R. LACERONA MCR
	6.1 Prepares the Notice of Application for Marriage License in the Bulletin Board or send thru mail (residence/place of birth) if one of the contracting party is not a resident of the municipality	None	20 minutes	Administrative Clerk
	6.2 Advice the couple to get their Marriage License after 10 calendar days	None	5 minutes 10 calendar days	ZENAIDA R. LACERONA MCR /Administrative Clerk
7. <i>On the scheduled date:</i> Couple present ID	7. MCR signs the Marriage License	None	5 minutes	ZENAIDA R. LACERONA MCR
8. Affix signature in the logbook and receive the Marriage License	8. Log the document for release and issue the Marriage License	None	5 minutes	Administrative Clerk
TOTAL			10 days and 65 minutes	
-End of Transaction-				

SERVICE NAME: ISSUANCE OF CERTIFIED PHOTOCOPY/TRUECOPY AND CERTIFICATIONS OF CIVIL REGISTRY DOCUMENTS	
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may Avail:	Document's Owner / Authorized Representative
CHECKLIST OF REQUIREMENTS All must be submitted in 1 copy	WHERE TO SECURE
Document # 1 Request Form / Application	MCR OFFICE

Form				
Document # 2 Valid Identification Card		Applicant / Client		
Document # 3 Authorization and Valid ID of the document's owner and Valid ID of the authorized person (if he/she is not the owner of the document)		Authorized Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling-Out of Request Form / Application Form	1. Give Request Form / Application Form to the client	None	3 Minutes	Administrative Aide
2. Give the request form / application form to the administrative aide	2. Receive the request form / application form and check for the completeness	None	5 minutes	Administrative Aide
2.1 Present ID (<i>requestor</i>)	2.1 Ask for the Valid ID of the requestor	None	5 minutes	Administrative Aide
or				
2.2 Present ID and Authorization Letter (<i>If authorized representative</i>)	2.2 Ask for the authorization letter and valid IDs of the authorized representative	None		
	2.3 Start the processing	None		
	2.4 Verify/search/prepare the document	None	10 minutes	Administrative Aide
	2.6 Sign the requested document	None	5 minutes	Administrative Aide
3. Pay the required/proper fees to the authorized collection at the Municipal Treasurer's Office	3. Give order of payment to the client	₱60.00/copy	5 minutes	Collection Clerk

4. Give / present the Official Receipt	4. MCR signs the requested document and write the OR number of the Order of Payment on the document	None	5 minutes	ZENAIDA R. LACERONA MCR
5. Affix signature in the logbook and receive the document	5. Log the document for release and issue the document		5 minutes	Admin Clerk
TOTAL			43 minutes	
-End of Transaction-				

SERVICE NAME: PETITION FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS AND CHANGE OF FIRST NAME PURSUANT TO REPUBLIC ACT NO. 9048 AND PETITION FOR CORRECTION OF CLERICAL ERROR IN THE MONTH AND DAY OF THE DATE OF BIRTH AND SEX PURSUANT TO REPUBLIC ACT NO. 10172				
Classification: Highly Technical				
Type of Transaction: G2C – Government to Citizens				
Who may Avail: Document Owner/Parent/Authorized Representative				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document # 1 Inquire in the office		MCR OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire/ask for the requirements	1. Give the checklist and explain the requirements	None	5 minutes	ZENAIDA R. LACERONA MCR /Administrative Clerk
2. File the Petition	2. Check the completeness of the requirements 2.1 Start the processing	None	5 minutes 10 minutes	ZENAIDA R. LACERONA MCR /Administrative Clerk

3. Pay the required fee to the authorized collection clerk at the Treasurer's Office	3. Give Order of Payment to the client Correction of clerical error Change of First Name	₱1,000 ₱3,000	5 minutes	Administrative Aide
4. Present the Official Receipt	4. Prepare the Petition and other supporting documents	None	30 minutes	ZENAIDA R. LACERONA MCR
5. Petitioner signs the Petition requested	5. Advise the petitioner to wait for the affirmation of the Civil Registrar General OCRG Philippines Statistics Authority, Quezon City	None	3-4 months	Civil Registrar General OCRG Philippines Statistics Authority, Quezon City
TOTAL			<i>Within 3-4 months and 55 minutes</i>	
-End of Transaction-				

SERVICE NAME: REGISTRATION OF CERTIFICATE OF BIRTH	
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may Avail:	Parents / Attendant at Birth
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Timely Registration	
Document # 1 Certificate of Live Birth (4 copies)	MCR OFFICE
Document # 2 Valid ID of parents (1 photocopy)	From the parents
Document # 3 Affidavit to Use the Surname of the Father by the Mother or the child (if 7 years old) with attestation of the Mother.	MCR OFFICE
B. Delayed Registration	
Document # 4 Affidavit for delayed Registration	From the Lawyer

Document # 5 Baptismal Certificate		From the church		
Document # 6 Any available documents where the date and place of birth is stated / indicated		From the Client		
CLIENT STEPS For timely Registration	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the document for registration and other supporting documents	1. Examines the documents if it is submitted on time and the entries are properly filled-up and other supporting documents	None	5 minutes	ZENAIDA R. LACERONA MCR /Administrative Clerk
	1.1 The Administrative Aide will inform the payment amounting to P500.00 for the Affidavit to Use the Surname of the Father (AUSF)	None	5 minutes	
2. Client signs the documents.	2.Receiveand register the document	None	5 minutes	Administrative Aide
3. Pay the required/proper fees to the authorized collection clerk at the Treasurer's Office	3. Give Order of payment to the Client. (AUSF)	₱500.00	5 minutes	Collection Clerk
4. Give / Present the Official Receipt	4. MCR signs the requested document and write the OR number of the Order of Payment on the document	None	5 minutes	ZENAIDA R. LACERONA MCR

5. Affix signature in the logbook and receive the document	5. Log the document for release and issue the document	None	5 minutes	Administrative Aide
TOTAL			30 minutes	
-End of Transaction-				

SERVICE NAME: REGISTRATION OF CERTIFICATE OF DEATH				
Classification: Simple				
Type of Transaction: G2C – Government to Citizens				
Who may Avail: Any Relative/s of the deceased				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Timely Registration				
Document # 1 Municipal Form No. 130 (Certificate of Death)		MCR OFFICE		
Document # 2 Valid ID of the informant		From the client		
B. Delayed Registration				
Document # 3 Affidavits for delayed registration(4 copies)		From the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report the death	1. Interview the client/informant and prepare the certificate of death	None	15 minutes	Administrative Aide
2. Filling-Out the the document	2. Receive and check the document	None	5 minutes	Administrative Aide
3. Get the document to process	2.1 Return the document and instruct the informant/client to have the document sign by the embalmer, Municipal Health Office or the attending physician	None	5 minutes	Administrative Aide

	2.1 MCR Personnel registers the document	None	3 minutes	Administrative Aide
3. Pay the proper/required fees to the authorized collection clerk at the Treasurer's office	3. Give order of Payment to the client. Burial Fee Cemetery Fee	₱100.00 ₱100.00	5 minutes	Collection Clerk
4. Give / Present the Official Receipt	4. MCR signs the requested document and write the OR number of the Order of Payment on the document	None	5 minutes	ZENAIDA R. LACERONA MCR
5. Affix signature in the logbook and receive the document	5. Log the document for release and issue the document	None	5 minutes	Administrative Aide
TOTAL			43 minutes	
-End of Transaction-				

SERVICE NAME: REGISTRATION OF CERTIFICATE OF MARRIAGE	
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may Avail:	Married Couples and Solemnizing Officers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Timely Registration	
Document # 1 Mun. Form #90 (Certificate of Marriage - 4 copies)	MCR OFFICE
B. Delayed Registration	
Document # 2 Affidavits for delayed Registration (4 copies)	From the client
Document # 3 Valid IDs of the couple / solemnizing officer (who will register the document)	From the client/solemnizing officer
Document # 4 Certificate of Live Birth of Children (if applicable)	From the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the document for registration and supporting documents (for delayed registration)	1. Examines the documents if it is submitted on time and the entries are properly filled-up and signed and other supporting documents	None	5 minutes	ZENAIDA R. LACERONA MCR /Administrative Clerk
	1.1 Start the processing	None		Administrative Clerk
	<i>for timely registration:</i>			
	1.2. Register the document	None	5 minutes	Administrative Clerk
	1.3. MCR signs the document	None	5 minutes	ZENAIDA R. LACERONA MCR
	<i>For delayed registration</i>			
	1.3 Register the document and prepare notice for delayed registration	None	5 minutes	Administrative Clerk
	1.4 MCR signs the Notice for delayed registration	None	10 Calendar days	ZENAIDA R. LACERONA MCR
2. Affix signature in the logbook and receive the document	2. Log the document for release and issue the document	None	5 minutes	Administrative Aide
TOTAL			<i>For timely registration - 25 minutes</i>	

			<i>For delayed registration - 10 days and 25 minutes</i>	
-End of Transaction-				

SERVICE NAME:REQUEST FOR ANNOTATION OF CIVIL REGISTRY DOCUMENTS (COURT ORDER) (BIRTH – MARRIAGE – DEATH)				
Classification: Simple				
Type of Transaction: G2C – Government to Citizens				
Who may Avail: Concerned Person / Interested Party				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document # 1 Document to be Annotated – 3 copies		MCR OFFICE		
Document # 2 Certified Photocopy / True Copy of Court Decision – 3 copies		RTC where the court is located		
Document # 3 Certified Photocopy of Entry of Judgement / Finality -3 copies		RTC where the court is located		
Document # 4 Certificate of Authenticity – 3 copies		MCRO where the court order was requested		
Document # 5 Certificate of Authenticity – 3 copies		RTC where the court is located		
Document # 6 Identification Card		From the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the document to be annotated and other supporting documents	1. Receive, verify, and check the documents submitted 1.1 Start the processing of the document	None	10 minutes	ZENAIDA R. LACERONA MCR /Administrative Clerk
2. Pay the required fee to the authorized collection clerk at	2. Give Order of Payment	₱1000.00	5 minutes	Collection Clerk

the Treasurer's Office				
3. Present the Official Receipt	3.Receive the Official Receipt	None	3 minutes	Administrative Clerk
	3.1. Annotate the document	None	15 minutes	Administrative Clerk
	3.2. MCR signs the annotated document and write the OR number of the Order of Payment on the document	None	5 minutes	ZENAIDA R. LACERONA MCR
4. Affix signature in the logbook and receive the document	4. Log the document for release and issue the document	None	5 minutes	Administrative Aide
TOTAL				
-End of Transaction-				