



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR



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The office is responsible for the civil registration program in the Local Government unit, pursuant to the Civil Registry Law, the Civil Code, and other pertinent laws, rules and regulations issued to implement them.

1. Issuance of Certified Copy of Birth, Marriage and Death Certificates

Office of Division:		Office of the Municipal Civil Registrar		
Classification:		Simple Transaction		
Type of Transaction:		Citizen to Government (C2G)		
Who may avail:		Any person who has a record of Birth, Marriage and Death.		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Ask needed information	None	3 minutes	Municipal Civil Registrar's Staff
2. Wait for verification of the availability of the civil registry documents and the registry of books and get order of payment.	Verify records of Civil Registry Documents if Municipal Civil Registrar's Staff available. Provide Order of payments	None	10 minutes	Municipal Civil Registrar's Staff
3. Pay the required fee at the Office of Municipal Treasurer	Received official receipt	Birth/Marriage/Death certificate- P50 each	5 minutes	Collecting Officer
4. Secure from person in charge your requested documents duly signed by the Municipal Civil Registrar	Issue the requested certificates	None	2 minutes	Municipal Civil Registrar



2. Registration of Birth and Marriage Certificates

Republic act no. 3753 mandates that acts events, legal instruments and court orders/decrease concerning the civil status of persons shall be recorded. The birth f child must e registered within (30) days from birth at Office of Municipal Civil Registrar.

The certificates of marriage of a civil or church wedding must be submitted within fifteen (15) days after the solemnization. Registration of birth and marriage certificate is free of charge, pursuant to Section 6, P.D. 651

Office of Division:		Office of the Municipal Civil Registrar		
Classification:		Simple Transaction		
Type of Transaction:		Citizen to Government (C2G)		
Who may avail:		Any person who is born and get married in Sual.		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
For Registration of Birth Certificates of Live Birth (COLB)			MCR	
For registration of Marriage Certificate of marriage (COM)			MCR	
Documentary Stamp			MCRs	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the Logbook	Ask needed information	None	3 minutes	Municipal Civil Registrar's Staff
2. Present requirements for validation	Conduct Interview Validates the requirements	None	10 minutes	Municipal Civil Registrar's Staff
3. Secure registration forms	Encoding data in the PhilCRIS server record to the books the birth/marriage certificate	None	5 minutes	Municipal Civil Registrar
4. Secure from person in charge Certificate	Released the duly signed birth/marriage certificate	None	2 minutes	Municipal Civil Registrar



3. Registration of Death Certificates

The registration of Death Certificate (DC) with the Office of the Municipal Civil Registrar within the period of (30) days.

Office of Division:		Office of the Municipal Civil Registrar		
Classification:		Simple Transaction		
Type of Transaction:		Citizen to Government (C2G)		
Who may avail:		Any person who is born and get married in Sual.		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Death Certificate			MCR/MHO	
Burial Permit			Office of the Municipal Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Ask needed information	None	2 minutes	Municipal Civil Registrar's Staff
2. Submit documents for review and get order of payment.	Validates the requirements	None	3 minutes	Municipal Civil Registrar's Staff
3. Secure the registration form	Encoding data in the PhilCRIS server	None	5 minutes	Municipal Civil Registrar
4. Pay the required fee at the Office of Municipal Treasurer	Issue Official Receipt	Burial Permit-5 Death Certificate-50	5 minutes	Collecting Officer
5. Wait for the preparation and registration of Death Certificate.	Record to the books the death certificate	None	3 minutes	Municipal Civil Registrar
6. Secure from person in charge your requested documents duly signed by the Municipal Civil Registrar	Released the duly signed Death certificate	Official Receipt	2 minutes	Municipal Civil Registrar



4. Application for Delayed Registration of Birth, Marriage and Death

Delayed registration of birth, marriage or death must be filed at the office of Municipal Civil Registrar following the lapse of the prescribed period of 30 calendar days from birth, marriage or death.

Office of Division:		Office of the Municipal Civil Registrar		
Classification:		Simple Transaction		
Type of Transaction:		Citizen to Government (C2G)		
Who may avail:		Any person who is born and get married in Sual.		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Birth Certificate			MCR	
Burial Permit			Office of the Municipal Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Ask needed information	None	2 minutes	Municipal Civil Registrar's Staff
2. Submit documents for review and get order of payment.	Validates the requirements	None	3 minutes	Municipal Civil Registrar's Staff
3.. Wait for the preparation and registration of Birth, Marriage and Death Certificate	Encoding data in the PhilCRIS server	None	5 minutes	Municipal Civil Registrar
4. Pay the required fee at the Office of Municipal Treasurer	Issue Official Receipt	Burial Permit-5 Death Certificate-50	5 minutes	Collecting Officer
5. Wait for the preparation and registration of Death Certificate.	Record to the books the death certificate	None	3 minutes	Municipal Civil Registrar
6. Secure from person in charge your requested documents duly signed by the Municipal Civil Registrar	Released the duly signed Death certificate	Official Receipt	2 minutes	Municipal Civil Registrar



5. Application for Marriage License

Office of Division:	Office of the Municipal Civil Registrar			
Classification:	Simple Transaction			
Type of Transaction:	Citizen to Government (C2G)			
Who may avail:	Couple intended to get married in the Municipality			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Birth Certificate of applying couple		Birth Place/PSA		
Parental consent for applicant 18-20 years old		MCR		
Parental Advice for applicant 21-24 years old		MCR		
Certificate of Legal Capacity to Contract Marriage, for Citizens of a foreign country		Embassy		
Death Certificate of deceased spouse, Decree of Divorce or annulment, for applicants who has been previously married		Place of Death, Court Order		
Certificate of No Marriage (CENOMAR) for above couples.		PSA		
Marriage Application Fee		Office of the Mun. Treasurer		
Marriage License Fee		Office of the Mun. Treasurer		
Marriage Counseling Fee		MSWDO		
Marriage Application Form		MCR		
Certificate of Attendance to Pre-Marriage Counseling Seminar		MSWDO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Conduct interview	None	3 minutes	Municipal Civil Registrar's Staff
2. Secure marriage application form.	Validates the requirements	None	5 minutes	Municipal Civil Registrar
3.. Wait for the preparation and registration of Birth,	Encoding data in the PhilCRIS server	None	5 minutes	Municipal Civil Registrar



Marriage and Death Certificate				
4. Attend the Pre-Marriage Counseling (PMC) seminar Civil Wedding-MSWDO Church	Issue Official Receipt	Burial Permit-5 Death Certificate-50	5 minutes	Collecting Officer
5. Wait for the preparation and registration of Death Certificate.	Undergo Pre-Marriage Counseling (PMC)seminar	None	5 minutes	Municipal Civil Registrar
6. Secure from person in charge your requested documents duly signed by the Municipal Civil Registrar	Released the duly signed Death certificate	Official Receipt	2 minutes	Municipal Civil Registrar

6. Change of First Name, Nickname and Correction of Clerical Error or Typographical Error

Republic Act 10172 authorizes the office of municipal civil registrar to:

- a. Correct clerical or typographical errors in any entry
- b. Change of first name or nick name in the civil registry without need of a judicial order, any petition to correct error that would subsequently change the nationality, age, status or sex of a person is not allowed and must be filed under republic act 10172

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	2 minutes	Municipal Civil Registrar's Staff
2. Inform the Municipal Civil Registrar's Staff about the problems in your registry records	Conduct interview	None	15 minutes	Municipal Civil Registrar



3. Fill up the petition form and submit the required documents for review and get order of payment	Instruct the following: If Change of First Name Requirements Certificate of Live Birth in PSA Security Paper Certificate of Baptism or School Records (Form 137, diploma) Police Clearance NBI Clearance Employer's Clearance with no pending Administrative Case, if employed or Affidavit on No Income/Affidavit of Unemployment if not employed In case of unavailability of any of the above, present any 2 of the following: Voter's Registration Record/ID or any Valid Id Driver's License (if applicable)	None	5 minutes	Municipal Civil Registrar
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	Marriage Contract (if applicable)			
	Birth Certificate of Children (if applicable)			
	Business Permit (if self-employed)			
	School Clearance with no pending administrative case, if student			
	Correction of Clerical Error			
	Certificate of Live Birth			
	Certificate of Live Birth in PSA Security Paper			
	Certificate of Baptism			
	School Records (Form 137, diploma)			
	Marriage Contract, if applicable Birth Certificate of children, if applicable Additional Requirements for Correction of Parents Name			



	Birth Certificate of Father or Mother			
	Marriage Contract of Parents and Petitioner			
	Birth Certificate at least 2 siblings of Father or Mother			
	Voter's Registration record for valid ID of Petitioner			
	Certificate of Death of Father or Mother			
	Certificate of Marriage			
	Certificate of Marriage in PSA Security Paper			
	Certificate of Live Birth in PSA Security Paper			
	Certificate of Baptism of Petitioner			
	Birth Certificate of at least 2 siblings			
	School Records (Form 137, diploma)			



	Certificate of Death Certificate of Death in PSA Security Paper Certificate of Live Birth in PSA Security Paper Certificate of Death from Hospital Certificate Burial Rites from Church Certificate of Baptism Change of First Name-P3,000			
4. Pay the required fee at the Office of Municipal Treasurer	Issue Official Receipt		5 minutes	Municipal Treasurer
5. Return to the Office of Municipal Civil Registrar to submit proof of payment Note: Petition for change of name, get notice for publication	Get the original Official Receipt and two (2) photo copies		10 minutes	Municipal Civil Registrar
6. For the petition for change of name, sex, date of birth (month and date) except year, your petition publishes in a local newspaper of general circulation				Municipal Civil Registrar



for two consecutive weeks Note: For all other correction, disregard step no.5				
7. Return to the Office of the Municipal Civil Registrar after two weeks to submit proof of publication	Proof of Publication Affidavit of Publication of Editor Newspapers where petitioner was published		10 minutes	Municipal Civil Registrar
8. After three (3) months from submission of Proof of Publication, get affirmed petition with the certificate of finality to be submitted to Philippine Statistics Authority			3 to 6 months	Municipal Civil Registrar

7. Legitimation of A Child

Legitimation is a remedy by which those who were born out of wedlock to be considered legitimate. Only children conceived and born outside of wedlock of parents who at the time of conception of the former, were not disqualified by any impediment to marry each other, may be legitimated. Legitimation of children by subsequent marriage of parents shall be recorded in the civil registry office where the birth was recorded.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	2 minutes	Municipal Civil Registrar's Staff



2. Submit accomplished service data form and documents for review as to completeness and authenticity	Instruct the following requirements: • Joint affidavit of legitimation of parents • Certificate of Live Birth in PSA Security Paper • Marriage Contract of Parents-50 • Affidavit of Paternity if children are not acknowledged • Certificate of No Marriage of both parents (CENOMAR)	Marriage Contract-P50	3 minutes	Municipal Civil Registrar
3. Pay the required fee at the Office of Municipal Treasurer	Issue official receipt		5 minutes	Collecting Officer
4. Wait for the processing of the annotated registry document	On Process		2 days	Municipal Civil Registrar
5. Return after a day and get the annotated civil registry document Note: Submit to the Philippine Statistics Authority, Calasiao, Pang. for endorsement and request for Security Paper (SECPA)			2 minutes	Municipal Civil Registrar



8. Preparation of Annotated Birth Certificate of an Illegitimate child to use the Father's Surname

The Office of the Municipal Civil Registrar processes petition of an illegitimate child to use the father's surname.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	2 minutes	Municipal Civil Registrar's Staff
2. Submit documents for review and get order of payment	Instruct the following requirements: Certificate of Live Birth in PSA Security Paper Affidavit to use the Surname of the Father (Subscribed by the CCR, City Legal Officer or Notary Public) Any two of the following documents showing the paternity between father and child Employment records SSS/GSIS records Statement of asset and liabilities Income Tax Return (ITR)		10 minutes	Municipal Civil Registrar's Staff



	Barangay Certification			
3. Pay the required fee at the Office of Municipal Treasurer	Issue official receipt	Certified True Copy- P50.00 per document	5 minutes	Collecting Officer
4. Wait for the processing of the annotated registry document	On Process		2 days	Municipal Civil Registrar's Staff Municipal Civil Registrar
5. Return after a day and get the annotated civil registry document Note: Submit to the Philippine Statistics Authority, Calasiao, Pang. for endorsement and request for Security Paper (SECPA)	Official Receipt		2 minutes	Municipal Civil Registrar's Staff Collecting Officer Municipal Civil Registrar

9. Registration and Annotation of Court Decisions and Legal Instruments

Court decisions concerning the status of a person must be registered in the Civil Registry Office were the court is functioning within ten (10) days after the court decree/order has become final and executory.

Court decisions that must be registered are the following:

- ☐ Decree of Adoption
- ☐ Decree of Nullity of Marriage/Declaration of Nullity of Marriage
- ☐ Decree of Legal Separation
- ☐ Court decisions or orders to correct, change, cancel or delete entries in any certificate of birth, marriage or death.
- ☐ Declaration of Presumptive Death
- ☐ Registration or voluntary renunciation of citizenship
- ☐ Court decisions recognizing or acknowledging natural children or impugning or denying such recognition or acknowledgement
- ☐ Judicial determination of maternity affiliation
- ☐ Aliases
- ☐ Legal instruments that have to be registered



- ☐ Affidavit of reappearance
- ☐ Marriage Settlement
- ☐ Admission of paternity and acknowledgement, legitimating, voluntary emancipation of minor, parental authorization or ratification nor artificial insemination
- ☐ Acknowledgement
- ☐ Acquisition of citizenship
- ☐ Option to elect Philippine citizenship
- ☐ Partition and distribution of properties of spouses and delivery of the children's legitimacy
- ☐ Waiver of rights interest of absolute community

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	2 minutes	Municipal Civil Registrar's Staff
2. Submit documents for review	Instruct the following: For RTC Labrador Decisions: Certified true copy of the decisions and Certificate of Finality Philippine Statistics Authority (PSA) photocopy of the affected registry document For court decisions outside RTC Labrador: Certificate of Registration issued by the concerned civil registrar where the court order was rendered. For legal instruments: Affidavit or sworn statement	Schedule of Fees: For court order/Decrees- Certified True Copy- P50 per document	3 minutes	Municipal Civil Registrar's Staff



3. Pay the required fee at the office of Municipal Treasurer	Issue official receipt		5 minutes	Collecting Officer
4. Return to the Civil Registry Office and get registry document Note: Submit to the Philippine Statistics Authority, Calasiao, Pang. for endorsement and request for Security Paper (SECPA)			2 days	Municipal Civil Registrar

10. Endorsement of Registry Records to the Civil Registrar General (PSA)

There are instances when the Philippine Statistics Authority does not have available records by clients, as a last remedy, clients check the availability of records at the Office of the Municipal Civil Registrar.

If the document is available, the office of Municipal Civil Registrar submits civil registry documents to the Office of Civil Registrar General (ORCG).

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	2 minutes	Municipal Civil Registrar's Staff
2. Submit documents for endorsement	Instruct the requirements: Philippine Statistics Authority negative Certification result issued within the past 6 months		2 minutes	Municipal Civil Registrar
4. Return to the Civil Registry Office and get registry document		None	20 minutes	Municipal Civil Registrar



Note: Submit to the Philippine Statistics Authority, Calasiao, Pang. for endorsement and request for Security Paper (SECPA)				
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11 Issuance of Supplemental Report

A supplemental report for birth, death and marriage may be filed to supply information inadvertently omitted when the document was registered.

Every supplemental report shall contain the following items except in the case of Certificate of Marriage wherein items (f) and (g) are not applicable.

- ☐ Province
- ☐ City/Municipality
- ☐ Registry No.
- ☐ Information inadvertently omitted in the original registration
- ☐ Name (of child, deceased or containing parties, as the case may be)
- ☐ Informant (of supplemental report)
- ☐ Prepared by
- ☐ Received at the Office of the Civil Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	2 minutes	Municipal Civil Registrar's Staff
2. Submit documents for endorsement and get order of payments	Instruct the following requirements: Philippine Statistics Authority in Security Paper, photocopy of the affected civil registry record (BIRTH, DEATH, MARRIAGE)	Birth Certificate- P50 Death Certificate- P50 Marriage Certificate- P50	10 minutes	Municipal Civil Registrar



	Supplemental Affidavit, executed by the document owner of legal age or by the parents if under age Form 137/ID's/Baptismal/Voter's Registration Record/Birth Certificate Death Certificate (Church Certification) Joint Affidavit of two disinterested persons) Marriage Certificate (affidavit of husband and wife) Note: All requirements must be submitted in 3 photocopies together with the original			
3. Pay the required fee at the office of Municipal Treasurer	Issue official receipt		5 minutes	Collecting Officer
4. Return to the Civil Registry Office and get registry document Note: Submit to the Philippine Statistics Authority, Calasiao, Pang. for endorsement and request for Security Paper (SECPA)			20 minutes	Municipal Civil Registrar



12. Registration of Foundling/ Abandoned Children

Foundling is deserted or abandoned infant child, without known parents, guardians or relatives found by another person, or a child an orphanage or similar institution without facts of birth and parentage.

Registration of the Office of the Municipal Civil Registrar shall be undertaken by the finder or charitable institution within thirty (30) days from the date of finding/commitment of the child.

Any report after thirty (30) days period shall be considered late, and the concerned party (finder) shall require to state in a sworn statement the circumstances that caused the late reporting to the civil registrar.

Agencies to Report after finding an Abandoned Child

Immediately after foundling, the finder shall report to the:

- Barangay Captain of the place where the foundling was found or to a
- Police Station/headquarters, whichever is nearer or a convenient to the finder

The finder must then commit the child to the care of Social Welfare and Development (DSWD) or to a duly license orphanage or charitable institutions, and give his/her copy of the Certificate of Foundling registered with the Office of the Municipal Civil Registrar.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook		None	2 minutes	Municipal Civil Registrar's Staff
2. Submit documents and registration and get order of payments	Check the following requirements: • Certification issued by the concerned Barangay Captain of Police blotter/report • Affidavit of the Finder • Birth Certificate	Birth Certificate-P50	10 minutes	Municipal Civil Registrar
3. Pay the required fee at the office of Municipal Treasurer	Issue official receipt		5 minutes	Collecting Officer