



MUNICIPAL CIVIL REGISTRY CITIZEN'S CHARTER

BIRTH REGISTRATION

(Authority to use the surname of the father pursuant to R.A.9255 (AUSF))

STEPS:

- ➔ Present documents for registration
- ➔ Pay at the Treasury Office
- ➔ Go back to Civil Registry Office and Present O.R. to processor

REQUIREMENTS:

- ✓ PSA COPY of No Record (negative result)
 - ✓ Marriage Contract (for parents who are married)
 - ✓ For unmarried parents:
 - a. Community Tax Certificate (Cedula)
 - b. Personal Appearance of Parents
- To sign in AUSF (Authority to Use the Surname of the Father)
- To sign in acknowledgment/admission of paternity in the child's Birth certificate

R.A. 9255 (AUSF)

Authority to use the surname of the father pursuant to R.A.9255 (AUSF)

STEPS:

- ➔ Submit Requirements
- ➔ Pay at the Treasury Office
- ➔ Go back to Civil Registry Office and Present O.R. to processor

REQUIREMENTS:

- ✓ Affidavit of Acknowledgement of Parents plus cedula or
- ✓ Affidavit of the child (if 18 years old above) plus cedula

DELAYED REGISTRATION OF BIRTH

(Including Out-Of-Town Birth, Marriage and Death)

STEPS:

- ➔ **Submit Requirements**
- ➔ **Pay at the Treasury Office**
- ➔ **Go back to Civil Registry Office and Present O.R. to processor**
- ➔ **Receive copy of registered birth certificate after 10 days of posting period**

REQUIREMENTS:

➔One month old to 6 years old

1. Marriage contract of parents
2. For unmarried parents: community Tax Certificate and their personal appearance
3. For single mother: Community Tax Certificate and personal appearance
4. PSA copy of negative result
5. Affidavit of late registration
6. Early Childhood Care and Development (ECCD)

➔For 7 years old and above (Parents and Married):

- ✓ Requirements cited above – Nos. 1,4,5, & 6
- ✓ Additional Requirements: Baptismal Certificate (if not available: Form 137/Medical Record)

➔For 7 to 17 years old – Parents not married

- ✓ R.A. 9255 (Father's Surname), revised IRR coverage – Born on March 19, 2004 onward.
- ✓ Requirements cited above: Nos. 2,4 & 5
 - *Personal Appearance of the child
 - *Baptismal/Form 137 & ID

DELAYED REGISTRATION OF BIRTH

STEPS:

- ➔ **Present Requirements**
- ➔ **Pay at the Treasury Office**
- ➔ **Go back to Civil Registry Office and Present O.R. processor**

REQUIREMENTS:

- ✓ I.D. of informant
- ✓ Barangay Certification attesting the place of the deceased person

ISSUANCE OF MARRIAGE LICENSE

STEPS:

- ➔ Fill out application form and submit requirements
- ➔ Fill out marriage application
- ➔ Pay at the Treasury Office
- ➔ Present O.R. to processor at MCR
- ➔ Review all entries at the marriage application form sign
- ➔ After 10 days report to MCR to receive the marriage license
- ➔ Pay at the Treasury Office
- ➔ Pay for the marriage license at MCR and receive afterwards

REQUIREMENTS:

- ✓ Certificate of No Marriage (CENOMAR)
- ✓ Family Planning Certificate
- ✓ Marriage Counseling Certificate
- ✓ Death Certificate (in case of widowed)
- ✓ Legal Capacity to Marry (for foreigner)

DELAYED REGISTRATION OF DEATH/MARRIAGE

STEPS:

- ➔ Submit Requirements
- ➔ Pay at the Treasury Office
- ➔ Go back to Civil Registry Office and Present O.R. to processor
- ➔ Receive copy of registered document after 10 days of posting period

REQUIREMENTS:

- ✓ Affidavit of delayed registration of marriage/death
- ✓ Copy of marriage/death certificate

PETITION

REQUIREMENTS:

- ✓ Birth Certificate
- ✓ Baptismal
- ✓ Voter's Certification
- ✓ IDs
- ✓ Diploma
- ✓ Form 137 (*earliest school record*)
- ✓ Transcript of Record
- ✓ NBI Clearance
- ✓ Police Clearance
- ✓ Marriage Contract
- ✓ Certificate of Employment
- ✓ Affidavit of Unemployment
- ✓ MDR
- ✓ Publication
- ✓ Medical record (for change of sex)
 - a. Petition for Correction of Clerical Error (R.A. 9048)**
 - at least 5 of the requirements cited above
 - b. Change of First Name (R.A.9045)**
 - 10 requirements cited above
 - c. Change of Sex and Change of Month & Day in Birth (R.A. 10172)**
 - 11 requirements cited above
 - Submit requirements
 - Pay at the Treasury Office
- ➔ After 2 to 3 Months go to MCR Office to follow up the petition

ENDORSEMENT (NO RECORD)

STEPS:

- ➔ Fill out request form
- ➔ Pay at the Treasury Office
- ➔ Present O.R. to processor
- ➔ Receive copy of documents to be endorsed and instruction for the endorsement procedure

REQUIREMENTS:

- ✓ Valid I.D. of the requester
- ✓ Authorization letter plus ID, if the requesting party is not registered person.

ENDORSEMENT (ADVANCE COPY)

Issuance of ADVANCE COPY thru Electronic Endorsement

STEPS:

- ➔ Present copy of Birth/Marriage/Death for advance endorsement
- ➔ Pay at the Treasury Office
- ➔ Present O.R. to processor
- ➔ Receive copy of documents to be endorsed and further instruction for the endorsement procedure

REQUIREMENTS:

- ✓ Valid I.D. of the requester
- ✓ Authorization letter plus ID, if the requesting party is not registered person.

LEGITIMATION

Through Subsequent Marriage

STEPS:

- ➔ Submit requirements
- ➔ Pat at the Treasury
- ➔ Present O.R. to MCR Office and wait while the document is being process

REQUIREMENTS:

- ✓ Child's Birth Certificate
- ✓ Marriage Contract of Parents
- ✓ CENOMAR (both Parents)
- ✓ Affidavit of Legitimation

CERTIFIED TRUE COPY

Through Subsequent Marriage

STEPS:

- ➔ Submit requirements
- ➔ Pay at the Treasury
- ➔ Present O.R. to processor
- ➔ Receive documents

REQUIREMENTS:

- ✓ Original documents of Birth/Mariage/Death Certificate
- ✓ Photocopy of documents to be certified

PSA COPY

Requesting PSA copy of Civil Registry Document Thru BREQS (Batch Request Entry System)

STEPS:

- ➔ Fill out request from
- ➔ Pay miscellaneous fee at the Treasury Office
- ➔ Present O.R. to processor
- ➔ Receive Instruction from MCR staff for the issuance of PSA Copy of documents

REQUIREMENTS:

- ✓ Valid I.D. of the requester
- ✓ Authorization letter plus ID, if the requesting party is not registered person.