

Issuance of Birth, Marriage and Death Certificates

Civil Registry documents such as birth, marriage and death certificates can be availed of by securing a certified transcription from the Local Civil Registry Office.

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		
1. Valid Identification if the owner is the requester 2. Non-owner of documents must bring an authorization letter from the owner, ID of both (owner and authorized person)		1. None 2. None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request slip	1. Verify availability of civil registry documents and issue order of payment	None	3 minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
2. Pay required fees at the Treasury Office	2. Receive payment and issue receipt	Local- P120/copy Abroad- P170/copy Documentary stamp- P30/copy	5 min	<i>TERRY V. ABELLADA</i> <i>(MTO)</i> <i>EDISON V. QUEZADA</i> <i>(RCC)</i> <i>Treasury Office</i>

3. Receive requested document duly signed by the Municipal Civil Registrar	3. Issue Birth/Death/Marriage Certificate	None	2 Minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
	TOTAL	Refer to step 2	10 minutes	