



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 or person authorized to administer oath	
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)	Church School BIR Insurance Company (GSIS, SSS, PhilHealth, others)	



<ul style="list-style-type: none"> ➤ baptismal certificate; ➤ school records (nursery, kindergarten, or preparatory); ➤ income tax return of parents; ➤ insurance policy (GSIS, SSS, Phil health, others); ➤ medical records; and others (such as barangay captain's certification) 	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) 	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: <ul 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 The affidavit must be attested by at least two (2) witnesses 	Same as above LCR			
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	<i>(Adm. Aide II)</i> <i>(Clerk I)</i> <i>(Registration Officer IV)</i>



2. Proceeds to CTO for assessment & payment of the following fees:	Assesses, receives payment & issue corresponding O.R.		10 mins	(For of CTO)
Affidavit of Acknowledgement (<i>if executed as a <u>separate public document</u> and not at the back of Certificate of Live Birth</i>)		P350.00		
Affidavit to Use Surname of Father (AUSF)		P 175.00		
LCR Negative (If registration is after 30 days from birth)		P 75.00		
Processing Fee (For Out-of-Town application)		P 150.00		
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 place of birth	None (Cost of Mailing charge to client)	5 mins	(Adm. Aide II) (Clerk I) (Registration Officer IV)
4. Claim document	Releases Document: Timely: - Legitimate - Illegitimate Delayed: Out-Of-Town:	None	3 mins 3 mins 14 days from date of application for registration Estimated period: 3 months	(Messenger) (Bookbinder I)
	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
A. If the person is less than eighteen (18) years old	
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, <i>in the order mentioned.</i> (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 if applicant is a citizen of foreign country. (Art. 21, Family Code)	LCR
10. Valid IDs of parties and their parents (PSA Circular No. 2019-16)	Issuing agency

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	(Adm. Aide II) (Clerk I) (Registration Officer IV)
2. Proceeds to CTO for assessment & payment of the following fees:	Assesses, receives payment & issue corresponding O.R.	None	15 mins	(For of CTO)
Marriage license application Fee		P350.00		
Marriage License Application Forms (4 sheets @ P30 each)		P120.00		
• <u>Parental Consent</u> form - Male (2 sheets @ P30 each)		P60.00		
• <u>Parental Consent</u> Form-Female (2 sheets @ P30 each)		P60.00		
• <u>Parental Advice</u> Form- Male (2 sheets @ P30 each)		P60.00		
• <u>Parental Advice</u> Form -Female (2 sheets @ P30 each)		P60.00		



<ul style="list-style-type: none"> • Notice of Marriage Form – <u>BOTH RESIDENT APPLICANTS</u> of San Carlos City (1 sheet @ P 30 each) 		P30.00		
<ul style="list-style-type: none"> • Notice of Marriage Form – <u>ONE (1) NON-RESIDENT APPLICANT</u> (place of residence) (1 sheet @ P 30 each) 		P30.00		
<ul style="list-style-type: none"> • Notice of Marriage Form – <u>ONE (1) RESIDENT APPLICANT</u> (place of residence) (1 sheet @ P 30 each) 		P30.00		
<ul style="list-style-type: none"> • Notice of Marriage Form – EMBASSY OF ALIEN PARTY APPLICANT (1 sheet @ P 30 each) 		P30.00		
Registration of Certificate/Affidavit of Legal Capacity (ALIEN PARTY)		P500.00		
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	(Adm. Aide II) (Clerk I) (Registration Officer IV)
4. Proceeds to LCR Admin. Section to pay Marriage License Fee	Assesses, receives payment & issue corresponding O.R.	P75.00	5 mins	(Adm. Aide IV)



<p>5. Claim marriage license</p>	<p>Releases License after 13 days from date of application <i>(To those applicants who are able to secure consent or advice of parents or guardian)</i></p> <p>Releases License after 104 days from date of application <i>(To those applicants whose parents or guardian refused to give parental advice. 104 days do not apply to parental consent. Parental consent is mandatory)</i></p>	<p>None</p>	<p>3 mins</p>	<p>(Adm. Aide IV))</p>
		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 (<i>Rule 46, par. 1, AO No. 1, S. 1993</i>)	PSA
LCR Negative (<i>Rule 46, par. 1, AO No. 1, S. 1993</i>)	LCR
Certification issued by the church or solemnizing officer indicating date of said marriage based on their record or logbook (<i>Rule 46, par. 1, AO No. 1, S. 1993</i>)	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. (<i>Rule 46, par. 1, AO No. 1, S. 1993</i>)	Lawyer
Valid IDs (<i>RA 10173 – Data Privacy Act of 2012</i>)	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 (<i>Rule 46, par. 1, AO No. 1, S. 1993</i>)	PSA
2. LCR Negative (<i>Rule 46, par. 1, AO No. 1, S. 1993</i>)	LCR
3. Church Negative Certification (<i>Rule 46, par. 1, AO No. 1, S. 1993</i>)	Church
4. Affidavit of applicant <i>declaring therein ALL INFORMATION that are needed in</i>	Lawyer



<i>accomplishing the Certificate of Marriage (Circular No. 96-1, re monograph entitled "Delayed Registration of Marriage")</i>				
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. <i>(Circular No. 96-1, re monograph entitled "Delayed Registration of Marriage")</i>		Lawyer		
6. Documentary Evidences such as but <i>not limited to the following</i> : ➤ 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 <i>facts of marriage are shown (Circular No. 96-1, re monograph entitled "Delayed Registration of Marriage")</i>		Issuing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	- Evaluates - Processes	NONE	20 mins	(Adm. Aide II) (Clerk I) (Registration Officer IV)
2. Claims document	Release document after 14 days from date of application for registration	NONE	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 REQUIRED:				
Certificate of Marriage (4 copies) LCR Negative Certification (if delayed)		Solemnizing Officer LCR		
B. NO MARRIAGE LICENSE REQUIREMENT (Art. 34, FC): <i>(Parties have lived together as husband and wife for at least 5 years and without any legal impediment to marry each other)</i> <ol style="list-style-type: none"> 1. Certificate of Marriage (4 copies) 2. Affidavit solemnizing officer stating the following facts: <ol style="list-style-type: none"> a. That he took the necessary steps to ascertain the ages and relationship of the contracting parties; b. That he found no legal impediment to the marriage. <i>(Back of Certificate of Marriage)</i> 3. Affidavit of Cohabitation 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. LCR Negative (if delayed) 		Solemnizing Officer Solemnizing Officer Lawyer LCR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Evaluates	None	15 minutes	



	Advises client to proceed to CTO for payment of fees			(Adm. Aide II) (Clerk I) (Registration Officer IV)
2. Proceeds to CTO for assessment & payment of fees.	Assesses, receives payment & issues corresponding O.R. to the following: Solemnization Fee Registration Fee (For marriage under Art. 34, Family Code, only)	P 150.00 P 550.00	5 mins	(For of CTO)
3. Goes back to LCR Registration Division and presents proof of payment	- Checks payment & records the same	None	5 mins	(Adm. Aide II) (Clerk I) (Registration Officer IV)
4. Claim document	Releases Document: Timely: Delayed:	None None	5 minutes 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:	1. Parent 2. Guardian 3. 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			
Certified copy of document (3 copies)	LCR			
Valid ID of requesting party who may be the following, namely: a. Document Owner (if of age) b. Parent c. Guardian	Issuing agency			
Proof of guardianship (if requesting is the guardian)	Issuing agency			
Authorization if party requesting is not the owner	Document 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 minutes	(Bookbinder II)
2. Proceeds to CTO for assessment & payment of fee:	Assesses, receives payment & issue Official Receipt (O.R.)	P 200	5 minutes	(For of CTO)
3. Goes back to LCR and presents receipt as proof of payment	Checks payment Prepare and process documents	None	15 minutes	(Bookbinder II)



4. Claim document	Release document once received from PSA (Estimated period: 2 mos)	None	3 minutes	(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 minutes	(Records Officer I)
2. Claim document	Releases document once received from PSA (Estimated period: 3-4 mos)	None	3 minutes	(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:	<ul 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
	<ul style="list-style-type: none"> 1. Valid ID of requesting party who may be the following, namely: <ul 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
	<ul style="list-style-type: none"> 2. Written authorization from document owner if requesting party is not the owner 	Document owner
	<ul style="list-style-type: none"> 3. Proof of guardianship (if requesting is the guardian) 	Issuing agency
	<ul style="list-style-type: none"> 4. Letter-request indicating conduct of judicial or administrative proceeding 	Court or proper public official



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	(For of CTO)
3. 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	P 75	5 mins	(For of CTO)
	LCR-PSA Req. Sec.	P 155	5 mins	(Comp. Operator I) (Clerk I) (Comp. Operator II)
Death	CTO	P 75	5 mins	(For of CTO)
	LCR-PSA Req. Sec.	P 155	5 mins	(Comp. Operator I) (Clerk I) (Comp. Operator II)
Marriage	CTO	P 75	5 mins	(For of CTO)



	LCR-PSA Req. Sec.	P 155	5 mins	(Comp. Operator I) (Clerk I) (Comp. Operator II)
Cenomar	CTO	P 75	5 mins	(For of CTO)
	LCR-PSA Req. Sec.	P 210	5 mins	(Comp. Operator I) (Clerk I) (Comp. Operator II)
3.Goes back to LCR and presents receipt as proof of payment	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 (Report on Missing Entries)

(Rule 11, PSA Admin. Order No. 1, S. 1993 & City Ord. No. 17-60)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR			
Classification:	Highly Technical			
Type of Transaction:				
Who may Avail:	1. Parent 2. Guardian 3. Document Owner (if of age)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Documents to support missing entries		Issuing agency		
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 300	5 mins	(For of CTO)
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	3 mins	(Messenger) (Bookbinder I)
Total			48 minutes	
End of transaction				



Legitimation

(Rule 66, PSA Adm. No. 1, S. 1993 & City Ord. No. 17-60)

Office or Division:	OFFICE OF THE CITY CIVIL REGISTRAR			
Classification:	Highly Technical			
Type of Transaction:				
Who may Avail:	Mother, Father, Guardian, child himself if of age			
CHECKLIST OF REQUIREMENTS (Arts. 177-180, Family Code,		WHERE TO SECURE		
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		
Marriage Certificate (COM) of Parents (PSA Copy if marriage is outside San Carlos City)		LCR Office of the place of marriage; or Philippine Statistics Authority (PSA)		
Certificate of No Marriage (CENOMAR) of Father		PSA		
Certificate of No Marriage (CENOMAR) of Mother		PSA		
Affidavit Of Legitimation (AOL) signed by both parents of the child		LCR		
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)		
Death Certificate of deceased parent in case one is already dead		LCR		
Valid IDs		Issuing office		
Cedula		Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	Evaluates	None	35 minutes	(Registration Officer I) (Registration Officer I)
2. Proceeds to CTO for assessment & payment of legitimation fee	Assesses, receives payment & issue corresponding O.R.	P250.00	5 minutes	(For of CTO)



3. Claim annotated document	Releases documents (once received from PSA. (Estimated period is 3-4 months)	None	3 minutes	(Registration Officer I) (Registration Officer I)
End of transaction				



Registration of Foundling

Timely Registration:

Within 30 Days from the date of finding/commitment of the child

(PD No. 651, Rules 26-30, A.O. No. 1, S. 1993, Circular No. 91-3 & 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:	Finder/DSWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Foundling (OCRG Form No. 101)		DSWD		
1. Affidavit of the finder stating the following: a. Facts and circumstances surrounding the finding of the child, and b. Foundling has been reported to the barangay captain or to the police authority, as the case maybe; and		Lawyer		
3. 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.		Punong Barangay		
Certification of Award to Finder from DSWD		DSWD		
LCR Negative (If registration is after 30 days from date of finding/commitment)		LCR		
Valid IDs		Issuing office/agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Evaluates, receives, registers	None	25 minutes	(Adm. Aide II) (Clerk I) (Registration Officer IV)



2. Claim document	Releases Document: Timely: Delayed:	None	3 minutes 3 minutes 14 days from date of application for registration	(Messenger) (Bookbinder I)
		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 & their IRR & City Ord. No. 17-60)

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	
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, Driver's License, etc.
<p>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 <p style="text-align: center;">(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	Issuing office
5. Valid IDs	Issuing office
B. PETITION FOR CHANGE OF FIRST NAME OR NICKNAME, CORRECTION OF SEX, MONTH OF BIRTH, AND DATE OF BIRTH. <u>REQUIREMENTS.</u>	
1. PSA copy of the certificate sought to be corrected or changed (original plus 3 machine copies)	PSA
2. Certified true machine copy of the certificate sought to be corrected or changed (3 copies)	LCR
<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 	Issuing office



(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.				
1.Submits requirements	Evaluates Advises client to pay to CTO	None	35 minutes	(Clerk IV)
2.Proceeds to CTO for assessment & payment of the filing fee	Assesses, receives payment & issue corresponding Official Receipt Filing Fee <i>(only for docs registered in San Carlos City)</i> Service Charge <i>(only for Migrant Petitions)</i>	P 1,000 P 500	5 minutes	
3.Goes back to LCR and presents Official Receipt as proof of payment	Checks payment and records the same	None	3 minutes	(Clerk IV)
4.Claim annotated document	Releases document once received from PSA (Estimated Period: 4 – 8 months)	None	5 minutes	(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 minutes	(Clerk IV)



2. Proceeds to CTO for assessment & payment of the filing fee	Assesses, receives payment & issue corresponding Official Receipt Filing Fee <i>(only for docs registered in San Carlos City)</i> Service Charge <i>(only for Migrant Petitions)</i>	P 3,000 P 1,000	5 minutes	for (CTO)
3. Goes back to LCR and presents Official Receipt	Checks payment and records the same	None	5 minutes	(Clerk IV)
4. Claim annotated document	Releases document once received from PSA (Estimated Period: 4 – 8 months)	None	3 minutes	(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 minutes	(Registration Officer I) (Registration Officer I)
Proceeds to CTO for assessment & payment of the following fees:	- Assesses, receives payment & issue corresponding O.R.		5 minutes	(For of CTO)
Adoption	-	P 550		
Foreign Decree of Adoption	-	P 1,750		
Recission of Adoption	-	P 1,750		
Annulment of Marriage	-	P 1,250		
Declaration of Absolute Nullity of Marriage	-	P 1,250		
Legal Separation	-	P 1,250		
Setting aside Decree of Legal Separation	-	P 1,250		
Change of Name	-	P 175		
Correction of Entry	-	P 175		
Aliases	-	P 550		
Presumptive Death of Absent Spouse or Judicial Declaration of Absence	-	P 1,250		



Compulsory recognition of illegitimate child	-	P 350		
Voluntary recognition of minor's illegitimate child	-	P 350		
Voluntary emancipation of minors	-	P 550		
Appointment of Guardian	-	P 350		
Termination of Guardianship	-	P 350		
Judicial determination of Filiation	-	P 175		
Judicial determination of the fact of reappearance of absent spouse, if disputed	-	P 1,250		
Naturalization Certificate	-	P 1,750		
Cancellation of Naturalization Certificate	-	P 1,750		
Repatriation or voluntary renunciation of citizenship	-	P 1,750		
Separation of Property	-	P 1,750		
Revival of former property regime	-	P 1,750		
Emancipation of Orphaned Minor	-	P 350		
Other registrable court decrees	-	P 350		
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 minutes	(Registration Officer I) (Registration Officer I)
Claim annotated document	Release annotated document (Estimated Period: 3-4 months)	None	3 minutes	(Registration Officer I) (Registration Officer I)
End of transaction				