

Issuance of Certification of Birth, Marriage and Death

Civil Registry Documents such as birth, marriage and death certificate maybe availed of by securing a certified transcript from the Municipal Civil Registry Office.

Office or Division:		Municipal Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Owner of the Documents		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Government Issued Identification Card			BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or Staff and request copy of certification	1. Provide information slip	None	1 Minute	<i>Municipal Civil Registrar Administrative Aide /</i> Office of the Municipal Civil Registrar
2. Fill out the request information slip and submit to the LCRO personnel for verification. If requester is the owner document show a Government issued Identification card and if a representative or proxy submit Authorization letter and a valid Government issued Identification Card	2.1 Receive and verify in the appropriate Registry Book the document requested if available	None	3 Minutes	<i>Municipal Civil Registrar Administrative Aide /</i> Office of the Municipal Civil Registrar
	2.2 Inform the requester of the status of the requested document. If available process the document		5 Minutes	
	2.3 Issue payment order		1 Minute	
3. Client proceed to Municipal Treasury Office for payment	3. Accept payment and issue official receipt	Php 150.00	2 Minutes	<i>LTOO I Revenue Collection Clerk I Administrative Aide /</i> Office of the Municipal Treasury
4. Return to the Office of the Municipal Civil Registrar, present official receipt and receives the document requested	4. Released request Certification	None	1 Minute	<i>Municipal Civil Registrar Administrative Aide /</i> Office of the Municipal Civil Registrar
TOTAL:		Php 150.00	13 Minutes	