Municipal Civil Registrar's Office

External Service

82. Endorsement of Birth, Marriage and Death Certificate to PSA

- A document issued to client if they request for the Security Paper of their documents to National Statistics office but the result is negative or no record and the Office of the Municipal Civil Registrar or the person has the copy of the registered document. The Municipal Civil Registrar will issue the endorsement of the said document to the National Statistics Office.

Office or Division:	Municipal Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Residen of Pantabangan whose relative or the person themselves whose record at Philippine Statistics Authority is negative.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Negative Result/Certification of the Documents (2 photocopies)	Church/Office of the Mayor/Office of the Solemnizing Officer
Photocopy of Registry Book	Local Civil Registry Office
Proof of Urgency	Government Agency
Registered Copy of the Documents (if available) (2 photocopies)	Philippine Statistic Office/Personal Copy of the Solemnizing Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service and secure checklist of requirements.	1. Gives a briefing about the service.	None	10 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
2. Submit requirements and provide the needed information during the interview.	2.1 Reviews the documents for completeness and prepares the endorsement paper.	None	10 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
	2.2 Issues Order of Payment form and instructs client to pay fees.	None	5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues Official Receipt	PHP 100.00	10 Minutes	*Revenue Collection Officer* Municipal Treasurer Office
4. Return to Local Civil Registrar's	4.1 Annotates documents and	None	10 Minutes	*Clerk / Registration Officer*

Office and present the Official Receipt. *Wait as the staff/clerk annotated the documents	records the documents and the official receipt. 4.2 Municipal Civil Registrar signs the annotated documents.	None	5 Minutes	Municipal Civil Registrar Office *Clerk / Registration Officer* Municipal Civil Registrar Office
5. Claim the annotated Certified Copies of the Certificate of Live Birth of the child.	5. Releases the annotated certified copies of the Certificate of Live Birth.	None	5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
	TOTAL:	PHP 100.00	55 minutes	

83. Issuance of Civil Registry Documents through BREQS (Batch Request Entry System)

- The Municipal Civil Registrar Office of Pantabangan, Nueva Ecija issues the civil registry documents in Security Paper through Batch Request Entry System (BREQS), it helps the public (even the nearby municipalities) to request their documents in Security Paper (SECPA) without the hassle of going to PSA-Cabanatuan.

Office or Division:	Municipal Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Relative or the person themselves whose record at Philippine Statistic Authority.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Properly Filled Up Form (1 original copy)	Philippine Statistic Authority
Authorization Letter and ID of the Owner (1 Photocopy)	Personal Copy/Municipal Civil Registrar

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Inquire about the service.	1. Gives a briefing about the service.	None	3 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
2. Fill-out the application form and provide all the information during the interview.	2.1 Reviews the application form for completeness 2.2 issue order of payment form and instruct client to pay fees at	None None	10 Minutes 3 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues official receipt	PHP 155.00 PSA Copy PHP 100 Service Fee PHP 210 Certificate of no Marriage PHP 100 service fees	10 Minutes	*Revenue Collection Officer* Municipal Treasurer Office
4. Return to Municipal Civil Registrar Office and present the Official receipt.	4. Encodes to the system.	None None	2 Minutes 3 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office

	4.2 Inform the client on the date of release of the document.			
5. Return to Municipal Civil Registrar Office to claim the documents in Security Paper.	5. Issues the Security Paper and signs in the transmittal form.	None	2 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
	TOTAL:	PHP 155.00 PSA Copy PHP 100 Service Fee PHP 210 Certificate of no Marriage PHP 100 service fees	33 minutes	

84. Issuance of a Marriage License

- Where a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside. The local civil registrar concerned shall enter all applications for marriage license filed in a registry book strictly in the order in which the same are received. When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration date of the said period if the contracting parties have not made use of it.

Office or Division:	Municipal Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	A man and a woman, of legal age, and with no legal impediments to marry, who wish to enter into a special contract of permanent union for the establishment of conjugal family life.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pre-marital Counseling Certificates (1 original copy)	Municipal Social Welfare & Development Office/ Local Population Office
Birth Certificates of contracting parties (1 original and 3 photocopies each of both party)	Philippine Statistics Authority/ BREQS Pantabangan
Certificate of No Marriage (CENOMAR) (1 original copy each of both party)	Philippine Statistics Authority/ BREQS Pantabangan
Baptismal Certificates of contracting parties	Church where baptism took place
Parental Consent (18-20) (1 original and 3 photocopies each of both party)	Municipal Civil Registrar's Office
Parental advice (21-24) (1 original and 3 photocopies each of both party)	Municipal Civil Registrar's Office
25 and above (1 original and 3 photocopies each of both party)	Philippine Statistics Authority
Current Citizens Tax Certificate (1 photocopy each of both party)	Municipal Treasurer's Office
Duly Notarized Affidavit of Marriage Between Man and Woman who have lived together as Husband and Wife for at least Five Years (if living in together for more than 5 years) Article 34 of the Family code (1 original and 3 photocopies)	Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of relevant documents	1. Interview and Analysis of documents	None	5 Minutes	*Clerk / Registration Officer*

				Municipal Civil Registrar Office
2. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment. Make sure to secure Official Receipt that will be issued upon payment.	2.1 Accept the payment based on the Order of Payment. 2.2 While paying the client the marriage license will be processed for approval by the Head of Office	Php300. Application Fee Php100 Marriage License Php600 Solemnization Fee (If Local Chief Executive is the Solemnizing officer)	10 Minutes 10 Minutes	*Revenue Collection Officer* Municipal Treasurer's Office *Clerk / Registration Officer* Municipal Civil Registrar Office
3. Return to Municipal Civil Registrar's Office for the processing and release of Marriage License.	3.1 Check the Official Receipt 3.2 Issuance of Marriage License	None None	2 Minutes 2 Minutes	*Clerk / Registration Officer / MCR Staff* *Clerk / Registration Officer* Municipal Civil Registrar Office
	TOTAL	Php300. Application Fee Php100 Marriage License Php600 Solemnization Fee (If Local Chief Executive is the Solemnizing officer)	29 minutes	

85. Out-Of-Town Delayed Registration of Birth Certificate

-Out-of-town delayed birth registration allows you to register a birth in your current city, even if the birth occurred elsewhere, by submitting the application to your local civil registrar who will forward it to the correct city of birth.

Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Births that occurred in another Municipality which are not registered within 30 days from the date of birth, should avail of this service.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal appearance of the applicant	Client
Personal appearance of Parents	Client
Four (4) Copies of COLB duly accomplished and signed by the proper parties	Hospital/Lying-in, Rural Health Units (RHUs), Local Civil Registry Office (LCRO)
Latest PSA Negative Certification (3 photocopies)	Philippine Statistics Authority (PSA)
Affidavit of Two (2) Disinterested Persons (3 photocopies)	Notary Public
Affidavit of Delayed Registration (4 original copies)	Local Civil Registry Office (LCRO)
Affidavit attesting to the authenticity and veracity of all documents submitted (3 original copies)	Notary Public
Affidavit of the registrants in case the document owner is already deceased (3 original copies)	Notary Public
Personal Affidavit of Applicant for Out-of-Town Delayed Registration (3 photocopies)	Notary Public
Government Issued ID of the Informant (3 photocopies)	BIR, Post Office, LTO, DFA, Philsys, SSS, GSIS, Pag-ibig, Office of the Senior Citizen, MSWDO, Philhealth, COMELEC
Certificate of Marriage (3 photocopies)	Personal Copy, Philippine Statistics Authority (PSA), Local Civil Registry Office (LCRO)
Barangay Certification issued by the Punong Barangay as proof of residency (3 photocopies)	Barangay Hall
National ID of applicant to be registered (3 photocopies)	Philsys
Four (4) copies of unedited front facing 2×2 size photo, white background, taken within 3 months from the date of registration	Photo Studio

Authorization Letter-executed and signed by the document owner or legal guardian, must be able to provide the specific details required in COLB and statement as to its purpose including the photocopy of the ID of the document owner and duly authorized representative. (3 photocopies)	Document Owner
Special Power of Attorney – executed by the document owner that grants the attorney in fact the authority to act on behalf of the principal stating the specific details required in the COLB (3 photocopies)	Notary Public
Any two (2) supporting documentary evidence:	
Baptismal Certificate (3 photocopies)	Church where baptism took place
School Records-Form 137(3 photocopies)	School attended
Voter's Certification (3 photocopies)	Commission on Elections (COMELEC)
Income tax return (3 photocopies)	Bureau of Internal Revenue (BIR)
Insurance policy (3 photocopies)	Insurance Agency/Company
Medical Records (3 photocopies)	Hospital
Senior ID (3 photocopies)	Office of the Senior Citizen
Other documents with complete name, date of birth and place of birth (3 photocopies)	Client
Any two (2) documentary evidence showing the identity of the parents	
Government Issued IDs of Parents (3 photocopies)	BIR, Post Office, LTO, DFA, Philsys, SSS, GSIS, Pag-ibig, Office of the Senior Citizen, MSWDO, Philhealth, COMELEC
Certificate of Live Birth (COLB) of Parents (3 photocopies)	Personal Copy, Philippine Statistics Authority (PSA), Local Civil Registry Office (LCRO)
Certificate of Marriage of Parents (3 photocopies)	Personal Copy, Philippine Statistics Authority (PSA), Local Civil Registry Office (LCRO)
Death Certificate of Parents, if applicable (3 photocopies)	Personal Copy, Philippine Statistics Authority (PSA), Local Civil Registry Office (LCRO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements for out-of-town delayed registration of birth certificate.	1.1 Receive the requirements for out -of-town delayed registration.	None	2 minutes	*Registration Officer II* Local Civil Registry Office *or Administrative Aide*
	1.2 Verify the submitted requirements for	None	2 minutes	*Registration Officer II* Local Civil Registry Office *or Administrative Aide*

	delayed registration. 1.3 Encode information of submitted document – *Four (4) copies of the documents (PSA Copy, Document, Owner's Copy, File Copy)* 1.4 Issue order of payment. Instruct the client to pay at the Municipal Treasury Office (MTO)	None None	10 minutes 3 minutes	*Registration Officer II* Local Civil Registry Office *or Administrative Aide* *Registration Officer II* Local Civil Registry Office *or Administrative Aide*
2. Pay the required fee at the Municipal Treasury Office (MTO)	2.1 Receive proof of payment. 2.2 Advice to return on the scheduled date of release. 2.3 Submit the accepted application for out-of- town registration to Provincial Statistics Office (PSO) Nueva Ecija for their transmittal and endorsement to the concerned record- keeping civil registrar	None None None	2 minutes 3 minutes 1 day	*Municipal Civil Registrar* *Registration Officer II* Local Civil Registry Office *or Administrative Aide* *Registration Officer II* Local Civil Registry Office *or Administrative Aide*
3. Receive the registered document	3.1 Release and Record copy of the registered out-of-town birth certificate	None	2 minutes	*Registration Officer Local Civil Registry Office or Administrative Aide IV Local Civil Registry Office*
	TOTAL:		1day and 24 minutes	

NOTE: SUBJECT FOR 10 DAYS POSTING BEFORE ENDORSE TO PROVINCIAL STATISTICS OFFICE (PSO)

86. Migrant Petition for Correction of Clerical Errors/ Petition for Correction of Clerical Errors RA 10172, Change of First Name

-A migrant petition is a process for individuals residing in a different location from their civil registry record to file for a correction of a clerical error. This can be done by filing with the nearest Local Civil Registry Office (LCRO in their current area or with a Philippine Consulate if they are abroad.

Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Authorized representative of the place within Pantabangan where the marriage was solemnized such as Secretaries of Parish Church, Court's Liaison officer, Local Chief's Executive's (mayor's staff), or Owners of the Document who got married in Pantabangan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Migrant Petition for Correction of Clerical Errors	
PSA Certificate of Live Birth, Certificate of Marriage, Certificate of Death (3 photocopies)	Philippine Statistics Authority (PSA)
Any three (3) documents that pertains to the correct entry to be corrected (3 photocopies)	Client
Special Power of Attorney – executed by the document owner that grants the attorney in fact the authority to act on behalf of the principal under a certain specified task. (3 photocopies)	Notary Public
Migrant Petition for Correction of Clerical Errors RA 10172, Change of First Name	
PSA Certificate of Live Birth (3 photocopies)	Philippine Statistics Authority (PSA)
NBI Clearance (3 photocopies)	National Bureau of Investigation (NBI)
Police Clearance (3 photocopies)	Philippines National Police (PNP)
Court Clearance (3 photocopies)	Court
Baptismal Certificate (3 photocopies)	Church where baptism took place
Medical Certification (3 photocopies)	Rural Health Unit (RHU)

School Record (earliest school record-elementary) (3 photocopies)	School Attended
Clearance from employer no pending Criminal, Administrative or Civil Case Filed (if not employed, affidavit of non-Employment) (3 photocopies)	Employer, Notary Public
Voters Certification (3 photocopies)	Commission on Elections (COMELEC)
Medical Records (3 photocopies)	Hospital
Other documents with First Name/Gender/Date of Birth (3 photocopies)	Client
Certificate of Marriage (3 photocopies)	Personal Copy, Local Civil Registry Office (LCRO), Philippine Statistics Authority (PSA)
Government Issued ID (3 photocopies)	BIR, Post Office, LTO, DFA, Philsys, SSS, GSIS, Pag-ibig, Office of the Senior Citizen, MSWDO, PhilHealth, COMELEC
Other documents which are deemed necessary as evidence or proof of such correct entry (3 photocopies)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Civil Registrar and submit duly accomplished Marriage Certificate in quadruplicate copies and the photocopy of the Certificate to solemnize Marriage of the solemnizing Officer.	1.1 Receive filled-up petition form for correction of clerical errors	None	2 minutes	Registration Officer or Local Civil Registry Office
	1.2 Check the completeness of the petition form including the evidences.	None	5 minutes	Registration Officer or Local Civil Registry Office
	1.3 Process the document	None	103 minutes	Registration Officer /Clerk IV
	1.4 Issue order of payment. Instruct the client to pay at the Municipal Treasury Office (MTO)	None	5 minutes	Registration Officer or Local Civil Registry Office
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues Official Receipt		10 minutes	*Revenue Collection Officer* Municipal Treasurer Office
2. Return to Local Civil Registrar's Office and submit the official receipt	2.1 Receive Proof of payment	None	2 minutes	Registration Officer or Local Civil Registry Office
	2.2 Advice to return on the	None	3 minutes	

	scheduled date of release 2.3 Endorse to the Office of the Record Keeping Civil Registrar	None	*Waiting for the confirmation of receive	Registration Officer or Local Civil Registry Office Registration Officer or Local Civil Registry Office
TOTAL:			37 minutes	

NOTE: NOTE: SUBJECT FOR 10 DAYS POSTING BEFORE ENDORSEMENT TO RECORD KEEPING LCRO

87. Processing Petitions under Republic Act 9048 (Correction of Clerical Error and Change of Name or Nickname) and Republic Act 10172 (Correction of Clerical Error in the day and month (date of birth) and sex/gender in the COLB.

- Republic Act No. 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order.
Republic Act No. 10172 authorizes the city/municipal civil registrar including the consul general, in accordance with the provisions of existing laws, to correct clerical or typographical errors in the day and month (date of birth) or sex of a person in the civil register of birth, without the need of judicial order.

Office or Division:	Municipal Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Whether it is for correction of clerical or typographical error, or for change of first name, or change in gender and date of birth, the petition may be filed by a person of legal age who must have direct personal interest in the correction of the error or in the change of first name in the civil register. (Document owner, owner's spouse children, parents, brothers, sisters, and grandparents, guardian or any other person duly authorized by law or by the owner of the document.)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Birth Certificate on Security Paper (1 original copy and 2 photocopies)	Philippine Statistics Authority
Voter's Registration Record (1 original and 2 photocopies)	Commission on Elections where you vote
Employment Record (1 original copy and 2 photocopies)	Agency concerned
Social Security System Record (1 original and 2 copies)	Social Security System branch

Government Service Insurance System Record (1 original and 2 copies)	Government Service Insurance System branch
School Records/Diploma (1 original copy and 2 photocopies each)	School Attended
Driver's License (1 original and 2 photocopies)	Land Transportation Office
NBI Clearance (1 original copy and 2 photocopies)	National Bureau of Investigation Branch
Police Clearance (1 original and 2 photocopies)	National Police Clearance System where you reside
Baptismal Certificate (1 original copy and 2 photocopies)	Church where baptism took place
Marriage Certificate if married/parents (1 original copy and 2 photocopies)	Local Civil Registrar's Office/ Philippine Statistics Authority
Birth Certificate of brothers/sisters (1 original and 2 photocopies each)	Local Civil Registrar's Office/ Philippine Statistics Authority
Current community tax certificate (1 original copy and 2 photocopies)	Municipal Treasurer's Office
Affidavit of Non-employment of Certificate of employment and other documentary evidences (For Change of Name, Change of Sex/Gender and Date of Birth) (1 original copy and 2 photocopies each)	Notary Public
Old Medical Record (1 original copy and 2 photocopies)	Hospital or Clinic where check-up had made
Newspaper clippings Publication – local newspaper for 2 consecutive weeks (For Change of Name, Change of Sex/Gender and Date of Birth) (2 original copies)	Newspaper Publication
Duly notarized Special Power of Attorney (SPA) if the Petitioner is not the owner of the document (2 original copies)	Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service and secure checklist of requirements at Local Civil Registrar's Office.	1. Gives a briefing about the service.	None	10 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
2. Submit all the required documents and provide the necessary information during the interview.	2. Reviews documents for completeness and undertakes an interview.	None	10 Minutes	Municipal Civil Registrar Office
3. Wait as the Civil Registrar prepares the petition	3.1 Prepares the Application for Petition.	None	30 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office

	3.2 Issues order of payment form and instruct client to pay fees.	None	5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
4. Pay the corresponding fee at Municipal Treasurer's Office (RA 9048) (RA 10172) *Publication paper optional	4. Issues Official Receipt.	PHP 1000.00 Correction of Clerical Error PHP 3000.00 Change of First Name/ Gender PHP 5000.00 Publication Paper	10 Minutes	*Revenue Collection* Municipal Treasurer's Office
5. Return to Local Civil Registrar's Office and submit the official receipt	5.1 Informs client to follow-up after 2 weeks on the date of release of certificate of finality in conformity with the required ten days posting and five days for the decision. 5.2 Submits to the Philippine Statistics Legal Office.	None None	5 Minutes 5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office *Clerk / Registration Officer* Municipal Civil Registrar Office
6. Return to the Local Civil Registrar's Office and follow-up results for the issuance of finality.	6. Informs client on the date of release of certificate of finality.	None	5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
7. If the Petition is affirmed by the Civil Registrar General. Return to Local Civil Registrar's Office to	7. If Civil Registrar General affirms the petition, issues the certificate of	None	30 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office

claim the certificate of finality.	finality, record sheet and annotated documents.			
8. If the petition is impugned, file through the Local Civil Registrar's Office within 15 days from the receipt of the Impugned Petition a motion for reconsideration to Office of the Civil Registrar-General and wait for the approval of the impugned petition.	8. If the petition is impugned, receives the motion for reconsideration and transmits to Office of the Civil Registrar-General.	None	5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
	TOTAL:	PHP 1000.00 Correction of Clerical Error PHP 3000.00 Change of First Name/ Gender	1 hour and 55 minutes	

NOTE: PUBLICATION PAPER PRICE VARRIES UPON PUBLISHER

88. Registering Births and Issuance of Certificate of Live Birth (COLB)

- The birth of the child, being a vital event, should be registered at the office of the Civil Registrar within a thirty (30) days reglementary period from the time of birth. Other than serving identification purposes, a birth certificate is also required by various agencies and instrumentalities in availing of their services.

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Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Residence of Pantabangan who are the parents/guardians/attendant at birth/hospital and clinic authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Marriage Contract of parents (1 original and 2 photocopies)	Philippine Statistics Authority or personal file
Affidavit to use the surname of the father (if parents are not married (2 photocopies)	Client
Current Community Tax Certificate of parents	Municipal Treasurer's Office
Delayed Registration: PSA Negative Certification of birth (1 original copy) • Current Citizen Tax Certificate Of informant/ Parents • Baptismal Certificate • Notarized affidavit of late registration with two dis-interested persons • 2x2 picture	 PSA – Pantabangan BREQS (Local Civil Registrar's Office) Municipal Treasurer's Office Church where baptism took place Notary Public Personal File
Marriage Contract of parents 1 (photo copy) • School Records • Any (2) valid IDs Affidavit to use the surname of the father (if parents are not married (2 photocopy)	 School Attended NBI, GSIS, Passport, SSS, etc.
Legitimation:	PSA/ BREQS Pantabangan

• Latest PSA Copy of Birth Certificate of child (1 copy) • PSA Copy of Marriage Contract (1 photo copy) • Latest Certificate of No Marriage of Parents (CENOMAR) (1 original copy)		PSA/ BREQS Pantabangan PSA/ BREQS Pantabangan		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Secure information sheet, checklist of requirements and Municipal Form No. 102 (Certificate of Live Birth).	1.1 Issues checklist of requirements and Municipal Form No. 102 Certificate of Live Birth, information sheet. 1.2 explains the important data to be supplied and check on the space provided for concerned signatories.	None None	5 Minutes 5 Minutes	*Clerk/ MCR Staff* Municipal Civil Registrar Office *Clerk/ MCR Staff* Municipal Civil Registrar Office
2. Fill-out and submit information sheet and requirements for birth registration and provide needed information during the interview.	2.1 Reviews the filled-up information sheet 2.2 conduct interview on the missing data or wrong information.	None None	10 Minutes 5 Minutes	*Clerk/ MCR Staff* Municipal Civil Registrar Office *Clerk I MCR Staff* Municipal Civil Registrar Office
3. Wait as the Registration officer/Clerk prepares the Certificate of Live Birth.	3. Prepares Certificate of Live Birth based on the information supplied	None	5 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office
4. Review the document and affix the signature on the space provided.	4. Validates for completeness of signature	None	5 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office
5. Proceed to the designated payment window of the Municipal Treasury for payment.	5. Receive payment and issue Official Receipt	PHP 300.00 for late registration	10 Minutes	*Revenue Collection Clerk* Municipal Treasurer's Office

		PHP 300.00 acknowledgement PHP 300.00 for Authorization to use surname of the Father PHP 500.00 Legitimation PHP 200.00 Endorsement		
6. Wait as the Registration Officer/Clerk release and records the documents.	6.1 The Registration Officer/Clerk/ and Municipal Civil Registrar signs the prepared Certificate of Live Birth. 6.2 Encodes and assigns registry number to Certificate of Live Birth.	None None	3 Minutes 3 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office *Clerk I MCR Staff* Municipal Civil Registrar Office
7. Claim the registered documents on 11th day	7. Issues Certificate of Live Birth and advice client to safe keep the original copy and photocopy document when needed.	None	10 days posting for delayed registration	*Clerk I MCR Staff* Municipal Civil Registrar Office
	TOTAL:	PHP 300.00 for late registration PHP 300.00 acknowledgement	51 minutes	

	PHP 300.00 for Authorization to use surname of the Father PHP 500.00 Legitimation PHP 200.00 Endorsement		

NOTE: LATE REGISTRATION FOR BIRTH, DEATH, AND MARRIAGE CERTIFICATES REQUIRES 10 CALENDAR DAYS

89. Registration of Court Orders

-All amendments in the civil registry entries requiring court orders should be registered within 30 days after finality of the court decision has been received.

Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Documents owner

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certified True Copy of Court Decision (3 original copies)	Municipal/Regional Trial Court
Certified True Copy of Certificate of Finality (3 original copies)	Municipal/Regional Trial Court
Certified True Copy of the Civil Registry Document to be amended (3 original copies)	Philippine Statistics Authority/Local Civil Registrar
Certification from the Civil Registry Office where the court is located (3 original copies)	Municipal Civil Registrar where the court is located
Certificate of Authenticity (3 original copies)	Municipal Civil Registrar where the court is located

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Inquire about the service.	1. Gives a briefing about the service.	None	2 Minutes	*Clerk / Registration Officer*

*Secure checklist of requirements				Municipal Civil Registrar Office
2. Submit all the needed documents and provide information during the interview.	2.1 Reviews the submitted documents for completeness. 2.2 Approves the documents for annotation, issues order of payment form and instruct client to pay fees.	None None	5 Minutes 5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office *Clerk / Registration Officer* Admin Assistant Municipal Civil Registrar Office
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues Official Receipt	PHP 1500.00	10 Minutes	*Revenue Collection Officer* Municipal Treasurer Office
4. Return to Municipal Civil Registrar Office and present the Official Receipt. *Wait as the staff/clerk annotated the documents	4.1 Records the Official Receipt and causes the annotation on the documents to be amended. 4.2 The Municipal Civil Registrar signs the document.	None None	10 Minutes 5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office *Clerk / Registration Officer* Municipal Civil Registrar Office
5. Claims the amended document.	5.1 Releases, records and endorses the amended document to Philippine Statistics Authority Office of the Civil Registrar General. 5.2 Instructs client to claim the documents at Philippine Statistics Authority-Cabanatuan after 3 days.	None None	5 Minutes 5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office *Clerk / Registration Officer* Municipal Civil Registrar Office
	TOTAL:	PHP 1500.00	47 minutes	

90. Registering/Issuance of Death Certificates

- It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical assistance The Health Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of death certificate to the Local Civil Registrar within the reglementary period of thirty (30) days.

Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Spouse/Children/Relatives of the deceased or the nearest kin or barangay official as the case may be.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. If death occurred at home (on-time registration) • Personal appearance of the informant who should be the relative of the deceased.	Municipal Civil Registrar
• Barangay Certification on the circumstances surrounding the death.	Barangay Hall
• Notarized affidavit of late registration with two dis-interested persons	Notary Public
b. If death occurred in the hospital (on-time registration) Death Certificate prepared by the hospital (4 original copy)	Hospital where the deceased transpire

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Civil Registrar's Office and fill out information sheet and provide the necessary information during the interview.	1.1 Interviews client and reviews the completeness of filled-up information sheet.	None	5 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office
	1.2 Prepares the death certificate.	None	10 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office
2. Wait as the Registration officer/Clerk prepares	2. Prepares a Certificate of Death based on	None	10 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office

the Certificate of Death.	the information supplied.			
3. Review the Death Certificate prepared and affix signature on the space provided	3.1 Instruct client to proceed to the Municipal Health Officer for signature 3.2 Instruct the client to pay at the Treasurer's Office for burial fee.	None None	5 Minutes 5 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office *Clerk I MCR Staff* Municipal Civil Registrar Office
4. Go to the Municipal Health Officer and have the Death Certificate signed.	4. Signs the death certificate	None	3 Minutes	*Municipal health Officer*
5. Pay the corresponding fees at the Municipal Treasurer's Office	5. Issues official receipt	PHP 100.00 Burial Fee	10 Minutes	*Revenue Collection Officer* Municipal Treasurer's Office
6. Return to the Civil Registrar's Office and submit the death certificate and official receipt. *Wait as the staff records the documents	6.1 Check for completeness, sign on the prepared certificate of death and received by the Civil Registrar. 6.2 Records and assigns registry number to the Certificate of Death.	None None	5 Minutes 2 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office *Clerk I MCR Staff* Municipal Civil Registrar Office
7. Claim the duly registered Death Certificate	7. Issues the duly registered death certificate and records issuance	None	2 Minutes	*Clerk I MCR Staff* Municipal Civil Registrar Office
	TOTAL:	PHP 100.00 Burial Fee	57 Minutes	

91. Registration of Legal Instruments

- Similar to court orders/decrees, legal instruments are also registrable in the civil registrar where the birth certificate of the child is registered.

The following are considered legal instruments:

- Affidavit of Acknowledgement/Admission of paternity – a public document executed by the biological father establishing paternal relationship with the child.
- Legitimation – is a remedy by means of which those in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married.
- Affidavit to Use the Surname of the Father – under RA 9255, it is a public instrument executed by the father giving the child the privilege to use his surname.
- Supplemental Report

Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Parents of illegitimate children

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Registered Certificate of Live Birth of the child (1 original and 3 photocopies)	Philippine Statistics Authority/ Local Civil Registrar's Office
Duly notarized affidavit of acknowledgement/admission of paternity (1 original and 3 photocopies)	Notary Public
Baptismal Certificate (1 original and 3 photocopies)	Church where baptism took place
Proof of paternal filiation (if the child is not acknowledged upon registration) (1 original and 3 photocopies)	Notary Public/Local Civil Registrar's Office
Duly notarized affidavit of legitimation executed by both parents (if Legitimation) (1 original and 3 photocopies)	Notary Public
Marriage contract of parents (Legitimation) (1 original and 3 photocopies)	Philippine Statistics Authority/Local Civil Registrar's Office
Certificate of No Marriage (CENOMAR) to other person (Legitimation) (1 original and 3 photocopies)	Philippine Statistics Authority

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements at Local Civil Registrar's Office.	1. Gives a briefing about the service.	None	3 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office

2. Submit requirements and provide the needed information during the interview.	2.1 Reviews requirements and interviews the client. 2.2 Issues order of payment form and instructs client to pay fees	None None	10 Minutes 3 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office *Clerk / Registration Officer* Municipal Civil Registrar Office
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues official receipt	PHP 300.00 Affidavit of legitimation PHP 200.00 Endorsement PHP 300.00 Affidavit to use the Surname of the Father PHP 300.00 Supplemental	3 Minutes	*Revenue Collection Officer* Municipal Treasurer Office
4. Return to Local Civil Registrar's Office and present the Official receipt. *Wait as the staff/clerk annotated the documents	4.1 Annotates documents and records the documents and the official receipt. 4.2 Municipal Civil Registrar signs the annotated documents.	None None	10 Minutes 5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office *Clerk / Registration Officer* Municipal Civil Registrar Office
5. Claim the annotated Certified Copies of the Certificate of Live Birth of the child.	5. Releases the annotated Certified copies of the Certificate of Live Birth.	None	5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
	TOTAL:	PHP 300.00 Affidavit of legitimation PHP	39 minutes	

	200.00 Endorsement PHP 300.00 Affidavit to use the Surname of the Father PHP 300.00 Supplemental		

92. Registering Marriage Certificates

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

Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Authorized representative of the place within Pantabangan where the marriage was solemnized such as Secretaries of Parish Church, Court's Liaison officer, Local Chief's Executive's (mayor's staff), or Owners of the Document who got married in Pantabangan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Marriage Certificates (4 original copies)	Church/Office of the Mayor/Office of the Solemnizing Officer
Photocopy of the Certificate to solemnize Marriage of the solemnizing Officer (for churches only) (1 photocopy)	Philippine Statistic Office/Personal Copy of the Solemnizing Officer
Notarized Permission and Approval of the Solemnizing Officer in case the Marriage is to be held outside the church/chapel or garden wedding (2 photocopies)	Notary Public
Sworn statement of the applicant duly notarized (for delayed registration)	Client
Negative result from Philippine Statistics Authority (for delayed registration) (4 original copies)	Philippine Statistic Authority
Old copy of the unregistered document (for delayed registration) (4 original copies)	Personal Copy
Birth Certificate of Children showing the date of marriage (for delay registration) (4 original copies)	Personal Copy/Local Civil Registrar/Philippine Statistic Authority

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Civil Registrar and submit duly accomplished Marriage Certificate in quadruplicate copies and the photocopy of the Certificate to solemnize Marriage	1. Reviews for completeness and receives the documents.	None	5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office

of the solemnizing Officer.				
2. Wait as the Municipal Civil Registrar signs the document.	2. Signs the Certificate of Marriage, records the document and assigns registry number.	None	5 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
3. Pay the Corresponding fees at Municipal Treasurer's Office.	3. Receive payment and issues official receipt	PHP 100.00	3 Minutes	*Revenue Collection Officer* Municipal Treasurer's Office
4. Return to Municipal Civil Registrar and present the official receipt.	4. Informs the client of the date of release of the documents in compliance with the 10-day posting period.	None	2 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office
5. Return to Local Civil Registrar's Office and claim the registered Marriage Contract on the date scheduled.	5.1 Signs the Certificate of Marriage, records the document and assigns registry number. 5.2 Issues the registered marriage contract.	None None	2 Minutes 2 Minutes	*Clerk / Registration Officer* Municipal Civil Registrar Office *Clerk / Registration Officer* Municipal Civil Registrar Office
	TOTAL:	PHP 100.00	19 minutes	

93. Supplemental Report on Birth, Marriage and Death Certificate

-A supplemental report is a document filed to provide missing or omitted information on a civil registry document, such as a birth, marriage, or death certificate. It is used to correct errors or add details that were inadvertently left out during the initial registration, and it requires a formal affidavit and supporting documents.

Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Birth, Marriage and Death Certificate that is registered in the Municipality of Pantabangan which has lacking entry.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
PSA Certificate of Live Birth, Certificate of Marriage and Certificate of Death Certificate (4 photocopies)	Philippine Statistics Authority (PSA)
Affidavit of Supplemental Report (4 original copies)	Local Civil Registry Office (LCRO)
Any Three (3) documents that will pertain to the correct data to be supplemented (4 photocopies)	Client
Baptismal Certificate (4 photocopies)	Church where baptism took place
Physical Examination (RHU)-for gender (4 photocopies)	Rural Health Unit (RHU)
Government Issued ID (4 photocopies)	BIR, Post Office, LTO, DFA, Philsys, SSS, GSIS, Pag- ibig, Office of the Senior Citizen, MSWDO, Philhealth, COMELEC

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit documentary requirement for supplemental report	1.1 Receive the requirements for Supplemental Report on Birth, Marriage and Death Certificate	None	2 minutes	*Registration Officer III* Local Civil Registry Office
	1.2 Verify the submitted documentary requirements for supplemental	None	5 minutes	*Registration Officer III* Local Civil Registry Office *or Administrative Aide III* Local Civil Registry Office
	1.3 Issue order of payment. Instruct the client to pay at the Municipal Treasury Office (MTO)	None	5 minutes	*Registration Officer III* Local Civil Registry Office *or Administrative Aide III* Local Civil Registry Office

2. Pay the required fees at the Municipal Treasury Office (MTO) and present official receipt	2.1 Receive proof of payment 2.2 Process the document for supplemental report (Prepare Four (3) original copies of the documents (PSA Copy, Document Owner's copy, Office Copy) 2.3 Review the completeness of the documents 2.4 Sign the documents for Supplemental Report	None PHP 300.00 Supplemental report PHP 200.00 Endorsement None None	2 minutes 30 minutes 10 minutes 5 minutes	*Registration Officer II or Administrative Aide* *Registration Officer II or Administrative Aide III Local Civil Registry Office* *Registration Officer III or Administrative Aide III Local Civil Registry Office* *Registration Officer III or Administrative Aide III Local Civil Registry Office*
3. Receive the requested document for supplemental report	3.1 Release and Record copy of Supplemental Report on Birth, Marriage and Death Certificate	None None	3 minutes 3 minutes	*Registration Officer II or Administrative Aide III Local Civil Registry Office* *Registration Officer II or Administrative*

	3.2 Advice the client to personally secure a copy of supplemented copy at PSA CRS Region 3 or PSA outlet Cabanatuan City			*Aide III Local Civil Registry Office*
	TOTAL:	PHP 300.00 Supplemental report PHP 200.00 Endorsement	1 hour and 5 minutes	