

Registration of Birth and Marriage Certificates

Republic Act 3753 mandates the establishment of a civil register in the Philippines, where acts, events legal instruments and court decrees concerning the civil status of persons should be recorded.

The birth of a child must be registered within thirty (30) days from birth at the Office of the Local Civil Registrar where birth occurred.

The Certificate of Marriage of a civil or church wedding, must be submitted within fifteen (15) days after the solemnization of marriage. For marriage exempt from license requirement, the prescribed period is thirty (30) days.

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| Office or Division: | Office of the Municipal Civil Registrar | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C-Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ol style="list-style-type: none"> Certificate of Live Birth (original) Certificate of Marriage | | <ol style="list-style-type: none"> Rural Health Office Office of Municipal Mayor/Church/Other Religious Sect | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit documents presented | 1. Review documents | None | 3 minutes | <i>Municipal Civil Registrar MCR Office</i> |
| 2. Receive Certificate of Live Birth or Certificated of | 2. Issue document | None | 3 minutes | <i>Municipal Civil Registrar MCR Office</i> |

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| Marriage duly signed by the MCR | | | | |
| | TOTAL | | 6 minutes | |