



Office of City Civil Registrar



Registration of Birth

Timely Registration: Within 30 Days from birth

(Rule 18-25, A.O. No. 1, S. 1993, RA 9255, RA 10173 & City Ord. No. 17-60)

Office or Division:	Office of the City Civil Registrar	
Classification:	Simple (for Timely Registration); Complex (for Late Registration)	
Type of Transaction:		
Who may Avail:	Mother, Father, Guardian, child himself if of age	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. If the person is less than eighteen (18) years old		
Certificate of Live Birth 4 copies (duly accomplished and signed by the proper parties)	- Hospital, Clinic, Birthing Institution (If born thereat); or LCR if born outside of hospital, birthing clinic, or similar institutions	
Marriage Contract of Parents	- LCR Office of the place of marriage; or Philippine Statistics Authority (PSA)	
Affidavit of Acknowledgement (of father at the back of Certificate of Live Birth if child is illegitimate)	- LCR	
Affidavit to Use Surname of Father (AUSF) if child is illegitimate (Executed by child if 7 yrs old and above; by the mother if child is below 7 yrs old; by the guardian in the absence of mother)	- LCR	
Affidavit of Attestation if child is illegitimate and is 7 yrs old and above (executed by mother, in her default, the guardian)	- LCR	
Affidavit for Delayed Registration at the back of the certificate of Live Birth (executed by the father, mother or guardian If registration is after 30 days from birth)	- LCR	
Affidavit of whereabouts of Mother of Illegitimate Child (if the applicant is not the mother of the illegitimate child)	Notary Public	
<ul style="list-style-type: none"> • Any two of the following documentary evidences which may show the name of the child, date and place of birth, and name of mother (and name of father, if the child has been acknowledged) <ul style="list-style-type: none"> ➤ baptismal certificate; ➤ school records (nursery, kindergarten, or preparatory); 	<ul style="list-style-type: none"> - Church - School 	



<ul style="list-style-type: none"> ➤ income tax return of parents; ➤ insurance policy (GSIS, SSS, Phil health, others); ➤ medical records; and ➤ others (such as barangay captain's certification) 	<ul style="list-style-type: none"> - BIR - Insurance Company (GSIS, SSS, PhilHealth, others) - Hospital, Clinic - Barangay
Affidavit of two disinterested persons who might have witnessed or known the birth of the child.	Notary Public or person authorized to administer oath
PSA Negative (if no record at LCR and whenever necessary)	- Philippine Statistics Authority (PSA)
LCR Negative (If registration is after 30 days from birth)	- LCR San Carlos City, Negros Occidental
Valid IDs	Issuing agency
B. If the person is eighteen (18) years old or above	
<ul style="list-style-type: none"> • all the requirements for a child who is less than eighteen (18) years old; and • Certificate of Marriage (if married) 	<ul style="list-style-type: none"> - Refer above - LCR Office of the place of marriage
C. If Application is for Out-of-Town Registration (Birth is outside San Carlos City)	
<ul style="list-style-type: none"> • All the applicable requirements above • Affidavit For Out-Of-Town Registration (4 copies) declaring, among other things, Thefollowing: <ol style="list-style-type: none"> a. The facts of birth; b. Reasons why said birth was not recorded in the civil register of the city or municipality where it occurred; and c. The affidavit must be attested by at least two (2) witnesses 	<ul style="list-style-type: none"> - Same as above - LCR
B. If the person is eighteen (18) years old or above	
<ul style="list-style-type: none"> • all the requirements for a child who is less than eighteen (18) years old; and • Certificate of Marriage (if married) 	<ul style="list-style-type: none"> Refer above LCR Office of the place of marriage
C. If Application is for Out-of-Town Registration (Birth is outside San Carlos City)	
<ul style="list-style-type: none"> • All the applicable requirements above • Affidavit For Out-Of-Town Registration (4 copies) declaring, among other things, the following: <ol style="list-style-type: none"> d.The facts of birth; 	<ul style="list-style-type: none"> Same as above LCR



<p>e. Reasons why said birth was not recorded in the civil register of the city or municipality where it occurred; and The affidavit must be attested by at least two (2) witnesses</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	-Evaluates Advises client to proceed to CTO for payment of fees	None	35 mins	Computer Operator I Admin. Aide II
2. Proceeds to CTO for assessment & payment of the following fees:	Assesses, receives payment & issue corresponding O.R.		10 mins	CTO
Affidavit of Acknowledgement (if executed as a <u>separate public document</u> and not at the back of Certificate of Live Birth)		P400.00		
Affidavit to Use Surname of Father (AUSF)		P 200.00		
LCR Negative (If registration is after 30 days from birth)		P 75.00		
<ul style="list-style-type: none"> Processing Fee (For Out-of-Town application) 		P 200.00		
3. Goes back to LCR Registration Division and presents proof of payment	- Checks payment & records the same - For Out-Of-Town: Process and send to LCR of the place of birth	None (Cost of Mailing charge to client)	5 mins	Computer Operator I Admin. Aide II
4. Claim document	Releases Document: Timely:			



	<ul style="list-style-type: none"> - Legitimate - Illegitimate <p>Delayed:</p> <p>Out-Of-Town:</p>	None	<p>3 mins</p> <p>3 mins</p> <p>14 days from date of application for registration</p> <p>Estimated period: 3 months</p>	<p>Messenger</p> <p>Bookbinder I</p>
	Total	750.00	58 minutes	
End of transaction				



Application for Marriage License

(Family Code of the Philippines; PSA Memo Circular No. 2019-16 & City Ord. No. 17-60)

Office or Division:	Office of the City Civil Registrar	
Classification:	Complex to Simple	
Type of Transaction:		
Who may Avail:	Any male or female of the age of 18 years or upwards and without any impediment to marry	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid ID of either party indicating San Carlos City as place of residence (Art. 9, Family Code)		Comelec, Driver's License, etc.
2. Birth Certificate or in default thereof, Baptismal Certificate (Art. 12, Family Code)		LCR Office/PSA, Church
3. In case either of the contracting parties has been previously married, submit the following whichever is applicable: <ul style="list-style-type: none"> • Death Certificate of deceased spouse; or • Judicial Decree of Absolute Divorce; or • Judicial Decree of Annulment; or • Judicial Declaration of Nullity (Art. 13, Family Code)		LCR Foreign Court (For Non-Filipinos) Court Court
4. Parental Consent of father, mother, surviving parent or guardian, <u>in the order mentioned</u> . (if applicant is between 18 and 21 years old) (Art. 14, Family Code)		LCR
5. Parental Advice of parents or guardian (if applicant is between 21 and 25 years old) (Art. 15, Family Code)		LCR
6. Affidavit of mother or guardian giving full parental consent or advice in the absence of the father		Notary Public
7. Affidavit of applicant stating refusal of parents or guardian in case parental advice is refused (Art. 15, Family Code)		Notary Public
8. Pre-Marriage Counselling Certificate (In addition to pairs with parental consent and/or parental advice) (Art. 16, Family Code)		City Health Office/DSWD; or Any marriage counsellor duly accredited by the proper government agency
9. Certificate of Legal Capacity (CLC) to Contract Marriage issued by their respective diplomatic or consular officials (if applicant is a citizen of foreign country. (Art. 21, Family Code)		LCR
10. Valid IDs of parties and their parents		Issuing agency



(PSA Circular No. 2019-16)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	Evaluates advises client to proceed to CTO for payment of fees	None	35 mins	Computer Operator I Admin. Aide II
2. Proceeds to CTO for assessment & payment of fees:	Assesses, receives payment & issue corresponding O.R. to the following:		15 mins	CTO
Marriage license application Fee	Marriage license application Fee	P 400.00		
Marriage License Application Forms (4 sheets @ P30 each)	Marriage License Application Forms (4 sheets @ P40 each)	P160.00		
• <u>Parental Consent</u> form - Male (2 sheets @ P30 each)	<u>Parental Consent</u> form - Male (2 sheets @ P40 each)	P 80.00		
• <u>Parental Consent</u> Form- Female (2 sheets @ P30 each)	<u>Parental Consent</u> Form- Female (2 sheets @ P40 each)	P 80.00		
• <u>Parental Advice</u> Form- Male (2 sheets @ P30 each)	<u>Parental Advice</u> Form - Male (2 sheets @ P40 each)	P 80.00		
• <u>Parental Advice</u> Form -Female (2 sheets @ P30 each)	<u>Parental Advice</u> Form -Female (2 sheets @ P40 each)	P 80.00		
• Notice of Marriage Form – <u>BOTH RESIDENT APPLICANTS</u> of San Carlos City (1 sheet @ P 30 each)	Notice of Marriage Form – <u>BOTH RESIDENT APPLICANTS</u> of San Carlos City (1 sheet @ P 40 each)	P 40.00		
• Notice of Marriage Form – <u>ONE (1) NON-RESIDENT</u>	Notice of Marriage Form – <u>ONE (1) NON-RESIDENT</u> APPLICANT (to place of residence) (1 sheet @ P 40 each)	P 40.00		



APPLICANT (place of residence) (1 sheet @ P 30 each)				
<ul style="list-style-type: none"> Notice of Marriage Form – <u>ONE (1) RESIDENT APPLICANT</u> (place of residence) (1 sheet @ P 30 each) 	Notice of Marriage Form – <u>ONE (1) RESIDENT APPLICANT</u> (to place of residence) (1 sheet @ P 40 each)	P 40.00		
<ul style="list-style-type: none"> Notice of Marriage Form – EMBASSY OF ALIEN PARTY APPLICANT (1 sheet @ P 30 each) 	Notice of Marriage Form – EMBASSY OF ALIEN PARTY APPLICANT. (1 sheet @ P 40 each)	P40.00		
Registration of Certificate/Affidavit of Legal Capacity (ALIEN PARTY)	Registration of Certificate/Affidavit of Legal Capacity (ALIEN PARTY)	P 700.00		
3. Goes back to LCR Registration Division and presents proof of payment	Checks payment & advises client to proceed to LCR, Admin. Section to pay Marriage License Fee & schedules release of license	None	3 mins	Computer Operator I Admin. Aide II
4. Proceeds to LCR Admin. Section to pay Marriage License Fee	Assesses, receives payment & issue corresponding O.R.	P 100.00	5 mins	Admin. Aide IV
5. Claim marriage license	Releases License after 11 days from date of application (To those applicants who are able to secure consent or advice of parents or guardian) Releases License after 101 days from date of application (To those applicants whose parents or guardian refused to give parental	None	3 mins	Admin. Aide IV -



	advice. 104 days do not apply to parental consent. Parental consent is mandatory)			
	Total	1 Hour & 1 Minutes		
End of transaction				



Reconstruction & Registration of Event of Marriage with No Marriage Certificate

(AO No. 1, S. 1993, Rule 46 & Circular No. 96-1: re monograph entitled “Delayed Registration of Marriage”)

Office or Division:	Office of the City Civil Registrar
Classification:	Complex
Type of Transaction:	
Who may Avail:	1. Spouses 2. Children of spouses
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. When neither applicant nor solemnizing officer has a copy of the marriage contract; & information can be extracted from the register of marriages of the church or office	
PSA Negative (Rule 46, par. 1, AO No. 1, S. 1993)	PSA
LCR Negative (Rule 46, par. 1, AO No. 1, S. 1993)	LCR
Certification issued by the church or solemnizing officer indicating date of said marriage based on their record or logbook (Rule 46, par. 1, AO No. 1, S. 1993)	Church Solemnizing Officer
Affidavit For Delayed Registration stating the exact place and date of marriage, the facts and circumstances surrounding the marriage and the reason or cause of the delay. (Rule 46, par. 1, AO No. 1, S. 1993)	Lawyer
Valid IDs (RA 10173 – Data Privacy Act of 2012)	Issuing office
B. When neither applicant nor solemnizing officer has a copy of the marriage contract; & no other record from where information about the marriage could be obtained	
1. Negative (Rule 46, par. 1, AO No. 1, S. 1993)	PSA
2. LCR Negative (Rule 46, par. 1, AO No. 1, S. 1993)	LCR
3. Church Negative Certification (Rule 46, par. 1, AO No. 1, S. 1993)	Church
4. Affidavit of applicant declaring therein ALL INFORMATION that are needed in accomplishing the Certificate of Marriage (Circular No. 96-1, re monograph entitled “Delayed Registration of Marriage”)	Lawyer
5. Affidavit of at least two (2) persons who witnessed the performance of the marriage or who in one way or another have personal knowledge that the parties were really married.	Lawyer



(Circular No. 96-1, re monograph entitled “Delayed Registration of Marriage”)				
6. Documentary Evidences such as but not limited to the following: 2. COLBs of children showing the following: • names of the spouses • Date and Place of Marriage of spouses 3. Previous year’s income tax returns showing the names of the spouses 4. Baptismal Certificates of children showing names of spouses 5. Title to properties; and Pictures of the event of marriage		Issuing Office		
7. Other documents where the facts of marriage are shown (Circular No. 96-1, re monograph entitled “Delayed Registration of Marriage”)		Issuing Office		
8. Valid IDs (RA 10173 – Data Privacy Act of 2012)		Issuing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	- Evaluates - Processes	NONE	20 mins	Computer Operator I Admin. Aide II
2. Claims document	Release document after 14 days from date of application for registration	NONE	3 mins	Messenger Bookbinder I
Total		23 minutes		
End of transaction				



Registration of Marriage Certificate

Timely Registration:

Within 15 Days for marriage with marriage license under Art. 23, Family Code

Within 30 Days for marriage under Art. 34, Family Code

(Art. 34, Family Code; Rules 40 - 46, A.O. No. 01, S. 1993; & City Ord. No. 17-60)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR	
Classification:	Simple (for Timely Registration); Complex (for Late Registration)	
Type of Transaction:		
Who may Avail:	Solemnizing Officer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
MARRIAGE LICENSE IS REQUIRED:		
1. Certificate of Marriage (4 copies)		
2. Certificate of Registration of Authority to Solemnize Marriage (except Judge and Mayor)	- Solemnizing Officer - Solemnizing Officer	
LCR Negative Certification (if delayed)	- LCR	
B. NO MARRIAGE LICENSE REQUIREMENT (Art. 34, FC): (Parties have lived together as husband and wife for at least 5 years and without any legal impediment to marry each other)		
1. Certificate of Marriage (4 copies)		
2. Certificate of Registration of Authority to Solemnize Marriage (except Judge and Mayor)	- Solemnizing Officer - Solemnizing Officer	
3. Affidavit solemnizing officer stating the following facts:		
a. That he took the necessary steps to ascertain the ages and relationship of the contracting parties;	- Lawyer	
b. That he found no legal impediment to the marriage. (Back of Certificate of Marriage)	- LCR	
4. Affidavit of Cohabitation		



<p>of parties in marriage stating the that they have lived together as husband and wife for at least five years and without any legal impediment to marry each other.</p> <p>5. LCR Negative (if delayed)</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	- Evaluates Advises client to proceed to CTO for payment of fees	None	15 mins	Computer Operator I Admin. Aide II
2. Proceeds to City Treasurer's Office for assessment & payment of fees.	Assesses, receives payment & issues corresponding O.R. to the following: - Solemnization Fee - Registration Fee (No marriage license required under Art. 34, Family Code, only)	P 160.00 P 600.00	5 mins	CTO
3. Goes back to LCR Registration Division and presents proof of payment	- Checks payment & records the same	None	5 mins	Computer Operator I Admin. Aide II
4. Claim document	Releases Document: Timely: Delayed:	None None	5 mins 5 mins (14 days after date of application for registration)	Messenger Bookbinder I
Total		35 minutes (14 days after date of application for registration)		
End of transaction				



Request for Endorsement of Documents Not Available at Philippine Statistics Authority (PSA)

(City Ordinance No. 17-60)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR			
Classification:	Highly Technical			
Type of Transaction:				
Who may Avail:	Parent, Guardian, Document Owner (if of age)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. ADVANCE ENDORSEMENT (for Currently registered documents)				
PSA Negative (for late registered documents)		PSA Negative (for late registered documents)		
Certified copy of document (3 copies)		Certified copy of document (3 copies)		
Valid ID of requesting party who may be the following, namely: a. Document Owner (if of age) b. Parent c. Guardian		1. Valid ID of requesting party who may be the following, namely: a. Document Owner (if of age) b. Parent c. Guardian		
4. Proof of guardianship (if requesting is the guardian)		4. Proof of guardianship (if requesting is the guardian)		
5. Authorization if party requesting is not the owner		5. Authorization if party requesting is not the owner		
B. PRO-BONO ENDORSEMENT (For previously registered document but found negative at PSA)				
(Same requirements with advance endorsements)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. ADVANCE ENDORSEMENT				
1. Submits requirements	- Checks requirements Advises client to proceed to CTO for payment of fees	None	5 mins	Bookbinder II
2. Proceeds to CTO for assessment & payment of fee:	- Assesses, receives payment & issue Official Receipt (O.R.)	P 250	5 mins	CTO
Goes back to LCR and presents receipt as proof of payment	- Checks payment Prepare and process documents	None	15 mins	Bookbinder II
4. Claim document	- Release document once received from PSA (Estimated period: 2 mos.)	None	3 mins	Messenger Bookbinder I
B. PRO-BONO ENDORSEMENT (For previously registered document but found negative at PSA)				



1. Submits requirements	- Checks requirements - Process document (Sends to PSA: Cost of mailing charge to party)	None	5 mins	Records Officer I
2. Claim document	Releases document once received from PSA (Estimated period: 3-4 mos.)	NONE	3 mins	Messenger Bookbinder I
End of transaction				



Request for Local and/or Philippine Statistics (PSA) Copies of The Following:

- 1. BIRTH**
- 2. DEATH**
- 3. MARRIAGE; &**
- 4. CENOMAR**

(City Ord. No. 17-60)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR	
Classification:	Simple (for local copies); Highly Technical (for PSA Copies)	
Type of Transaction:		
Who may Avail:	<ol style="list-style-type: none"> 1. Document owner 2. Person authorized by document owner 3. Spouse of Document owner 4. Father or mother of document owner 5. Child of document owner 6. Guardian of document owner 7. Institution legally in-charge of a minor document owner 8. Court or proper public official whenever absolutely necessary in administrative, judicial or other official proceedings to determine the identity of the child's parents' other circumstances surrounding his birth; and 9. In case of the person's death, the nearest of kin 	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
3. Valid ID of requesting party who may be the following, namely: <ol style="list-style-type: none"> a. document owner b. person authorized by document owner c. Spouse of document owner d. Parent or parents of document owner e. Child of document owner f. Guardian of document owner g. Person of institution legally in-charge of a minor document owner h. Court personnel i. Proper public official j. Nearest of Kin 	Issuing agency	
2. Written authorization from document owner if requesting party is not the owner	Document owner	
3. Proof of guardianship (if requesting is the guardian)	Issuing agency	
4. Letter-request indicating conduct of judicial or	Court or proper public official	



administrative proceeding				
5. Documents proving close relations (Birth Certificate, Marriage Certificate, etc.) if document owner is dead and requesting party is the nearest of kin		Issuing agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
LOCAL COPIES				
1. Fill up request form	Advises client to proceed to CTO for payment of fees	none	10 mins	Comp. Operator I Clerk I Comp. Operator II
2. Proceeds to CTO for assessment & payment of the Certification fees:	Assesses, receives payment & issue Official Receipt (O.R.)	P 75.00	5 mins	CTO
Goes back to LCR and presents receipt as proof of payment	- Checks payment Searches document and reproduce (machine copy) the same	None	30 mins	Comp. Operator I Clerk I Comp. Operator II
4. Claim certified copy/certification	Release document	none	5 mins	
PSA COPIES				
1. Fill up request form	Advises client to proceed to CTO & LCR-PSA Request Section to pay request fee		10 mins	Comp. Operator I Clerk I Comp. Operator II
2. Proceeds to LCR-PSA Request Section to pay request fee for any of the following document whichever is requested	CTO & LCR-PSA Request Section assesses, receives and issues receipt			
Birth	CTO	P100.00	5 mins	CTO
	LCR-PSA Req. Sec.	P155.00	5 mins	Comp. Operator I Clerk I Comp. Operator II
Death	CTO	P100.00	5 mins	CTO
	LCR-PSA Req. Sec.	P155.00	5 mins	Comp. Operator I Clerk I Comp. Operator II



Marriage	CTO	P100.00	5 mins	CTO
	LCR-PSA Req. Sec.	P155.00	5 mins	Comp. Operator I Clerk I Comp. Operator II
Cenomar	CTO	P100.00	5 mins	CTO
	LCR-PSA Req. Sec.	P210.00	5 mins	Comp. Operator I Clerk I Comp. Operator II
Goes back to LCR and presents receipt as proof of payment	Checks payment and processes and sends request to PSA Bacolod	None	3 mins	Comp. Operator I Clerk I Comp. Operator II
Claims PSA	Releases document once received from PSA Bacolod	None	3 mins	Messenger Bookbinder I
End of transaction				



Request for Supplemental Report

City Ord. No. 17-60)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR			
Classification:	Complex			
Type of Transaction:				
Who may Avail:	1. Spouses 2. Children of spouses			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4. Valid ID of requesting party who may be the following, namely: a. Document Owner (if of age) b. Parent c. Guardian		Issuing agency		
2. Proof of guardianship (if requesting is the guardian)		Issuing agency		
3. Documents to support missing entries		Issuing agency		
4. Affidavit of Supplemental Report indicating the entry/entries missed during the registration and the reason/s why there was a failure in supplying the required entry		LCR/Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	- Evaluates Advises client to proceed to CTO for payment of fees	NONE	15 mins	Records Officer I
2. Proceeds to CTO for assessment & payment of fee:	Assesses, receives payment & issue Official Receipt (O.R.)	P 350	5 mins	City Treasurers Office
3. Goes back to LCR and presents receipt as proof of payment	- Checks payment Prepare and process documents	NONE	25 mins	Records Officer I
4. Claim document	Release document once received from PSA (Estimated period: 3-4 months)	NONE	5 mins	Messenger Bookbinder I
	Total		48 minutes	
End of transaction				



Legitimation

By Subsequent marriage of parents

(Rule 66, AO No. 1, S. 1993 Arts. 177-180, Family Code of the Philippines, & City Ord. No. 17-60 as amended)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR			
Classification:	Highly Technical			
Type of Transaction:				
Who may Avail:	Father, mother, and child			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth (COLB) of illegitimate child		- Hospital, Clinic, Birthing Institution (If born thereat); or LCR if born outside of hospital, birthing clinic, or similar institutions		
2. Marriage Certificate (COM) of Parents (PSA Copy if marriage is outside of San Carlos City)		LCR Office of the place of marriage; or Philippine Statistics Authority (PSA), whichever is applicable		
3. Certificate of No Marriage (CENOMAR) of Father		PSA		
4. Certificate of No Marriage (CENOMAR) of Mother		PSA		
5. Affidavit of Acknowledgement by the father		Lawyer if father is unknown in the Certificate of Live Birth or lawyer, whichever is appropriate		
6. Affidavit Of Legitimation (AOL) signed by both parents of the child		- LCR		
7. Affidavit of Consent of child to acknowledgement by the father under the following conditions: a. Child is already of age; and Father is UNKNOWN at the time of registration of birth		- LCR - Notary Public (if child is outside of San Carlos City)		
8. Death Certificate of deceased parent in case one is already dead		LCR		
9. Valid IDs		Issuing office		
10. Cedula		Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	Evaluates	None	35 mins	Clerk I



2. Proceeds to CTO for assessment & payment of legitimation fee	Assesses, receives payment & issue corresponding O.R.	P300.00	5 mins	CTO
3. Claim annotated document	Releases documents (once received from PSA. Estimated period is 3-4 months)	None	5 mins	Clerk I
End of transaction				



Registration of Foundling

Timely Registration:

Within 30 Days from birth

Late Registration:

Done after 30 days from date of finding/commitment of the child

(Rule 30, A.O. No. 1, S. 1993, RA 9255, RA 10173 & City Ord. No. 17-60 as amended)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR			
Classification:	Simple (for Timely Registration); Complex (for Late Registration)			
Type of Transaction:				
Who may Avail:	Finder, DSWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Negative (whenever necessary)		PSA		
LCR Negative (30 days after date of finding)		LCR Office		
Certificate of Foundling (OCRG Form No. 1, Revised January 1993) accomplished correctly and completely (3 copies);		DSWD		
Affidavit of the finder stating the facts and circumstances surrounding the finding of the child, and the fact that the founding has been reported to the barangay captain or to the police authority, as the case may be; and		Lawyer		
Certification of the Barangay Captain or police authority regarding the report made by the finder, stating among other things, that no one has claimed the child or no one has reported a missing child whose description may be the same as the foundling as of the date of the certification.		- Barangay Captain or police authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	- Evaluates Process	None	- 35 mins	Computer Operator I Admin. Aide II
4. Claim document	Releases Document: Timely: Delayed:	None	- 3 mins - 14 days from date of Applicat	Messenger Bookbinder I



			ion for Registra tion	
	Total	None	31 minutes	
End of transaction				



Petition for Correction of Clerical Error or Change of First Name, Correction of Sex, Month of Birth, & Date of Birth

(Republic Act Nos. 9048 and 1017 & 10172& their IRR)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR	
Classification:	Highly Technical	
Type of Transaction:		
Who may Avail:	<p>1. Any person of legal age, having direct and personal interest in the correction of a clerical or typographical error who may be the following:</p> <ul style="list-style-type: none"> a. owner of the record b. spouse of owner c. children of owner d. parents of owner e. brothers f. sisters g. grandparents; or guardian; or h. any other person duly authorized by law or by the owner of the document sought to be corrected 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. PETITION FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS. <u>REQUIREMENTS.</u>		
PSA copy of the certificate sought to be corrected or changed (original plus 3 machine copies)	- PSA	
Certified true machine copy of the certificate sought to be corrected or changed	- Comelec, Drivers License, etc.	
<p>1. At least two (2) public private documents showing the correct entry or entries upon which the correction or change shall be based. Petitioner can submit as many public or private documents to support his petition. Examples of these documents are the following:</p> <ul style="list-style-type: none"> a. Baptismal certificate b. Voter's affidavit c. Employment record d. GSIS record e. Medical record f. Business record g. School record h. Driver's license i. Insurance 	- Issuing office	



<ul style="list-style-type: none"> j. Civil registry records of ascendants k. Land Titles l. Certificate of Land Transfer m. Bank Passbook n. NBI/Police Clearance o. And Others (3 copies each) 	
<p>4. Other documents which the petitioner or the Civil Registrar, or the Civil Registrar General may consider relevant and necessary for the approval of the petition</p>	<p>- Issuing office</p>
<p>5. Valid IDs</p>	<p>- Issuing office</p>
<p>B. PETITION FOR CHANGE OF FIRST NAME OR NICKNAME, CORRECTION OF SEX, MONTH OF BIRTH, AND DATE OF BIRTH. <u>REQUIREMENTS.</u></p>	
<p>1. PSA copy of the certificate sought to be corrected or changed (original plus 3 machine copies)</p>	<p>- PSA</p>
<p>2. Certified true machine copy of the certificate sought to be corrected or changed (3 copies)</p>	<p>- LCR</p>
<p>3. At least two (2) public private documents showing the correct entry or entries upon which the correction or change shall be based. Petitioner can submit as many public or private documents to support his petition. Examples of these documents are the following:</p> <ul style="list-style-type: none"> a. Baptismal certificate b. Voter’s affidavit c. Employment record d. GSIS record e. Medical record f. Business record g. School record h. Driver’s license i. Insurance j. Civil registry records of ascendants k. Land Titles l. Certificate of Land Transfer m. Bank Passbook n. NBI/Police Clearance o. And Others 	<p>- Issuing office</p>



(3 copies each)	
4. Other documents which the petitioner or the Civil Registrar, or the Civil Registrar General may consider relevant and necessary for the approval of the petition (3 copies each)	- Issuing office
5. Clearances or a certification of no pending administrative, civil or criminal case, or no criminal record, namely: a. Employer's clearance or certification if employed b. NBI Clearance c. Police Clearance d. Barangay Clearance	- Employer - NBI - PNP Barangay Captain
6. Valid IDs	Issuing office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. PETITION FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS.				
Submits requirements	-Evaluates Advises client to pay to CTO	None	35 mins	Clerk IV
Proceeds to CTO for assessment & payment of the filing fee	Assesses, receives payment & issue corresponding Official Receipt <ul style="list-style-type: none"> Filing Fee (only for docs registered in San Carlos City) Service Charge (only for Migrant Petitions)	P 1,000 P 500	5 mins	CTO
Goes back to LCR and presents Official Receipt as proof of payment	Checks payment and records the same	None	3 mins	Clerk IV
4. Claim annotated document	Releases document once received from PSA (Estimated Period: 4 – 8 months)	None	5 mins	Clerk IV
B. PETITION FOR CHANGE OF FIRST NAME OR NICKNAME, CORRECTION OF SEX, MONTH OF BIRTH, AND DATE OF BIRTH.				
1. Submits requirements	Evaluates Advises client to pay to CTO	None	35 mins	Clerk IV



2. Proceeds to CTO for assessment & payment of the filing fee	Assesses, receives payment & issue corresponding Official Receipt <ul style="list-style-type: none"> Filing Fee (only for docs registered in San Carlos City) Service Charge (only for Migrant Petitions)	P 3,000 P 1,000	5 mins	CTO
3. Goes back to LCR and presents Official Receipt	Checks payment and records the same	None	mins	Clerk IV
4. Claim annotated document	Releases document once received from PSA (Estimated Period: 4 – 8 months)	None	3 mins	Clerk IV
	Total	None	1 hour & 36 minutes	
End of transaction				



Registration of Court Decrees & Annotation on Affected Documents

(Rule 50, PSA Adm. Order 1, S. 1993 & City Ord. No. 17-60)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR			
Classification:	Complex			
Type of Transaction:				
Who may Avail:	Successful petitioner upon advice of the Clerk of Court; Person authorized by the Petitioner (Civil Registrar verifies)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True Copy (CTC) of the Court Decision/Order 4 copies		Court that rendered the decision		
Certified True Copy (CTC) of the Certificate of Finality of the court decree 4 copies		Court that rendered the decision		
Certified True Copy (CTC) of the Certificate of Live Birth prior to adoption 4 copies		LCR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	-Reviews/Check the documents submitted Advises client to pay to CTO the registration fee	None	35 mins	Clerk I
Proceeds to CTO for assessment & payment of the following fees:	- Assesses, receives payment & issue corresponding O.R.			
Adoption	-	P 600		
Foreign Decree of Adoption	-	P 2,000		
Recission of Adoption	-	P 2,000		
Annulment of Marriage	-	P 1,300		
Declaration of Absolute Nullity of Marriage	-	P 1,300		
Legal Separation	-	P 1,300		
Setting aside Decree of Legal Separation	-	P 1,300		
Change of Name	-	P 200		
Correction of Entry	-	P 200		
Aliases	-	P 600		
Presumptive Death of Absent Spouse or Judicial Declaration of Absence	-	P 1,300		
			5 mins	City Treasure's Office



Compulsory recognition of illegitimate child	-	P 400		
Voluntary recognition of minor's illegitimate child	-	P 400		
Voluntary emancipation of minors	-	P 600		
Appointment of Guardian	-	P 400		
Termination of Guardianship	-	P 400		
Judicial determination of Filiation	-	P 200		
Judicial determination of the fact of reappearance of absent spouse, if disputed	-	P 1,300		
Naturalization Certificate	-	P 2,000		
Cancellation of Naturalization Certificate	-	P 2,000		
Repatriation or voluntary renunciation of citizenship	-	P 2,000		
Separation of Property	-	P 2,000		
Revival of former property regime	-	P 2,000		
Emancipation of Orphaned Minor	-	P 400		
Other registrable court decrees	-	P 400		
Goes back to LCR and presents proof of payment	Checks payment & advises client to proceed to LCR, Admin. Section to pay Marriage License Fee & schedules release of license	None	5 mins	Clerk I
Claim annotated document	Release annotated document (Estimated Period: 3-4 months)	None	3 mins	Clerk I
End of transaction				



Registration of Legal Instruments

(Rule 61, PSA Adm. Order 1, S. 1993 & City Ord. No. 17-60)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR			
Classification:	Complex			
Type of Transaction:				
Who may Avail:	Person concerned			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Legal Instrument			4 copies	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	-Reviews/Check the documents submitted Advises client to pay to CTO the registration fee	None	35 mins	Clerk I
Proceeds to CTO for assessment & payment of the following fees:	- Assesses, receives payment & issue corresponding O.R.			
Affidavit of Reappearance	-	P 1,100		
Acknowledgement	-	P 400		
Affidavit to Use the Surname of the Father (AUSF)	-	P 200		
Certificate/Affidavit of Legal Capacity to Contract Marriage of Foreigners	-	P 700		
Legitimation	-	P 300		
Option to Elect Philippine Citizenship	-	P 1,100		
Partition and Distribution of Properties of Spouses and Delivery of the Children's Presumptive Legitime	-	P 1,100	5 mins	CTO
Marriage Settlements and any modification thereof	-	P 1,100		
Repatriation Document with Oath of Allegiance	-	P 1,100		
Affidavit or Oath of Allegiance	-	P 1,000		
Voluntary Emancipation of Minor	-	P 250		



Waiver of Rights/Interests of Absolute Community of Property	-	P 1,100		
Other registrable Legal Instruments	-	P 200		
3. Goes back to LCR and presents proof of payment	Checks payment & advises client to proceed to LCR, Admin. Section to pay Marriage License Fee & schedules release of license	None	5 mins	Clerk I
4. Claim annotated document	Release annotated document (Estimated Period: 3-4 months)	None	3 mins	Clerk I
End of transaction				



Registration of Death

Timely Registration: Within 30 Days from date of death

Late Registration : If done after the 30 days from date of death

(Rules 31 -39, A.O. No. 1, S. 1993, Sec. 5, P.D. 651, & City Ord. No. 17-60 as amended)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR	
Classification:	Simple (for Timely Registration); Complex (for Late Registration)	
Type of Transaction:		
Who may avail: (persons responsible to report the event)	<ol style="list-style-type: none"> 1. If deceased died with medical attendance: <ul style="list-style-type: none"> - Physician who last attended the deceased or the administrator of the hospital or clinic where the person died to prepare the proper death certificate and certify as to the cause of death 2. If deceased died without medical attendance: <ul style="list-style-type: none"> - Nearest relative or person who has knowledge of the death 3. If deceased died in a vehicle/vessel/airplane: <ul style="list-style-type: none"> - Driver/ship captain/pilot, as the case maybe 4. If deceased died in a vehicle/vessel/airplane where there are no survivors: <ul style="list-style-type: none"> - The owner of the vehicle/vessel/airplane 5. In case of Mass Death where the deceased cannot be identified: <ul style="list-style-type: none"> - Health Officer 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Death four (4) copies		The persons responsible as stated above
LCR Negative (if late registration)		LCR Office
PSA Negative (whenever necessary)		PSA
2. Affidavit of two (2) disinterested persons <u>in case of mass death where the deceased cannot be identified.</u> The affidavit referred to shall contain the following information: a) Sex of the deceased; b) Estimated age; c) Distinguishing features; d) Condition of the body when found; e) Date when the body was found; f) Place where the body was found; and g) Circumstances surrounding the death.		Lawyer



<p>3. Affidavit for delayed registration if done after the 30-day period from date of death and the <u>deceased died not in the hospital/clinic/or similar institution.</u></p> <p>The affidavit referred shall state the following:</p> <p>a) Name of the deceased;</p> <p>b) Facts of his death;</p> <p>c) Date and place of burial or cremation; and</p> <p>d) Circumstances because the death was not reported for registration within 30 days after death</p>	Lawyer			
<p>Authenticated copy of the certificate of burial, cremation or of other means of corpse disposal; and</p>				
<p>Approval for registration by the health officer in the box provided in the certificate of death.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit requirements</p>	<p>- Evaluates</p> <p>Advises client to proceed to CTO for payment of fee of LCR Negative (if late registration)</p>	<p>None</p>	<p>35 mins</p>	<p>Computer Operator I</p> <p>Adm. Aide II</p>
<p>2. Proceeds to CTO for assessment & payment of fee</p>	<p>Assesses, receives payment & issue corresponding O.R. to payment of LCR Negative</p>	<p>P 75.00</p>	<p>5 mins</p>	<p>CTO</p>
<p>3. Goes back to LCR Registration Division and presents proof of payment</p>	<p>- Checks payment & records the same</p>	<p>None</p>	<p>5 mins</p>	<p>Computer Operator I</p> <p>Adm. Aide II</p>
<p>4. Claim document</p>	<p>Releases Document:</p> <p>Timely:</p> <ul style="list-style-type: none"> - Legitimate - Illegitimate <p>Delayed:</p>	<p>None</p> <p>None</p> <p>None</p>	<p>3 mins</p> <p>3 mins</p> <p>14 days from date of application</p>	<p>Messenger</p> <p>Bookbinder I</p>



			for registration	
	Total	None	1 hour & 36 minutes	
End of transaction				



Reconstruction & Registration of Marriage Record

(AO No. 1, S. 1993, Rule 46 & Circular No. 96-1: re monograph entitled “Delayed Registration of Marriage”)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR	
Classification:	Complex	
Type of Transaction:		
Who may avail:	1. Spouses 2. Children of spouses	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. NEITHER APPLICANT NOR SOLEMNIZING OFFICER HAS A COPY OF THE MARRIAGE CONTRACT; & INFORMATION CAN BE EXTRACTED FROM THE REGISTER OF MARRIAGES OF THE CHURCH OR OFFICE		
PSA Negative (Rule 46, par. 1, AO No. 1, S. 1993)	PSA	
LCR Negative (Rule 46, par. 1, AO No. 1, S. 1993)	LCR	
Certification issued by the church or solemnizing officer indicating date of said marriage based on their record or logbook (Rule 46, par. 1, AO No. 1, S. 1993)	- Church Solemnizing Officer	
Affidavit For Delayed Registration stating the exact place and date of marriage, the facts and circumstances surrounding the marriage and the reason or cause of the delay. (Rule 46, par. 1, AO No. 1, S. 1993)	Lawyer	
Valid IDs (RA 10173 – Data Privacy Act of 2012)	Issuing office	
B. NEITHER APPLICANT NOR SOLEMNIZING OFFICER HAS A COPY OF THE MARRIAGE CONTRACT; & NO OTHER RECORD FROM WHERE INFORMATION ABOUT THE MARRIAGE COULD BE OBTAINED		
1. Negative (Rule 46, par. 1, AO No. 1, S. 1993)	PSA	
2. LCR Negative (Rule 46, par. 1, AO No. 1, S. 1993)	LCR	
3. Church Negative Certification (Rule 46, par. 1, AO No. 1, S. 1993)	Church	
4. Affidavit of applicant declaring therein ALL INFORMATION that are needed in accomplishing the Certificate of Marriage (Circular No. 96-1, re monograph entitled “Delayed Registration of Marriage”)	Lawyer	



5. Affidavit of at least two (2) persons who witnessed the performance of the marriage or who in one way or another have personal knowledge that the parties were really married. (Circular No. 96-1, re monograph entitled “Delayed Registration of Marriage”)	Lawyer			
6. Documentary Evidences such as but not limited to the following: ➤ COLBs of children showing the following: <ul style="list-style-type: none"> • names of the spouses • Date and Place of Marriage of spouses ➤ Previous year’s income tax returns showing the names of the spouses ➤ Baptismal Certificates of children showing names of spouses ➤ Title to properties; and Pictures of the event of marriage	Issuing Office			
7. Other documents where the facts of marriage are shown (Circular No. 96-1, re monograph entitled “Delayed Registration of Marriage”)	Issuing Office			
8. Valid IDs (RA 10173 – Data Privacy Act of 2012)				
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	<ul style="list-style-type: none"> - Evaluates - Process 	NONE	20 mins	Computer Operator I Adm. Aide II
2. Claim document	Release document after 14 days from date of application for registration	NONE	3 mins	Messenger Bookbinder I
	Total	None	1 hour & 36 minutes	
End of transaction				



Registration of Marriage with no Marriage Certificate

(Late Registration: A Reconstruction)

(AO No. 1, S. 1993, Rule 46 & Circular No. 96-1: re monograph entitled “Delayed Registration of Marriage”)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR	
Classification:	Complex (for Late Registration)	
Type of Transaction:		
Who may avail:	1. Spouses Children of spouses	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
APPLICANT OR SOLEMNIZING OFFICER HAS NO COPY OF THE MARRIAGE CONTRACT; & <u>INFORMATION CAN BE EXTRACTED</u> FROM THE REGISTER OF MARRIAGES OF THE CHURCH OR OFFICE		
3. PSA Negative (Rule 46, par. 1, AO. 1, S. 1993)	- PSA	
4. LCR Negative (Rule 46, par. 1, AO No. 1, S. 1993)	- LCR Office	
5. Certification issued by the church or solemnizing officer indicating date of said marriage based on their record or logbook (Rule 46, par. 1, AO No. 1, S. 1993)	- Church	
6. Affidavit for Delayed Registration stating the exact place and date of marriage, the facts and circumstances surrounding the marriage and the reason or cause of the delay. (Rule 46, par. 1, AO No. 1, S. 1993)	- Lawyer	
Valid IDs (RA 10173 - Data Privacy Act of 2012)	- Issuing Office	
APPLICANT OR SOLEMNIZING OFFICER HAS NO COPY OF THE MARRIAGE CONTRACT; & <u>NO OTHER RECORD</u> FROM WHERE INFORMATION ABOUT THE MARRIAGE COULD BE OBTAINED		
1. PSA Negative (Rule 46, par. 1, AO. 1, S. 1993)	- PSA	
2. LCR Negative (Rule 46, par. 1, AO No. 1, S. 1993)	- LCR Office	
3. Church Negative Certification (Rule 46, par. 1, AO No. 1, S. 1993)	- Church	
4. Affidavit of applicant declaring therein ALL INFORMATION that are needed in accomplishing the Certificate of Marriage (Circular No. 96-1)	- Lawyer	
5. Affidavit of at least two (2) persons who witnessed the performance of the marriage or who in one way or another	- Lawyer	



<p>have personal knowledge that the parties were really married. (Circular No. 96-1)</p> <p>6. Documentary Evidences such as but not limited to the following:</p> <ul style="list-style-type: none"> - COLBs of children showing the following: <ul style="list-style-type: none"> a. Names of the spouses b. Date and place of Marriage of spouses - Previous year's income tax returns showing the names of the spouses - Baptismal Certificates of children showing names of spouses - Title to properties; and - Pictures of the event of marriage 	<ul style="list-style-type: none"> - LCR Office - BIR - Church - Register of Deeds - Parties 			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	- Evaluates Processes	None	20 mins	Computer Operator I Adm. Aide II
4. Claims document	Releases Document after 14 days from date of application	None	5 mins	Messenger Bookbinder I
	Total	None	1 hour & 36 minutes	
End of Transaction				