

Issuance of Certified True Copy (CTC) of Birth, Marriage and Death Certificate

Issuance of certified true copy of Civil Registry documents such as Birth, Marriage and Death may avail and request at the Local Civil Registry.

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 therequester		1. None		
2. Non-owner of documents must bring an authorization letter from the owner, ID of both (owner and authorized person)		2. None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of the documents (birth, marriage, death) to be certified	1. Receive and verify document 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	Certified True Copy Fees: Birth- P50.00/copy Marriage- P50.00/copy Death- P50.00/copy Documentary stamp- P30/copy	5 minutes	<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 Certified True Copy of 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	