

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

Office of 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"> 1. 1 Valid Identification if the owner is the requester 2. Non-owner of documents must bring an authorization letter from the owner 3. ID of both (owner and authorized person) <p>Note: The requestor may present the document for certification</p>		<ol style="list-style-type: none"> 1. BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG, PhilHealth, Comelec & others 2. Authorization Letter from Requester 3. Owner and Authorized Person 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Verify the submitted documents; issue order of payment	Certified True Copy Fees: For Birth / Death / Marriage - P50.00+P30.00 documentary stamp tax = P80.00 per copy	5 minutes	Norma P. Legaspi MCR
2. Proceed to the Treasury Office for payment of required fees; present the OR to the MCR	2. 1 Issue Official Receipt and collect payment		5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker
3. Receive the document	3.1 Release the certified true copy document		2 minutes	Norma P. Legaspi MCR
	TOTAL		12 minutes	