

CITIZENS' CHARTER – TABACO CITY

CITY CIVIL REGISTRAR'S OFFICE

CITY CIVIL REGISTRY SERVICES

REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATE

ABOUT THE SERVICE:

Republic Act No. 3753 mandates the establishment of a civil registrar in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of persons shall be recorded.

The Birth of a child must be registered within 30 days from the time of birth at the Office of the City/Municipality where the birth occurred.

For marriages, the time for submission of the marriage certificate is 15 days following the solemnization of marriage. For marriages exempt from the license requirement, the prescribed period is 30 days.

REQUIREMENT(S)

Certificate of Live Birth or Marriage Contract

Fees:

- Certificate of Live Birth Newly Born P10.00
- Certificate of Live Birth/Delayed Registration P110.00
- Certificate of Marriage P30.00

HOW TO AVAIL OF SERVICE:

FOLLOW THESE STEPS	RESPONSE TIME	PERSON/S RESPONSIBLE
1. Presentation of Document Present document for registration	1 minute	Ma. Dolores Burce Arlene Valler William Borbe Leonor Torres Joan Adalla Gregorio Buela Glenn Borejon JonnaBaraquiel JaysaBordeos
2. Examination of Document CCR Staffs examine the documents, checking whether it is being submitted on time and the entries are properly filled-up.	5 minutes	Ma. Dolores Burce Arlene Valler William Borbe Leonor Torres Joan Adalla Gregorio Buela Glenn Borejon JonnaBaraquiel JaysaBordeos

3. Registration of Documents 2 copies of the registered document are retained as file copies of the office and the Philippine Statistics Authority (PSA) former NSO Manila.	ASAP	Ma. Dolores Burce Arlene Valler William Borbe JaysaBordeos
4. Signature of the Civil Registrar The Civil Registrar signs the registered civil registry document and releases the same to the client.	ASAP	BonifacioBorlasa Jr. OIC-Civil Registrar

CITY CIVIL REGISTRY SERVICES

REGISTRATION OF DEATH CERTIFICATES

ABOUT THE SERVICE:

Any relative or nearest kin who has knowledge about the death of the person who died without medical assistance must report the same to the City Health Office.

The City Health Officer examines the cause of death, signs the death certificate, and directs the registration of the death certificate with the Office of the City Civil Registrar within 30 days.

REQUIREMENTS:

- Death Certificate
- Barangay Certification (for death occurring outside hospitals/clinics)

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	RESPONSE TIME	PERSON/S RESPONSIBLE
1. Presentation of Document For death outside a hospital: Approach the employee in-charge and present the Barangay Certification from the barangay where the deceased died. The employee prepares the death certificate. For death occurred in a hospital: Secure a death certificate certified by the attending Physician, from the hospital and present it to the employee in-charge.	5 minutes	CHU Staff Hospital Staff
2. Examination of Document Employee examines the documents presented if it is properly filled-up and is being submitted on time.	ASAP	Arlene Valler Leonor Torres

<p>3. Review by the City Health Officer The City Health Officer reviews/examines and signs the documents, and takes note of the cause of death.</p>	<p>5 minutes</p>	<p>Dr. Audwin Azada MD. Marissa Saguinsing MD. Dante Mirasol MD.</p>
<p>4. Payment of Fees Pay the corresponding fees at the City Treasurer's Office.</p>	<p>3 minutes</p>	<p>Emma Martirez Renato Boridor</p>
<p>5. Registration of the Document Submit the documents for registration.</p>	<p>ASAP</p>	<p>Ma. Dolores Burce</p>
<p>6. Signature of the City Civil Registrar The City Civil Registrar signs the registered death certificate.</p>	<p>ASAP</p>	<p>Bonifacio Borlaza Jr. OIC-Civil Registrar</p>

CITY CIVIL REGISTRY SERVICES

REGISTRATION OF COURT ORDERS/DECREES AND REQUEST FOR ANNOTATED RECORD

ABOUT THE SERVICE:

Court decrees concerning status of a person must be registered within 10 days after the decree/order has become final in the Civil Registrar's Office where the court is functioning.

These are the following registrable court decrees:

1. Decree of Legal Separation
2. Declaration of Nullity of Marriage
3. Court decisions or orders to correct or change entries in any certificate of birth, marriage or death.
4. Declaration of Presumptive Death
5. Adaption
6. Court decision recognizing or acknowledging natural children or impugning or denying such recognition or acknowledgement.

REQUIREMENTS:

- Certified photocopy of the court order
- Certificate of finality/ entry of judgment
- Certificate of registration and certification of authenticity issued by the concerned City/Municipal Civil Registrar where the court order was issued.

FEES:

- Adaption P 200. 00
- Declaration of Nullity of Marriage P 200. 00
- Correction of Entries P 100. 00
- Certified photocopy P 20. 00 / copy

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	RESPONSE TIME	PERSON/S RESPONSIBLE
1. Present the required documents to the employee in-charge		Bonifacio Borlasa Jr. OIC-Civil Registrar Sheena Bidol
2. The employee examines the presented documents for registration and annotation		Bonifacio Borlasa Jr. OIC-Civil Registrar
3. Pay the corresponding fees at the City Treasurer's Office		City Treasurer's Office
4. Show your Official Receipt to the CCR Staff for the preparations of the Certificate of Registration and authenticity and for endorsement to the Philippine Statistics Authority, Manila	15 minutes	Bonifacio Borlasa Jr. OIC-Civil Registrar Sheena Bidol

<p>5. Review and Approval The City Civil Registrar reviews and signs the document and record to the logbook and release the same to the client.</p>		<p>Bonifacio Borlasa Jr. OIC-Civil Registrar Sheena Bidol</p>
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CITY CIVIL REGISTRY SERVICES

APPLYING FOR LEGITIMATION OF NATURAL CHILD

ABOUT THE SERVICE:

LEGITIMATION is a means by which an illegitimate child who was born outside marriage, can acquire a legitimate status.

REQUIREMENTS:

- Marriage Contract of Parents
 - Birth Certificate of the Child
 - Certificate of No Marriage (CENOMAR)
 - Joint Affidavit of Legitimation of Parents
 - Affidavit of Acknowledgement/ Admission of Paternity
- } PSA Copy

FEES:

- Legitimation Fee P 100.00
- Certified Photocopy P 20.00 / copy

HOW TO AVAIL OF SERVICES:

FOLLOW THESE STEPS	RESPONSE TIME	PERSON/S RESPONSIBLE
1. Present the required documents to the employee in-charge and examines the presented documents as to authenticity.		Bonifacio Borlasa Jr. OIC-Civil Registrar
2. Paid the required fees at the City Treasurer's Office.		Client/ City Treasurer's Office Staff
3. The employee enters the legal instruments in the Registry Book, and annotates the same to the affected record.		Bonifacio Borlasa Jr.
4. The employee prepares the annotated civil registry record for release of the documents to the client.		OIC-Civil Registrar

CITY CIVIL REGISTRY SERVICES
APPLYING FOR A MARRIAGE LICENSE

ABOUT THE SERVICE:

The Contracting Parties must file their sworn applications for marriage license with the local civil registrar where either one of the contracting parties reside. Marriage license is valid in any place for a period of 120 days from the date of issue, however, it is deemed canceled if the contracting parties have not made use of it.

REQUIREMENTS:

- Birth Certificate of the Applicant
- Parental Consent if applicant is 18 years old but below 21
- Parental Advise if applicant is 21 years old but below 25
- Pre-Marriage Counselling Certificate
- Certificate of No Marriage (CENOMAR)
- Barangay Certification of Singleness

FEES:

- Application Fee P 100.00
- Pre-Marriage Counselling P 30.00
- Family Planning Seminar P 30.00
- Additional Marriage License Fee P 28.00

HOW TO AVAIL OF SERVICES:

FOLLOW THESE STEPS	RESPONSE TIME	PERSON/S RESPONSIBLE
1. Application Present the required supporting documents.	5 minutes	Bonifacio Borlasa Jr. OIC-Civil Registrar
2. Examination of requirements Employee in-charge examines the supporting documents submitted.		
3. Preparation of application form Employee types the information on the application form and review the same. Parents sign the form if parental consent/parental advise is needed.		Ma. Dolores Burce
4. Payment of Fees Pay the required fees at the City Treasurer's Office		City Treasurer's Office Staff

<p>5. Release of License Employee release the signed Marriage License to the applicant after the 10 days posting.</p>	<p>3 minutes</p>	<p>Bonifacio Borlasa Jr. OIC-Civil Registrar</p> <p>Ma. Dolores Burce</p>
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CITY CIVIL REGISTRY SERVICES

DELAYED REGISTRATION OF CIVIL REGISTRY DOCUMENTS

ABOUT THE SERVICE:

DELAYED REGISTRATION of birth, marriage, death and court decrees – like ordinary registration made at the time of event – must be filled at the office of the civil registrar of the place where the event occurred.

REQUIREMENTS:(AFTER ONE MONTH)

Registration of Birth

- Duly accomplished Municipal Form No. 102 (to be secured at Lying Inn Clinics/hospitals if the child was born thereat.);
- Joint Affidavit of two disinterested persons, duly notarized;
- Marriage Contract of the parents of the child, if married;
- Barangay Certification (stating the name, birth date, place of birth, name of parents of the child);
- Community Tax Certificate (Cedula) of the applicant; and
- Official Receipt from the City Treasurer’s Office amounting to P60. 00.

Registration of Marriage

- Duly accomplished Municipal Form No. 97;
- Affidavit of delayed registration executed by any party reporting the event; and
- Official Receipt from the City Treasurer’s Office amounting to P60. 00.

Registration of Death

- Duly accomplished Municipal Form No. 103 to be secured at the City Health Office/hospital if the person died thereat;
- Affidavit of the person reporting the death;
- Official Receipt from the City Treasurer’s Office amounting P60. 00.

REGISTRATION AFTER ONE (1) YEAR

Registration of Birth

- Phil. Statistics Authority (PSA) (formerly NSO) Birth Certificate, if the person is 18 yrs. old or above

- Local Civil Registrar's Office Birth Record
- School Records/Medical Record, Baptismal Certificate, if available
- Barangay Certification
- Affidavit of two disinterested persons
- Voter's Affidavit of Registration
- Valid ID's, SSS, BIR, Driver's License
- Certificate of Marriage if applicable
- Community Tax Certificate (CTC) of the applicant, present year
- Other valid records
- Official Receipt from the CTO amounting to P110.00

(Any four of the above-enumerated requirements will suffice.)

Registration of Marriage

- PSA Marriage Certificate
- Local Civil Registrar's Office Marriage Certificate
- Affidavit for delayed registration by either of the following:
 - a. Solemnizing Officer
 - b. Person reporting the event for registration
 - c. Either one of the couple
 - d. Community Tax Certificate (CTC)
 - e. Official Receipt from the City Treasurer's Office amounting to P110

Registration of Death

- PSA Death Certificate
- Local Civil Registrar's Office Death Certificate
- Affidavit for the delayed registration by either of the following:
 - a. Hospital/clinic administrator, if death is at the hospital/clinic
 - b. Nearest kin of the deceased
- Community Tax Certificate (CTC)
- Official Receipt from the City Treasurer's Office amounting to P110.00

THE DOCUMENTS WILL BE RELEASED AFTER THE COMPLETION OF THE TEN (10) DAYS POSTING.

CITY CIVIL REGISTRY SERVICES

REQUESTING ENDORSEMENT OF CIVIL REGISTRY RECORDS TO THE PHILIPPINE STATISTICS AUTHORITY (PSA), QUEZON CITY or TO THE PHILIPPINE STATISTICS AUTHORITY, REGIONAL OFFICE LEGAZPI CITY THROUGH ELECTRONIC ENDORSEMENT

ABOUT THE SERVICE:

As a GENERAL RULE, all civil registrars submit civil registry documents to the Office of the Civil Registrar General (OCRG) through their respective Philippine Statistics Authority (PSA) Provincial Offices.

To facilitate the issuance of requested documents, the civil registrar is required to submit or endorse the needed document to the Philippine Statistics Authority.

REQUIREMENTS:

- PSA Negative Result Certification

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	RESPONSE TIME	PERSON/S RESPONSIBLE
1. Submit request Approach the employee in-charge and request for an endorsement of your record to the PSA. Show your PSA negative result certification.	5 minutes	Bonifacio Borlasa Jr. OIC-Civil Registrar Arlene Valler
2. Verification CCR Staff verifies from the records.	10 minutes	Bonifacio Borlasa Jr. OIC-Civil Registrar Arlene Valler
3. Payment of Fees Pay the required fee at the City Treasurer's Office.	5 minutes	Client/City Treasurer's Office
4. Preparation of Endorsement Employee prepares the certified transcription of the document and endorsement letter to the PSA.	10 minutes	Bonifacio Borlasa Jr. OIC-Civil Registrar Arlene Valler
5. Review and Approval The Civil Registrar reviews and signs the documents.	3 minutes	Bonifacio Borlasa Jr. OIC-Civil Registrar

6. Release of Documents Secure a copy of the certified transcription of the document and the PSA Endorsement Letter to be mailed to the PSA, Quezon City or PSA, Regional Office and follow-up the same at the PSA, Regional Office Legazpi City after one (1) month and for PSA, Quezon City after ten (10) working days.		Bonifacio Borlasa Jr. OIC-Civil Registrar
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CITY CIVIL REGISTRY SERVICES

FILLING PETITION FOR: CHANGE OF FIRST NAME (CFN) CORRECTION OF CLERICAL ERROR (CCE) UNDER REPUBLIC ACT 9048

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	RESPONSE TIME	PERSON/S RESPONSIBLE
1. Requirements The client will be informed of the documents required if filling a petition for submission to the Local Civil Registrar.		Bonifacio Borlasa Jr. OIC-Civil Registrar Sheena Bidol
2. Submission of requirements Submit all the required documents to the employee in-charge or to the Civil Registrar who will then check if all the requirements are authentic and complete.	10 minutes	Bonifacio Borlasa Jr. OIC-Civil Registrar Sheena Bidol
3. Payment of Fees Pay the required fees at the City Treasurer's Office.	5 minutes	Client/City Treasurer's Office
4. Preparation of Petition Present the official receipt to the employee in-charge who will then prepare the petition and for the signature of the petitioner.	15 minutes	Bonifacio Borlasa Jr. OIC-Civil Registrar Sheena Bidol
5. Review and Administration of Oath The Civil Registrar will review all the supporting documents then will administer the oath.		Bonifacio Borlasa Jr. OIC-Civil Registrar

<p>6.Publication and Posting For CCE, ten (10) days posting and the decision of the Civil Registrar within five (5) working days. For CFN, ten (10) days posting. For Publication, two (2) weeks.</p>		<p>Bonifacio Borlasa Jr. OIC-Civil Registrar Sheena Bidol</p>
<p>7.Transmittal of Petition to Philippine Statistics Authority (PSA) The Civil Registrar submits or transmits the petition to PSA, Quezon City for affirmation.</p>		<p>Bonifacio Borlasa Jr. OIC-Civil Registrar Sheena Bidol</p>

Schedule of fees:

Certificate of Live Birth Newly Born -P10.00

Certificate of Live Birth/Delayed Registration – P110.00

Marriage Application – P188.00

Supplemental Report – P100.00

Legitimation – P100.00

AUSF Certificate – P100.00

Birth Certificate – P30.00

Marriage Certificate – P30.00

Death Certificate – P30.00

All Certification – P30.00

Certified Photocopy – P20.00

Requirements for Delayed Registration of Birth

1. PSA Birth Record, if the child is 18 years old and above
2. Local Civil Registrar's Office birth record
3. School Records/Medical Records
4. Barangay Certification
5. Affidavit of two disinterested person
6. Voter's affidavit of Registration
7. Valid ID (SSS, BIR, Driver's License)
8. Certificate of Marriage
9. Community Tax Certificate (Cedula), present year
10. Baptismal Certificate
11. Other valid records

Requirements for Legitimation/Affidavit to use the Surname of the Father (AUSF)

1. PSA-NSO Birth Certificate
2. PSA-NSO Marriage Contract (for legitimation only)
3. Affidavit of Legitimation
4. Affidavit of Paternity (if the father did not acknowledge the child)
5. CENOMAR (PSA)
6. Cedula of the father

Requirements for Marriage License Application

1. Birth certificate (1 photocopy)
2. CENOMAR (1 photocopy)
3. Barangay Certificate of Singleness (original)
4. Community Tax Certificate (Cedula)
5. Parental Consent (18-20 years old)
6. Parental advice (21-24 years old)
7. Cedula of both parents (if parental consent or parental advice is required)
8. Pre-marriage Counseling Certificate (City Health Unit)

Application for BATCH REQUEST ENTRY SYSTEM (BREQS) of the Philippine Statistics Authority (PSA)

The following documents may be requested through the System at the Local Civil Registrar's Office of this city:

1. Copies of Birth, Death and Marriage documents
2. Copies of Annotated or Endorsed documents, provided copies of said documents have already issued by PSA previously
3. Certificate of No Record of Marriage (CENOMAR or Singleness)
4. Other copies of documents as the PSA may later allow its BREQS partners to receive

The following fees are to be collected in securing the following documents:

>Birth Certificate P155.00

>Death Certificate P155.00

>Marriage Certificate P155.00

>Certificate of No Record (CENOMAR) P210.00

* A service fee of eighty pesos (Php 80.00) shall be collected for every PSA copy of Civil Registry documents requested through the BREQS-LGU System. The amount shall be paid to the City Treasurer's Office before any BREQS request is processed. Said payment shall be acknowledged by Official Receipts.