

H. 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 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"> Valid Identification if the owner is the requester Non-owner of documents must bring an authorization letter from the owner ID of both (owner and authorized person) 		<ol style="list-style-type: none"> BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG, PhilHealth, Comelec & others Authorization Letter from Requester Owner and Authorized Person 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the Request Slip	1.1 Verify availability of civil registry documents and issue order of payment		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	For Local purposes: P120.00 + P30 documentary stamp = P150.00 per copy For abroad purposes: P170 + 30 documentary stamp = P200.00 per copy	5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker
3. Receive the requested document	3.1 Release the Certificate (Birth/Death/Marriage)		2 minutes	Norma P. Legaspi MCR
	TOTAL		12 minutes	