



LOCAL CIVIL REGISTRAR FRONT LINE SERVICES

SERVICE NAME : REGISTRATION OF CERTIFICATE OF LIVE BIRTH (Prompt)

ABOUT THE SERVICE:

The birth of a child shall be registered within thirty (30) days from the time of birth in the Office of the Civil Registrar of the city or municipality where the birth occurred.

Children conceived or born during the marriage of the parents are legitimate. Children conceived and born outside a valid marriage unless otherwise provided in the Family Code of the Philippines are illegitimate.

SCHEDULE OF AVAILABILITY OF SERVICES:

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	
Classification	Simple	
Type of Transaction	Government – to - Citizens	
Who may Avail	<ul style="list-style-type: none"> - Parents of newborns, guardians - Attendants at birth, i.e. midwife, nurse, physician - Administrators of hospitals, clinics, (attendants at birth certifying on facts of birth) 	
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:	
A. For Legitimate Children: 1. Duly accomplished Certificate of Live Birth in four copies B. For Illegitimate Children: 1. Duly accomplished Certificate of Live Birth in four copies 2. Affidavit of Admission of Paternity 3. Affidavit to Use the Surname of the Father	A.1.1 – Hospital, Clinic B.1.1 – Hospital, Clinic B.2.1 – Notary Public/Mayor/LCRO B.3.1 - Notary Public/Mayor/LCRO	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
STEP 1 A. For a Legitimate Child -Submit accomplished Certificate of Live Birth in four (4) copies	1.A.1 Check if: -forms are properly/completely filled up and with signature of the attendant at birth	None	10 Minutes	Lucelita O. Orsal Municipal Civil Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
<p>B. For an illegitimate Child -Submit accomplished Certificate of Live Birth in four (4) copies</p> <p>-Submit Admission of Paternity (AP) and Affidavit to Use the Surname of the Father (AUSF) with valid IDs of parents</p> <p>Step 2 PAYMENT Registration Fee of Legal Instrument Php 330.00</p> <p>Step 3 Receive and register Certificate of Live Birth</p>	<p>1.A.2 The document received shall be entered immediately in the appropriate civil registry book, assigning therein the corresponding registry number</p> <p>1.B.1 Check if: -forms are properly/completely filled up and with signature of the attendant at birth</p> <p>1.B.2 The AP and AUSF received shall be entered immediately in the appropriate registry book, assigning therein the corresponding registry number</p> <p>2.B.1 Issue Order of Payment and advice client to pay required fees at the Treasurer’s Office</p> <p>3.B.1 Review and Approve the Registration 3.B.2 Release the registered document to client</p>	<p>Php 330.00</p>	<p>20 Minutes</p> <p>5 Minutes</p> <p>5 Minutes</p>	<p>Lucelita O. Orsal Municipal Civil Registrar</p> <p>Lucelita O. Orsal Municipal Civil Registrar</p>

SERVICE NAME: DELAYED REGISTRATION OF CERTIFICATE OF LIVE BIRTH

ABOUT THE SERVICE:

The birth of a child shall be registered within thirty (30) days from the time of birth in the Office of the Civil Registrar of the city/municipality where the birth occurred.

A report of vital event made **beyond the reglementary period is considered delayed.** A notice to the public on the pending application **shall be posted for a period of not less than ten (10) days.**

SCHEDULE OF AVAILABILITY OF SERVICES:

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	
Classification	Highly Technical	
Type of Transaction	Government – to - Citizens	
Who may Avail	<ul style="list-style-type: none"> - Persons 18 years of age and above - Either or both parents of minor child to sign document - Physicians, nurses, midwives or attendants at birth 	
CHECKLIST OF REQUIREMENTS:		WHERE TO SECURE:
<p>A. At least two documentary evidences which may show the name of the child, date and place of birth and name of parents:</p> <ol style="list-style-type: none"> 1. Baptismal Certificate 2. School Records 3. Income Tax of parents 4. Insurance Policy 5. Medical Records 6. Others, such as barangay captain’s certification <p>B. Joint Affidavit of Birth by two witnesses</p> <p>C. Negative Certification issued by PSA</p> <p>D. Valid IDs of applicant/parents</p> <p>E. Special Power of Attorney, for authorized representative</p> <p>F. If child is illegitimate:</p> <ol style="list-style-type: none"> 1. Affidavit to Use the Surname of the Father (AUSF) 2. Affidavit of Acknowledgement 		<p>A.1 -Parish Office where the child was baptized</p> <p>A.2 -School</p> <p>A.3 -Client/BIR</p> <p>A.4 -Client/ Insurance Company</p> <p>A.5 -Hospital/Clinic</p> <p>A.6 – Office of the Brgy. Captain</p> <p>B.1 – Notary Public/Mayor/MCRO</p> <p>C.1 – PSA</p> <p>D.1 – Client</p> <p>E.1 – Notary Public/PAO</p> <p>F.1 – Notary Public/PAO/ MCRO</p> <p>F.2 - Notary Public/PAO/ MCRO</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
<p>Step 1</p> <p>-Submit 4 copies of duly accomplished Certificate of Live Birth (prepared by Hospital, RHU & BHS, midwives, nurses or attending physicians) together with the required documents.</p>	<p>1 Evaluate documents presented</p> <p>1.2 Prepare 4 copies of Certificate of Live Birth for walk in clients if birth occurred at home</p>		<p>10 Minutes</p> <p>15 Minutes</p>	<p>Lucelita O. Orsal Municipal Civil Registrar</p>
<p>Step 2</p> <p>PAY REQUIRED FEES</p> <p>Verification Fee – Php 100.00</p> <p>Proceeing Fee – Php 100.00</p> <p>Certification Fee- Php 100.00</p>	<p>2.1 Issue Order of Payment and advice client to pay required fees at the Treasurer’s Office</p>	<p>Php 300.00</p>	<p>5 Minutes</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Registration of Legal Instrument (for illegitimate children) Php 330.00	2.2 Prepare and post notice of application for registration and advice client to come back after the 10 days posting period	Php 330.00	5 Minutes	Lucelita O. Orsal Municipal Civil Registrar
Step 3 Client come back on scheduled date of release of the Certificate of Live Birth	3.1 Assign registry number 3.2 Log in the registry book 3.3 Review/approve the registration		10 Minutes	
Step 4 If client requests for advance endorsement to PSA, client pay for: Advance Endorsement Fee – Php 165.00 at the Treasurer’s Office and for Mailing- LBC/JRS	4.1 Prepare advance endorsement 4.2 Issue Order of Payment	Php 165.00	10 Minutes	Lucelita O. Orsal Municipal Civil Registrar
Step 5 Receive owner’s copy of his/her Certificate of Live Birth	5.1 Release of owner’s copy			

SERVICE NAME: APPLICATION FOR MARRIAGE LICENSE

ABOUT THE SERVICE:

No marriage shall be valid, unless the following essential requisites of marriage are present, to wit:

1. A valid marriage license except in the cases provided in Chapter 2 of the Family Code of the Philippines.
2. Authority of the Solemnizing Officer.
3. A marriage ceremony with the appearance of the contracting parties and at least two witnesses before a solemnizing officer

SCHEDULE OF AVAILABILITY OF SERVICES:

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	
Classification	Highly Technical	
Type of Transaction	Government – to - Citizens	
Who may Avail	- Persons intending to marry (at least 18 years of age) wherein one of the contracting parties is a resident of Arteche, Eastern Samar where license is to be issued.	
CHECKLIST OF REQUIREMENTS: Documentary Requirements: 1. Certificate of Live Birth 2. CENOMAR issued by PSA 3. Parental Consent (for 18-21 years old) 4. Parental Advice (for 21-25 years old) 5. Certificate of Compliance 6. Pre-marriage Counselling (18-25 years old) 7. Identification Cards	WHERE TO SECURE: 1.1 Client’s personal copy/PSA MCRO 2.1 PSA 3.1 MCRO 4.1 MCRO 5.1 Municipal/City Population Office 6.1 Municipal/City Population Office 7.1 Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Step 1 Clients request/fill up application form and submit documentary requirements	1.1 Provide clients with application forms 1.2 Receive/check application forms and documentary requirements 1.3 Interview applicants 1.4 Prepare Notice of Application for Marriage to be posted in a conspicuous place for 10 days		10 Minutes 10 Minutes	Lucelita O. Orsal Municipal Civil Registrar
Step 2 PAY REQUIRED FEES -Application Fee (Php100.00) -Processing Fee (Php 100.00)	2.1 Issue order of payment and advice the client to pay the required fees at the Treasurer’s Office 2.2 Advice client to come back after the ten days posting	Php 200.00	5 Minutes	
Step 3 Client come back on scheduled date of release of Marriage License -Pay Marriage License Fee (Php50.00)	3.1 Issue order of payment and advice client to pay marriage license fee at the Treasurer’s Office	Php 50.00	5 Minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Step 4 Receive the Marriage License (validity – 120 days from date of issue)	3.2 Issuance and release of the Marriage License to applicants		5 Minutes	Lucelita O. Orsal Municipal Civil Registrar
	4.1 Register in the registry book of application for marriage license - Advice client to coordinate with a solemnizing officer		10 Minutes	

SERVICE NAME: REGISTRATION OF THE CERTIFICATE OF MARRIAGE (COM)

ABOUT THE SERVICE:

In ordinary marriage, the time of submission of the Certificate of marriage is within fifteen (15) days following the solemnization of marriage while, in marriage exempt from marriage license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

SCHEDULE OF AVAILABILITY OF SERVICES:

Monday – Friday
 8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR		
Classification	Simple		
Type of Transaction	Government – to - Citizens		
Who may Avail	<ul style="list-style-type: none"> - Solemnizing Officers who solemnized the marriage - Contracting parties in case of inability of the solemnizing officer - Any person duly authorized by the solemnizing officer/contracting parties 		
CHECKLIST OF REQUIREMENTS:		WHERE TO SECURE:	
1. Four (4) copies of duly accomplished Certificate of Marriage with signatures of solemnizing officer, contracting parties and witnesses.		1.1 Office of the Solemnizing Officer	
2. Identification Cards of applicant		2.1 Personal File	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Step 1 Submit duly accomplished and signed Certificate of marriage	1.1 Evaluate the Certificate of Marriage presented	None	5 Minutes	Lucelita O. Orsal Municipal Civil Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Step 2 Receive Owner's copy of his/her Certificate of marriage	1.2 Assign Registry Number and log in Registry book		10 Minutes	Lucelita O. Orsal Municipal Civil Registrar
	2.1 Review/Approve the registration and release the registered Certificate of Marriage		5 Minutes	

SERVICE NAME: DELAYED REGISTRATION OF THE CERTIFICATE OF MARRIAGE (COM)

ABOUT THE SERVICE:

The Solemnizing Officer has the duty to report the marriage to the Office of the Civil Registrar where the marriage was solemnized. If submission was made beyond the prescribed period of 15 days for ordinary marriage and 30 days for marriage under exceptional character, reporting is considered as **delayed or late registration**.

SCHEDULE OF AVAILABILITY OF SERVICES:

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
Classification	Highly Technical
Type of Transaction	Government – to - Citizens
Who may Avail	- Solemnizing Officers who solemnized the marriage - Contracting parties in case of inability of the solemnizing officer - Any person duly authorized by the solemnizing officer/contracting parties

CHECKLIST OF REQUIREMENTS: 1. Four (4) copies of duly accomplished Certificate of Marriage with signatures of solemnizing officer, contracting parties and witnesses. (if still available) -If Certificate of Marriage is no longer available: a. Certification of Marriage issued by the church or solemnizing officer b. Affidavit of Marriage executed by the contracting parties and attested by 2 witnesses supported by documentary evidences such as live birth of children, income tax returns, title to properties and other documents where facts of their marriage are shown. 2. Affidavit for delayed registration of marriage executed by the solemnizing officer or applicant. 3. Identification Cards of applicant 4. Negative Certification from PSA	WHERE TO SECURE: 1.1 Personal File/ Office of the Solemnizing Officer 1.a.1 Office of the Solemnizing Officer 1b.1 Notary Public/PAO 2.1. MCRO 3.1 Personal File 4.1 PSA
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
<p>Step 1</p> <p>A. With available COM: -submit 4 copies of the duly accomplished Certificate of Marriage</p> <p>B. With no available COM: - submit required documents.</p>	<p>1.A.1 Evaluate the Certificate of Marriage presented</p> <p>1.B.1 Evaluate the documents presented 1.B.2 Prepare/reconstruct the Certificate of Marriage</p>		<p>5 Minutes</p> <p>15 Minutes</p>	Lucelita O. Orsal Municipal Civil Registrar
<p>Step 2</p> <p>PAY REQUIRED FEES Verification Fee- (Php100.00) Processing Fee- (Php 100) Certification Fee- (Php 100)</p>	<p>2.1 Issue order of payment and advice client to pay the required amount of fees at the Treasurer's Office 2.2. Post notice of application for registration and advice client to come back after the 10 days posting</p>	Php 300.00	5 Minutes	
<p>Step 3</p> <p>Client come back on scheduled date of release of registered Certificate of Marriage</p>	<p>3.1 Review/approve the registration 3.2 Assign registry number and enter into its civil registry book 3.3. Release the registered COM</p>		10 Minutes	

SERVICE NAME: REGISTRATION OF THE CERTIFICATE OF DEATH (COD)

ABOUT THE SERVICE:

It shall be the responsibility of the physician who last attended the deceased or the administrator of the hospital or clinic where the person dies to prepare the death certificate and certify as to the cause of death. The Certificate of Death shall then be forwarded within forty-eight (48) hours after death to the Health Officer who shall examine the Certificate of Death and then affix his/her signature in the appropriate box and shall order its registration. Registration shall be made in the office of the Civil Registrar where the death occurred within 30 days from the time of death.

SCHEDULE OF AVAILABILITY OF SERVICES:

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	
Classification	Simple	
Type of Transaction	Government – to - Citizens	
Who may Avail	- Nearest relative of the deceased - Administrator of the hospital, clinic where the person died	
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:	
1. Four (4) copies of duly accomplished Certificate of Death	1.1 Physician who last attended the deceased or the administrator of the hospital or clinic where the person died.	
2. Identification Cards of applicant	2.1 Personal File	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Step 1 Report/submit duly accomplished Certificate of Death	1.1 Check if forms are properly filled up and with signatures of attendant at death and health officer. 1.2 Assign Registry Number 1.3 Log in registry book	None	10 Minutes	Lucelita O. Orsal Municipal Civil Registrar
Step 2 Client received registered Certificate of Death	1.2 Approve the registration and release registered COD		5 Minutes	

SERVICE NAME: DELAYED REGISTRATION OF THE CERTIFICATE OF DEATH (COD)

ABOUT THE SERVICE:

The death of a person shall be registered within thirty (30) days from the time of death in the Office of the Civil Registrar of the city/municipality where the death occurred. A report of vital event made **beyond the reglementary period is considered delayed.** A notice to the public on the pending application shall be posted for a period of not less than ten (10) days.

SCHEDULE OF AVAILABLITY OF SERVICES

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
Classification	Highly Technical
Type of Transaction	Government – to - Citizens
Who may Avail	- Nearest relative of the deceased - Administrator of the hospital, clinic where the person died

CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1. Four (4) copies of duly accomplished Certificate of Death	1.1 Physician who last attended the deceased or the administrator of the hospital or clinic where the person died.
2. Affidavit for Delayed Registration executed by hospital/clinic administrator or attendant at death if the person died elsewhere	2.1 Notary Public/PAO
3. Certificate of Burial/Brgy. Certification	3.1 Church/Barangay
4. Identification Cards	4.1 Personal File
5. Negative Certification from PSA	5.1 PSA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Step 1 Submit document for registration with the necessary requirements	1.1 Check and evaluate document submitted		15 Minutes	
Step 2 Get the order of payment and pay the required fees at the Treasurer's Office Verification Fee- (Php 100.00) Processing Fee – (Php 100.00) Certification Fee- (Php 100.00)	2.1 Issue order of payment and advice client to pay the required amount of fees at the Treasurer's Office 2.2. Post notice of application for registration and advice client to come back after the 10 days posting	Php 300.00	5 Minutes	Lucelita O. Orsal Municipal Civil Registrar
Step 3 Client come back on the scheduled date of release of the document and receive his/her copy of the duly registered Certificate of Death.	3.1 Review/Approve the application 3.2 Assign Registry Number and enter into its registry book 3.3 Release the registered Certificate of Death.		5 Minutes 10 Minutes	

SERVICE NAME: CORRECTION OF CLERICAL ERROR IN THE CIVIL REGISTRY DOCUMENT/CHANGE OF FIRST NAME/GENDER/DAY AND MONTH OF BIRTH (Rep. Act 9048 and Rep. Act 10192)

ABOUT THE SERVICE:

R.A. 9048 – An act authorizing the City/Municipal Civil Registrar and Consul General to correct a clerical or typographical error in an Entry and/or Change of First name in the Civil Register without a need of a Judicial Order.

R.A. 10172 – An act authorizing the City/Municipal Civil Registrar and Consul General to correct typographical error in the day and month in the date of birth or sex of a person appearing in the Civil Register without a need of a Judicial Order.

SCHEDULE OF AVAILABILITY OF SERVICES:

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
Classification	Highly Technical
Type of Transaction	Government – to - Citizens
Who may Avail	- Owner of the document or any person having direct interest in the correction of clerical error/change of first name/day and month of birth in the civil registry document. - Any person duly authorized by law or by the owner of the document.
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
<p style="text-align: center;">A. Change of First Name</p> <p>1. Certificate of Live Birth issued by PSA and MCRO</p> <p>2. Not less than 2 public and private documents upon which the correction shall be based such as but not limited to:</p> <ul style="list-style-type: none"> a. Baptismal Certificate b. School Record c. Marriage Certificate d. Voter’s Certificate e. COLB of children <p>3. CLEARANCES from authorities</p> <ul style="list-style-type: none"> a. Employer, if employed or affidavit of non-employment if not employed b. Police Clearance c. NBI Clearance <p>4. Proof of Publication</p> <ul style="list-style-type: none"> a. Affidavit of Publication b. Copy of Newspaper Clipping <p style="text-align: center;">B. Correction of Clerical Error</p> <p>1. Certificate of Live Birth issued by PSA and LCRO</p> <p>2. Not less than 2 public and private documents upon which the correction shall be based such as but not limited to:</p> <ul style="list-style-type: none"> a. Baptismal Certificate b. School Record c. Marriage Certificate d. Voter’s Certificate e. COLB of children <p style="text-align: center;">C. Correction of Clerical Error of Day and Month of birth and Gender</p> <p>1. Certificate of Live Birth issued by PSA and MCRO</p> <p>2. Baptismal Certificate</p> <p>3. Earliest School Record</p>	<p>A.1.1 PSA/MCRO/Personal File</p> <p>A.2.a.1 Church A.2.b.1 School A.2.c.1 PSA/MCRO/Personal File A.2.d.1 COMELEC A.2.E.1 PSA/Personal File</p> <p>A.3.a.1 Employer/Notary Public</p> <p>A.3.b.1 Police A.3.c.1 NBI</p> <p>A.4.a.1 Newspaper of General Circulation A.4.b.1 Newspaper of General Circulation</p> <p>B.1.1 PSA/MCRO/Personal File</p> <p>B.2.a.1 Church B.2.b.1 School B.2.c.1 PSA/MCRO/Personal File B.2.d.1 COMELEC B.2.E.1 PSA/Personal File</p> <p>C.1.1 PSA/MCRO/Personal File C.2.1 Church C.3.1 Elementary School</p>

<p>4. Medical Record or affidavit of no medical record</p> <p>5. Clearances:</p> <p>a. Employer, if employed or affidavit of non-employment if not employed</p> <p>b. Police Clearance</p> <p>c. NBI Clearance</p> <p>4. Medical Certification issued by an accredited government physician</p> <p>5. Proof of Publication</p> <p>a. Affidavit of Publication</p> <p>b. Copy of Newspaper Clipping</p> <p>6. Personal Appearance of the document owner (for correction of gender)</p>	<p>C.4.1 Hospital/Clinic/Notary Public/PAO</p> <p>C.5.a.1 Employer/Notary Public</p> <p>C.5.b.1 Police</p> <p>C.5.c.1 NBI</p> <p>C.4.1 RHU/ADH</p> <p>C.5.a.1 Publisher</p> <p>C.5.b.1 Publisher</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
<p>A. Correction of Clerical Error</p> <p>Step 1 Submit PSA copy of Civil Registry Document sought to be corrected and its supporting documents.</p> <p>Step 2 PAY REQUIRED FEES Correction of Clerical Error- (Php 1,000.00)</p> <p>Step 3 Client come back on scheduled date of approval of petition</p>	<p>A1.1 Receive and Evaluate submitted documents</p> <p>A1.2 Interview applicant/petitioner</p> <p>A1.3 Prepare Petition and administer oath of the applicant</p> <p>A.2.1 Issue order of payment and advice client to pay the required amount of fees at the Treasurer's Office.</p> <p>A.2.2 Prepare/Post notice of application for correction in a conspicuous place for ten (10) days and advice the client to come back for the decision of the petition.</p> <p>A.3.1 Review/ Release decision of the Civil Registrar</p>	<p>Php 1,000.00</p>	<p>15 Minutes</p> <p>10 Minutes</p> <p>5 Minutes</p> <p>10 Minutes</p>	<p>Lucelita O. Orsal Municipal Civil Registrar</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
<p>B. Change of First Name / Correction of Clerical Error of Day and Month of birth and Gender</p> <p>Step 1 Submit PSA copy of Civil Registry Document sought to be corrected and its supporting documents</p> <p>Step 2 PAY REQUIRED FEES Change of First Name and Correction of Gender/Day & Month of Birth- (Php 3,000.00)</p>	<p>A.3.2 Prepare/ Submit acted petition to PSA, Legal Office, Manila for review and affirmation</p>	<p>Php 3,000.00</p>	<p>15 Minutes</p>	
	<p>A.3.3 Advice client to wait for 5 to 6 months (tentative time for arrival of OCRG decision from PSA, Manila</p>		<p>15 Minutes</p>	
	<p>B1.1 Receive and Evaluate submitted documents</p> <p>B1.2 Interview applicant/petition</p> <p>B1.3 Prepare Petition and administer oath of the applicant</p>		<p>10 Minutes</p>	
	<p>B.2.1 Issue order of payment and advice client to pay the required amount of fees at the Treasurer's Office.</p>		<p>5 Minutes</p>	
<p>B.2.2 Prepare/Post notice of application for correction in a conspicuous place for ten (10) days</p>	<p>15 Minutes</p>			
<p>B.2.3 Issue Notice of Publication and advice client to have her/his petition published in a newspaper of general circulation for 2 consecutive weeks and after publication, submit copy of affidavit of publisher and copy of newspaper clippings showing the published petition</p>				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
<p>Step 3</p> <p>Step 4 Client come back on scheduled date of approval of petition</p> <p>Note: The petition is forwarded to Legal Division, PSA, Quezon City for appropriate action and affirmation of the Civil Registrar's Decision (5-6 months waiting)</p>	<p>B.3.1 Receive and check the submitted document and advice the client to come back for the decision.</p> <p>B.4.1 Review/ Release decision of the Civil Registrar</p> <p>B.4.2 Prepare/ Submit acted petition to PSA, Legal Office, Manila for review and affirmation</p> <p>B.4.3 Advice client to wait for 5 to 6 months (tentative time for arrival of OCRG decision from PSA, Manila</p>		<p>5 Minutes</p> <p>10 Minutes</p>	

SERVICE NAME: LEGITIMATION AND PETITION TO USE THE SURNAME OF THE FATHER PURSUANT TO RA 9255

ABOUT THE SERVICE:

Legitimation is a remedy for children who were born out of wedlock to be considered legitimate. Only children conceived and born of wedlock of parents, who at the time of conception of the former were not disqualified by any impediment to marry each other, may be legitimated through RA 9858. The Municipal Civil Registry Office processes petition of an illegitimate child to use the surname of the father under Republic Act 9255.

SCHEDULE OF AVAILABILITY OF SERVICES

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
Classification	Complex
Type of Transaction	Government – to - Citizens
Who may Avail	- Document owner if 18 years of age and above - Both parents to sign the document

CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
A. Legitimation:	
1. Notarized Joint Affidavit of Legitimation of parents	A1.1 Notary Public/PAO
2. Certificate of Live Birth in PSA Copy	A.2.1 PSA
3. Certificate of Marriage of parents	A.3.1 PSA/LCRO
4. Notarized Affidavit of Acknowledgement if child is not acknowledged	A.4.1 Notary Public/PAO
5. Certificate of No Marriage of both parents	A.5.1 PSA
6. Identification Cards	A.6.1 Personal File
B. R.A. 9255	
1. Certificate of Live Birth in PSA Copy	B.1.1. PSA
2. Duly notarized Affidavit of Admission of Paternity (AAP)	B.2.1. Notary Public/PAO
3. Duly notarized Affidavit to Use the Surname of the Father	B.3.1. Notary Public/PAO
4. Identification Card	B.4.1 Personal File

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
<p>Step 1 Have an interview and evaluation of the required documents.</p> <p>Step 2 Pay the required fees to the Treasurer's Office Fees: Legal Instrument (Php 330.00) Endorsement Fee (Php 165.00)</p> <p>Step 3 Received the clients copy of the document Note: <i>The documents are forwarded to PSA, Manila for annotation of the PSA Copy of the Civil Registry document (3 months waiting)</i></p>	<p>1.1 Evaluate the documents presented and check the completeness of the requirements.</p> <p>1.2. May prepare Affidavit of Legitimation/AUSF/AAP in case no Affidavit presented.</p> <p>1.3. Administer Oath</p> <p>2.1 Issue Order of Payment. Advice client to pay the Treasurer's Office.</p> <p>2.2. Register the Legal Instrument. Make endorsement to PSA Central Office for appropriate annotation.</p> <p>3.1 Issue the clients copy of the annotated document LCRO copy</p>	Php 330.00	<p>15 Minutes</p> <p>15 Minutes</p> <p>5 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p>	Lucelita O. Orsal Municipal Civil Registrar

SERVICE NAME: SUPPLEMENTAL REPORT OF MISSING INFORMATION INT THE CIVIL REGISTER

ABOUT THE SERVICE:

A supplemental report may be filed even after the birth; marriage or death certificate has been registered to supply the missing information that has been previously omitted. The supplemental report shall be made by filling out the missing information and by attaching an affidavit stating the information to be supplied.

SCHEDULE OF AVAILABILITY OF SERVICES

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
Classification	Simple
Type of Transaction	Government – to - Citizens
Who may Avail	- Parents/guardian - the party concerned, if 18 years old and above
CHECKLIST OF REQUIREMENTS: 1. Copy of the document with omitted entry, PSA copy 2. Duly Notarized Affidavit for Supplemental Report indicating the facts of events and the entry/entries omitted and the reason/reasons for failure to supply the missing information. 3. Marriage Certificate of Parents, if the affected document is the Certificate of Live Birth	WHERE TO SECURE: 1.1. PSA 2.1 Notary Public/PAO 3.1 PSA/LCRO/Personal File

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Step 1 Submit the required documents	1.1 Evaluate/check the submitted documents 1.2 Prepare the supplemental report		10 Minutes 15 Minutes	Lucelita O. Orsal Municipal Civil Registrar
Step 2 Pay the required fees to the Treasurer’s Office	2.1 Issue Order of Payment. Advice client to pay the Treasurer’s Office.	Php 200.00	5 Minutes	
Step 3 Receive copy of requested document <i>The documents are forwarded to PSA, Manila for annotation of the PSA Copy of the Civil Registry document (1 to 2 months waiting)</i>	3.1. Issue client copy of the document with supplemental report. 3.2 Prepare endorsement to PSA, Manila for annotation of the PSA copy of the document. Advice client to get copy of the document at PSA after 1 to 2 months,		15 Minutes	

**SERVICE NAME: ENDORSEMENT OF CIVIL REGISTRY RECORDS TO THE OFFICE
OFFICE OF THE CIVIL REGISTRAR GENERAL (OCRG)**

ABOUT THE SERVICE:

There are instances when PSA does not have available records requested by clients. As a remedy, clients may request endorsement of OCRG copy from the Local Civil Registry Office, if the document is available.

SCHEDULE OF AVAILABILITY OF SERVICES

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
Classification	Simple
Type of Transaction	Government – to - Citizens
Who may Avail	- Nearest relative of the deceased - Administrator of the hospital, clinic where the person died
CHECKLIST OF REQUIREMENTS: 1. Letter Request 2. Copy of the Negative Result from PSA issued within 6 months	WHERE TO SECURE: 1.1. Document owner 2.1 PSA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
Step 1 Submit the written request to the LCRO with the required documents	1.1 Receive the request and verify on the index/civil registry book 1.2 Prepare an endorsement		15 Minutes	Lucelita O. Orsal Municipal Civil Registrar
Step 2 Pay the required fees	2.1 Issue order of payment and advice client to pay at the Treasurer’s Office	Php 165.00	5 Minutes	
Step 3 Receive document owner’s copy of endorsement	3.1 Issue document owner’s copy of endorsement 3.2 Advice client to get a copy of his/her PSA copy after 1 month		5 Minutes	

SERVICE NAME: ISSUANCE OF COPY/COPIES OF CIVIL REGISTRY DOCUMENTS

ABOUT THE SERVICE:

Civil registry documents such birth, marriage death and other civil registry certificates can be availed of by securing a certified transcript from the Local Civil Registry Office.

SCHEDULE OF AVAILABILITY OF SERVICES

Monday – Friday
8:00 AM to 5:00 PM

Office or Division	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	
Classification	Simple	
Type of Transaction	Government – to - Citizens	
Who may Avail	<ul style="list-style-type: none"> - Document Owner - Parents/Guardian - Any person duly authorized by the document owner - Any authorized government agency 	
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:	
<ul style="list-style-type: none"> 1. Valid Identification of Document Owner 2. If authorized representative: <ul style="list-style-type: none"> - Authorization/SPA of Doc Owner & ID - Valid ID of authorized representative 	<ul style="list-style-type: none"> 1.1. Document owner 2.1 Document owner and authorized representative. 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
<p>Step 1 Fill up transaction slip and present it to the LCR/LCRO Staff</p>	<p>1.1 Verify from the database/index and registry book</p> <p>1.2 Prepare/Certify the requested document, if available.</p>		15 Minute	
<p>Step 2 Pay the required fees Form 1A,2A, 3A: Php 100.00/copy Authentication Fee: Php 50.00/document Certified True Copy: Php 100.00/copy</p>	<p>2.1 Issue order of payment and advice client to pay at the Treasurer’s Office</p>	<p>Php 100.00</p> <p>Php 50.00</p> <p>Php 100.00</p>	5 Minutes	Lucelita O. Orsal Municipal Civil Registrar
<p>Step 3 Present the Official Receipt and get the requested document</p>	<p>3.1 Issue the requested document to the client</p>		5 Minutes	



Republic of the Philippines
LOCAL CIVIL REGISTRY OFFICE
Arteche, Eastern Samar



CITIZEN'S CHARTER

FRONTLINE SERVICE

Submitted by:

LUCELITA O. ORSAL
Municipal Civil Registrar