



Municipal Civil Registry Office (MCR)

External Services



1. Annotation of Court Decrees/Orders (Adoption, Annulment, Nullity of Marriage, Legitimation, Correction of Clerical Error, Cancellation of Civil Registry Record, Cancellation of Legitimation, etc.)

Under Rule 50 of Administrative Order No. 1, series of 1993, after registering the Court Order/Decrees/Decisions affecting the civil status of a person at the Civil Registrar's Office where the issuing Court is operating, the respondent Local Civil Registrar shall annotate in the concerned Birth/Marriage/Death Certificate the Order or Decision of the Court.

Office or Division:	MCR Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Petitioner, Counsel of the Petitioner, any person who has a direct interest in the court order	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Court Decision/Order/Judgment/Resolution (3 photocopies duly certified by the Court and the Local Civil Registrar's Office, which registered the Order/Decision)	Concerned Regional Trial Court/Shari'ah Court and Office of the Civil Registrar where the issuing Regional Trial Court/Shari'ah Court is located	
2. Certificate of Finality/Entry of Judgment (3 photocopies duly certified by the Court and the Local Civil Registrar's Office which registered the Order/Decision)	Concerned Regional Trial Court/Shari'ah Court and Office of the Civil Registrar where the issuing Regional Trial Court/Shari'ah Court is located	
3. Certificate of Registration (3 original copies)	Office of the Civil Registrar, where the Court Decision/Order/Judgment/Resolution was registered	
4. Certificate of Authenticity (3 original copies)	Office of the Civil Registrar, where the Court Decision/Order/Judgment/Resolution was registered	
5. Affected Birth/Marriage/Death Certificate, orig. copy	Phil. Statistics Authority	
6. Pre-paid courier pouch for mailing the document.	Private courier	
Additional Requirements for Divorce Order issued by a Shari'ah Court		
7. Certificate(s) of Conversion of the Spouse(s) to Islam (3 photocopies duly certified by the Shari'ah Court or Circuit Registrar),	Concerned Shari'ah Court/Circuit Registrar	
8. Affidavit of Ratification of Marriage under Islam Religion to be executed by the Spouses (1 Original and 2 photocopies duly certified by the Shari'ah Court or Circuit Registrar)	Concerned Shari'ah Court/Circuit Registrar	
9. Certificate of Divorce (3 photocopies duly certified by the Shari'ah Court or Circuit Registrar)	Concerned Shari'ah Court/Circuit Registrar	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit a complete set of documents to the service provider	1. Assess the accuracy and completeness of documents	None	5 minutes		
2. Receive Order of Payment, and pay at Window 1,2, or 3 at the Treasury Office	2.1 Give the Order of payment to the client.		7 minutes		
3. Present Proof of payment. Wait	3.1 Search the document in the database and in the Records Room	<i>Refer to the table</i>	50 minutes		ADOF V
	3.2 Annotate the document and print				ADOV IV
	3.3 MCR review and sign the annotation				MCR
4. Give a pre-paid pouch to the service provider to send the documents	4.1 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Records Division the next working day.	None	5 minutes		
TOTAL		<i>Refer to the table below</i>	1 hour 7 minutes		

COURT DECREE FEES

Services	Fee (In Peso)
Court Decrees/Order:	
Legitimation by Decree of the Court	1,000.00
Naturalization	1,000.00



Adoption	1,000.00
Annulment of Marriage	1,000.00
Divorce/Legal Separation	1,000.00
Change of First Name & Correction of Clerical Error	700.00
Custody of Minor/Guardianship	200.00
Cancellation of Civil Registry Document	3,000.00
Supplemental Report Fee	200.00
Annotation Fee	240.00

2. Application and Issuance of Marriage License

The service is offered to qualified clients, where at least one party must be a resident of Tuba and both must intend to get married. Once all requirements are fulfilled, the marriage application will be publicly posted for a period of ten calendar days. The Marriage License will then be issued on the 11th working day following the posting.

Office or Division:	MCR Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	A couple applying for ML	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of No Marriage (CENOMAR) of the couple, 1 orig. copy, 2 photocopies	PSA	
2. PSA or LCR copy of Certificate of Live Birth, 1 orig. copy, 2 photocopies	PSA/LCRO of the place of birth	
3. Parents' Consent/Advice to Marry, for applicants 18-25 years old. Presence of the parents of applicants to sign the Consent/Advice to Marry	LCR Office Tuba or LCR Office of the parents' residence.	
4. Certificate of Death of deceased spouse <i>if applicant is widowed</i> , 1 original certified true copy, and 2 photocopies	PSA/LCR of the place of death	
5. Annotated Marriage Contract/Cert. of Marriage, PSA copy, <i>if annulled</i> . 1 orig. copy and 2 photocopies	PSA	
6. Certificate of Compliance Seminar (Pre-marriage orientation) for applicants 18 years old and above	PMOC	
7. Certificate of Pre-Marriage Counselling for applicants aged 18-25 years old.	MSWD	
8. Valid ID of both applicants	applicant	

9. Community Tax Certificate (CTC), Upon advice by LCRO only		The LGU where the applicant is residing		
NO Certificate Of Live Birth: 1. Negative Certification. 1 original copy, 2 photocopies 2. Baptismal Cert. or any earliest record of applicant. 1 orig. copy, 2 photocopies		PSA		
FOR FOREIGNERS: 1. Legal Capacity to Contract Marriage, 1 orig. copy and 2 photocopies; 2. Valid passport		1. Embassy of the contracting foreigner; 2. Client;		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform of the purpose and submit the required documents	1. Receive and review submitted documents	None	1 minute	ADOF II, ADOF IV
2. Receive the application form, listen to an orientation, and fill out the application form	2.1 Give the application form and orient the applicants on how to fill out the form 2.2 Assist applicants in filling out and signing the application form. Fill out the form for those unable	None	30 minutes/or depending upon the applicants	ADOF II, ADOF IV
3.1 Submit the application form for review 3.2 Get the Order of Payment slip and pay at Window 1, 2, or 3 at the Treasury office.	3.1 Receive and review the application for a marriage license. Photocopy the submitted original documents. 3.2 Give an Order of payment slip 3.3 Take photographs of the couple 3.4 Encode the application in the AML system	Application for ML- PhP800.00; PMOC- PhP500.00; Advise/Consent-P150.00	20 minutes	
4. Parents sign the Consent/Advice if applicable	4.1 Prepare the Consent/Advice if applicable 4.2 Assist Parents in signing the Consent/Advice form simultaneously if applicable 4.3 Subscribe the Consent/Advice if applicable	None	20 minutes	ADOF II MCR

	4.4 Subscribe the Application for Marriage License			
5. Wait for the posting period	5.1 Prepare and post Notice of Application at the lobby for 10 days; 5.2 Mail the Notice for Posting to other concerned LGUs via the Postal Office, if applicable		10 days and 30 minutes	
6. Return to the Office on the 11 th working day or after the 10-day posting period.	On the 11th working day: 6.1 Record the Application in the AML Registry book and assign a number; 6.2 Prepare the Marriage License; and 6.3 Record the Marriage License number and other information on the AML Registry Book page.		30 minutes	ADOF II
7.1 Receive Order of Payment and pay at the Treasury Office 7.2 Receive the Marriage License	7.1 Sign the Marriage License 7.2 Issue an order of payment; 7.3 Release the Marriage License, including the submitted original documents, and brief the receiving client about the Marriage License. 7.4 Assist the client in signing the receipt logbook	ML Fee - PhP200.00	5 minutes	ADOF II MCR
TOTAL		PhP1,500.00 P1,650.00 if with consent and advice	10 days, 2 hours, and 16 mins. (Variable)	

3. Filing of Migrant Petition Under Republic Act 9048 - Correction of Clerical Error (CCE) in the Cert. of Death (COD), Cert. of Live Birth (COLB), and Cert. of Marriage (COM).

Clerical or typographical errors covered under R.A. No. 9048 refer to mistakes made during clerical tasks such as writing, copying, transcribing, or typing entries in the civil registry. These errors are generally harmless and obvious, meaning they can be easily seen or understood. Such mistakes can be corrected only by referring to other existing records.



A migrant petition enables a client who has moved to another location within the Philippines to file a request for the correction of their Civil Registry document. This petition can be submitted to the Local Civil Registry Office (LCRO) in the area where the client currently resides. This process is designed to save transportation costs, time, and effort.

The said petition will be sent to the LCRO where the vital event was registered.

Office or Division:	Local Civil Registry	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Client	
Who may avail:	ALL	
CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERT. OF DEATH		WHERE TO SECURE
1. PSA copy of Certificate of Death (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)	
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized	
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
4. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
6. Voter Registration Form, if available (2 certified photocopies)	● COMELEC	
7. Passport / IDs of the deceased if available (old & new) (2 photocopies)	● DFA / Agency where the ID is issued	
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public	
9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay	
10. Other relevant documents	● Institution where the document is issued	
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office	
CHECKLIST OF REQUIREMENTS FOR CERT. OF LIVE BIRTH		WHERE TO SECURE
1. PSA copy of Birth Certificate to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)	
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized	
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
4. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office	
6. Voter Registration Form (2 certified photocopies)	● COMELEC	
7. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued	
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public	



9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
10. Other relevant documents	● Institution where the document is issued
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office

CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERT. OF MARRIAGE	WHERE TO SECURE
1. PSA copy of Certificate of Marriage (COM) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Certificate of Live Birth of the document owner (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
3. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
4. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6. Birth Certificate of spouse / children / siblings / parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
7. Voter Registration Form (2 certified photocopies)	● COMELEC
8. Passport/ IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
9. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
10. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
11. Other relevant documents	● Institution where the document is issued
12. Proof of Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and review the submitted documents as to accuracy, consistency, and completeness.	None	10 minutes	ADOF V MCR
2. Secure Order of Payment and pay at windows 1,2, 3, or 4 at the Treasury Office	2. Issues Order of Payment and advises the client to pay at the Treasury Office.	Filing Fee Php 500.00	5 minutes	ADOF V MCR
3.1 Present Proof of payment. Wait 3.2 Read, review and sign the petition 3.3 Wait for the posting period	3.1 Prepare the Migrant Petition 3.2 Let the client read and review the prepared petition. 3.3 Assist the client in signing the petition 3.4 Photocopy documents if applicable; 3.5 MCR subscribes the petition and certifies all	None	45 minutes (10 days posting)	ADOF V MCR



	the photocopied attachments; 3.6 Prepare Notice of Posting and post at the bulletin board for ten (10) calendar days.			
4.1 Return to the Office on the 11 th working day 4.2 Receive petitioner's copy 4.3 Receive the documents for mailing / hand-carry, OR give a pre-paid pouch to the service provider to send the documents	<i>On the 11th working day:</i> 4.1 Prepare a transmittal letter and a complete set of the migrant petition. 4.2 Give a copy to the petitioner. 4.3 Release the document to the client for mailing or hand-carry, OR receive the pre-paid pouch and send the set of documents to the concerned City/Municipal Civil Registry Office via available courier on the next working day.	None	10 minutes	
TOTAL		Php 500.00	10 Days, 1 hour, 10 minutes	

This service is covered by R.A. 9048.

4. Filing of Petition Under Republic Act 10172 - Petition for Correction of Clerical Error (CCE) in the Day and Month of Birth in the Certificate of Live Birth (COLB)

Republic Act 10172 grants the Local Civil Registrar (LCR) the authority to amend clerical or typographical errors related to the day and month of birth, as well as the sex designation of individuals recorded in the civil registry. This significant legislation enables these corrections to be made without the need for a judicial order, streamlining the process and ensuring that personal records accurately reflect an individual's information.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Earliest School Records ((Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)	● School where the client attended
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)	● Police Station where the client resides



5. NBI Clearance (2 photocopies)	● NBI Office - CAR
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (2 photocopies)	● Appropriate Health Center / Clinic / Hospital
7. Certification/Records from hospital/clinic where the owner was born with birthday and sex (1 original, 1 photocopy)	● Hospital / Clinic where the document owner was born
8. Certificate from Employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)	● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public
9. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)	● Appropriate Publishing Agency
10. Voter's Registration Record (2 certified photocopies)	● COMELEC
11. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
12. Marriage Contract, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
13. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
14. Current Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
15. Other relevant documents	● Institution where the document is issued
16. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and assess the submitted documents as to accuracy, consistency, and completeness.	None	5 minutes	ADOF V MCR
2. Secure Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	2. Issue Order of Payment and advise the client to pay at the Treasury Office.	Filing Fee Php 3,000.00	5 minutes	
3.1 Present Proof of payment. 3.2 Review and sign the petition	3.1 Prepare the Petition for Correction 3.2 Let the client read and review the petition 3.3 Assist the client in signing the petition. 3.4 MCR subscribes the petition	None	45 minutes	ADOF V MCR
4. Get Notice of Publication and publish it in the newspaper of general circulation	4.1 Prepare and sign the Notice of Posting to be posted on the Bulletin Board for ten (10) calendar days	None	8 minutes 15 days (newspaper publication)	

for two (2) consecutive weeks.	4.2 Prepare, sign, and give the Notice of Publication to the client for publication in a newspaper of general circulation for two (2) consecutive weeks.			
5. Return to the Office and submit newspaper clippings and the Affidavit of Publication after the two (2) consecutive weeks of publication.	5.1 Receive and check the following: - 2 newspaper clippings; and - Affidavit of publication 5.2 MCR approves the petition and certifies all the photocopied supporting documents	None	5 minutes	
6.1 Receive a personal copy of the petition and give a pre-paid pouch to the service provider to send the documents	6.1 Give a copy of the petition to the client 6.2 Prepare a complete set of the petition's first endorsement 6.3 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Legal Division at the PSA Central Office on the next working day. 6.4 Advise the client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.	None	7 minutes/ 66 days or depending upon the PSA (Affirmation process)	
<i>If the petition is affirmed by the OCRG:</i> 7.1 Returns to the office upon receipt of a text/ notification from the service provider. 7.2 Receive Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	<i>If the petition is affirmed by the OCRG:</i> 7.1 Notify the client 7.2 Issue an Order of Payment and advise the client to pay at the Treasury Office. 7.3 Prepare Certificate of Finality (COF), annotate the affected document, and prepare a transmittal letter/ second endorsement for DeCap; 7.4 MCR signs the COF, annotation, and transmittal letter;	Cert. of Finality Php 450.00 Annotation Fee – P240.00 Cert. True Copy Php 100.00	50 minutes	
8.1 Present proof of payment and receive Certificate of	8.1 Release COF and CTC of the annotated Civil	None	5 minutes	



Finality and annotated document	Registry Document (CRD) to the petitioner. 8.2 Advice client to wait and follow-up at the PSA after one month 8.3 Personally submit the Certificate of Finality with complete attachments through DeCap at the PSA-CAR, Baguio City			
TOTAL		Php 3,790.00	81 days, 2 hours, 10 mins.	

This service is covered by R.A. 10172.

5. Filing of Petition Under RA 9048 - Correction of Clerical Error (CCE) in the Certificate of Death (COD), Certificate of Live Birth (COLB), and Certificate of Marriage (COM).

The clerical or typographical errors which are covered under R.A. No. 9048 are limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that are harmless and innocuous, which are visible to the eyes or obvious to the understanding, and can be corrected only by reference to other existing record or records.

R.A. 9048 authorizes the Civil Registrar to correct a clerical error or typographical error in an entry in the Civil Registry Document without the need for a judicial order. However, any petition to correct an error that would subsequently change the nationality, age, or status (civil/ legitimacy) shall be filed with the proper court.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Document owner; Immediate family of the document owner;
CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERTIFICATE OF DEATH (COD)	WHERE TO SECURE
1. PSA copy of Certificate of Death (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
4. Certificate of Marriage of document owner, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6. Voter Registration Form (2 certified photocopies)	● COMELEC
7. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public



9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
10. Other relevant documents	● Institution where the document is issued
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office
CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERTIFICATE OF LIVE BIRTH (COLB)	
(WHERE TO SECURE)	
1. PSA copy of Birth Certificate to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
4. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Birth Certificate of children/siblings/ parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6. Voter Registration Form (2 certified photocopies)	● COMELEC
7. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
10. Other relevant documents	● Institution where the document is issued
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office
CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERTIFICATE OF MARRIAGE (COM)	
WHERE TO SECURE	
1.PSA copy of Certificate of Marriage (COM) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Certificate of Live Birth of the document owner (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
3.Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
4. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6.Birth Certificate of spouse / children / siblings / parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
7.Voter Registration Form (2 certified photocopies)	● COMELEC
8.Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
9. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
10.Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
11. Other relevant documents	● Institution where the document is issued
12.Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and review the submitted documents for accuracy, consistency, and completeness.	None	12 minutes	ADOF V MCR
2. Receive Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	2. Issue Order of Payment and advise the client to pay at the Treasury Office.	Filing Fee Php 1,000.00	5 minutes	ADOF V MCR
3.1 Present proof of payment. Wait 3.2 Read and sign the petition	3.1 Prepare the Petition; 3.2 Let the client read, review, understand, and sign the petition 3.3 Prepare and sign the Notice of Posting, then post the petition on the Bulletin Board for ten (10) calendar days	None	45 minutes (10 days posting)	ADOF V
On the 11th working day: 4.1 Return to the Office and receive a personal copy of the petition granted by the MCR. 4.2 Give a pre-paid pouch to the service provider to send the documents	On the 11th working day: 4.1 Prepare a complete set of the petition for first endorsement. 4.2 Give the petitioner's copy to the client 4.3 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Legal Division at the PSA Central Office on the next working day. 4.4 Advise the client to return after 3 months or upon receipt of a confirmation text message/call from the MCRO, for OCRG's decision.	None	7 minutes/ 66 days or depending upon the PSA (Affirmation process)	ADOF V
Upon receipt of the confirmed petition from PSA Legal 5.1 Returns to the office upon receipt of a text/ notification from the service provider. 5.2 Receive Order of Payment and pay at	Upon receipt of the confirmed petition from PSA Legal 5.1 Notify the client 5.2 Issue an Order of Payment and advise the client to pay at the Treasury Office. 5.3 Prepare Certificate of Finality (COF), annotate the affected document, and prepare a transmittal	Cert. of Finality Php 450.00 Annotation Fee – P240.00 Cert. True Copy Php 100.00	50 minutes	ADOF V MCR



windows 1,2, or 3 at the Treasury Office	letter/ second endorsement for DeCap; 5.4 MCR signs the COF, annotation, and transmittal letter;			
6. Present proof of payment and receive Certificate of Finality and annotated document	6.1 Release COF and CTC of the annotated Civil Registry Document (CRD) to the petitioner. 6.2 Advise the client to wait and follow up at the PSA after one month 6.3 Personally submit the Certificate of Finality with complete attachments through DeCap at the PSA-CAR, Baguio City	None	5 minutes	
TOTAL		Php 1,790.00	76 days, 2 hours, 4 minutes	

This service is covered by R.A. 9048.

6. Filing of Petition Under Republic Act 9048 - Change of First Name (CFN) in the Certificate of Live Birth.

Republic Act 9048 - authorizes the Municipal/City Civil Registrar to process a change of first name or nickname in the Civil Register without the need for a judicial order. Errors that involve the change of age, nationality, sex, or status are excluded from the coverage of the Act and must be filed with the proper court.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Earliest School Records (Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)	● School where the client attended
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)	● Police Station where the client resides
5. NBI Clearance (2 photocopies)	● NBI Office - CAR
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an	● Appropriate Health Center / Clinic / Hospital / Public Attorney's Office (PAO) / Notary Public



Affidavit attesting to the facts shall be submitted) (2 photocopies)				
7. Certificate from employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)		<ul style="list-style-type: none"> ● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public 		
8. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)		<ul style="list-style-type: none"> ● Appropriate Publishing Agency 		
9. Voter's Registration Record (2 certified photocopies)		<ul style="list-style-type: none"> ● COMELEC 		
10. Passport / IDs (old & new) (2 photocopies)		<ul style="list-style-type: none"> ● DFA / Agency where the ID is issued 		
11. Certificate of Marriage, if applicable (2 certified photocopies)		<ul style="list-style-type: none"> ● Philippine Statistics Authority (PSA) / Local Civil Registry Office 		
12. Birth Certificate of children, if any (2 certified photocopies)		<ul style="list-style-type: none"> ● Philippine Statistics Authority (PSA) / Local Civil Registry Office 		
13. Affidavit of Discrepancy (1 original, 1 photocopy)		<ul style="list-style-type: none"> ● Public Attorney's Office (PAO) / Notary Public 		
14. Current Community Tax Certificate (CTC) of the petitioner (1 original)		<ul style="list-style-type: none"> ● Municipal Treasury Office / Barangay 		
15. Duly notarized Special Power of Attorney (SPA) if the Petitioner is not the owner of the document. (1 original, 1 photocopy)		<ul style="list-style-type: none"> ● Notary Public 		
16. Other relevant documents		<ul style="list-style-type: none"> ● Institution where the document is issued 		
17. Proof Payment / Official Receipt (2 photocopies)		<ul style="list-style-type: none"> ● Municipal Treasury Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and assess the submitted documents as to accuracy, consistency, and completeness.	None	5 minutes	ADOF V, MCR
2. Secure Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	1.2 Issue Order of Payment and advise the client to pay at the Treasury Office.	Filing Fee Php 3,000.00	5 minutes	
3.1 Present Proof of payment. Wait 3.2 Review and sign the petition	3.1 Prepare the Petition for Correction 3.2 Let the client read and review the petition 3.3 Assist the client in signing the petition. 3.4 MCR subscribes the petition	None	45 minutes	ADOF V, MCR
4. Get Notice of Publication and publish it in the newspaper of	4.1 Prepare and sign the Notice of Posting to be posted on the Bulletin	None	8 minutes	

<p>general circulation for two (2) consecutive weeks.</p>	<p>Board for ten (10) calendar days</p> <p>4.2 Prepare, sign, and give the Notice of Publication to the client for publication in a newspaper of general circulation for two (2) consecutive weeks.</p>		<p>15 days (newspaper publication)</p>	
<p>5. Return to the Office and submit newspaper clippings and the Affidavit of Publication after the two (2) consecutive weeks of publication.</p>	<p>5.1 Receive and check the following: - 2 newspaper clippings; and - Affidavit of publication</p> <p>5.2 MCR approves the petition and certifies all the photocopied supporting documents.</p>	<p>None</p>	<p>5 minutes</p>	
<p>6. 6.1 Receive a personal copy of the petition</p> <p>6.2 Give a pre-paid pouch to the service provider to send the documents</p> <p>6.2 Wait</p>	<p>6.1 Give a copy of the petition to the client</p> <p>6.2 Prepare a complete set of the petition's first endorsement</p> <p>6.3 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Legal Division at the PSA Central Office on the next working day.</p> <p>6.4 Advise the client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.</p>	<p>None</p>	<p>7 minutes/ 66 days or depending upon the PSA (Affirmation process)</p>	
<p>If the petition is affirmed by the OCRG:</p> <p>7.1 Returns to the office upon receipt of a text/ notification from the service provider.</p> <p>7.2 Receive Order of Payment and pay at windows 1,2, or 3 at the Treasury Office</p>	<p>If the petition is affirmed by the OCRG:</p> <p>7.1 Notify the client</p> <p>7.2 Issue an Order of Payment and advise the client to pay at the Treasury Office.</p> <p>7.3 Prepare Certificate of Finality (COF), annotate the affected document, and prepare a transmittal letter/ second endorsement for DeCap;</p> <p>7.4 MCR signs the COF, annotation, and transmittal letter;</p>	<p>Cert. of Finality Php 450.00 Annotation Fee – P240.00 Cert. True Copy Php 100.00</p>	<p>50 minutes</p>	<p>ADOF V, MCR</p>



8.1 Present proof of payment 8.2 Receive Certificate of Finality and annotated document	8.1 Release COF and CTC of the annotated Civil Registry Document (CRD) to the petitioner. 8.2 Advise client to wait and follow-up at the PSA after one month 8.3 Personally submit the Certificate of Finality with complete attachments through DeCap at the PSA-CAR, Baguio City.	None	5 minutes	ADOF V, MCR
TOTAL		Php 3,790.00	81 days, 2 hours, 10 minutes	

This service is covered by R.A. 9048.

7. Filing of Petition Under Republic Act 10172 - Correction of Clerical Error on the Sex of a Person in the Certificate of Live Birth

This service, established under Republic Act 10172, empowers the Municipal Civil Registrar (MCR) or City Civil Registrar (CCR) to correct clerical or typographical errors related to the date and month on a person's Certificate of Live Birth in the civil registry, without requiring a judicial order.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Earliest School Records ((Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)	● School where the client attended
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)	● Police Station where the client resides
5. NBI Clearance (2 photocopies)	● NBI Office - CAR
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (2 photocopies)	● Appropriate Health Center / Clinic / Hospital
7. Certification/Records from hospital/clinic where the owner was born with birthday and sex (1 original, 1 photocopy)	● Hospital / Clinic where the document owner was born
8. Certification issued by accredited Govt. Physician attesting that the petitioner/document owner has not undergone sex change or sex transplant (2 original)	● Municipal / Local Health Office



9. Certificate from employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)	<ul style="list-style-type: none"> ● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public 			
10. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)	<ul style="list-style-type: none"> ● Appropriate Publishing Agency 			
11. Voter's Registration Record (2 certified photocopies)	<ul style="list-style-type: none"> ● COMELEC 			
12. Passport / IDs (old & new) (2 photocopies)	<ul style="list-style-type: none"> ● DFA / Agency where the ID is issued 			
13. Marriage Contract, if applicable (2 certified photocopies)	<ul style="list-style-type: none"> ● Philippine Statistics Authority (PSA) / Local Civil Registry Office 			
14. Birth Certificate of children, if any (2 certified photocopies)	<ul style="list-style-type: none"> ● Philippine Statistics Authority (PSA) / Local Civil Registry Office 			
15. Affidavit of Discrepancy (1 original, 1 photocopy)	<ul style="list-style-type: none"> ● Public Attorney's Office (PAO) / Notary Public 			
16. Current Community Tax Certificate (CTC) of the petitioner (1 original)	<ul style="list-style-type: none"> ● Municipal Treasury Office / Barangay 			
17. Other relevant documents	<ul style="list-style-type: none"> ● Institution where the document is issued 			
18. Proof Payment / Official Receipt (2 photocopies)	<ul style="list-style-type: none"> ● Municipal Treasury Office 			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and assess the submitted documents as to accuracy, consistency, and completeness	None	5 minutes	ADOF V, MCR
2. Secure Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	2. Issue Order of Payment and advise the client to pay at the Treasury Office.	Filing Fee Php 3,000.00	5 minutes	ADOF V, MCR
3.1 Present Proof of payment. Wait 3.2 Review and sign the petition	3.1 Prepare the Petition for Correction 3.2 Let the client read and review the petition 3.3 Assist the client in signing the petition. 3.4 MCR subscribes the petition	None	45 minutes	ADOF V, MCR
4. Get Notice of Publication and publish it in the newspaper of general circulation for two (2) consecutive weeks.	4.1 Prepare and sign the Notice of Posting to be posted on the Bulletin Board for ten (10) calendar days 4.2 Prepare, sign, and give the Notice of Publication to the client for publication in a newspaper of general circulation for two (2) consecutive weeks.	None	8 minutes 15 days (newspaper publication)	ADOF V, MCR

<p>5. Return to the Office and submit newspaper clippings and the Affidavit of Publication after the two (2) consecutive weeks of publication.</p>	<p>5.1 Receive and check the following: - 2 newspaper clippings; and - Affidavit of publication 5.2 MCR approves the petition and certifies all the photocopied supporting documents</p>	<p>None</p>	<p>5 minutes</p>	
<p>6.1 Receive a personal copy of the petition and give a pre-paid pouch to the service provider to send the documents</p>	<p>6.1 Give a copy of the petition to the client 6.2 Prepare a complete set of the petition's first endorsement 6.3 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Legal Division at the PSA Central Office on the next working day. 6.4 Advise the client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.</p>	<p>None</p>	<p>7 minutes/ 66 days or depending upon the PSA (Affirmation process)</p>	
<p><i>If the petition is affirmed by the OCRG:</i></p> <p>7.1 Returns to the office upon receipt of a text/ notification from the service provider. 7.2 Receive Order of Payment and pay at windows 1,2, or 3 at the Treasury Office</p>	<p><i>If the petition is affirmed by the OCRG:</i></p> <p>7.1 Notify the client 7.2 Issue an Order of Payment and advise the client to pay at the Treasury Office. 7.3 Prepare Certificate of Finality (COF), annotate the affected document, and prepare a transmittal letter/ second endorsement for DeCap; 7.4 MCR signs the COF, annotation, and transmittal letter;</p>	<p>Cert. of Finality Php 450.00 Annotation Fee – P240.00 Cert. True Copy Php 100.00</p>	<p>50 minutes</p>	<p>ADOF V, MCR</p>
<p>8.1 Present poof of payment 8.2 Receive Certificate of Finality and annotated document</p>	<p>8.1 Release COF and CTC of the annotated Civil Registry Document (CRD) to the petitioner. 8.2 Advice client to wait and follow-up at the PSA after one month</p>	<p>None</p>	<p>5 minutes</p>	<p>ADOF V, MCR</p>



	8.3 Personally submit the Certificate of Finality with complete attachments.			
TOTAL		Php 3,790.00	81 days, 2 hours, 10 minutes	

This service is covered by R.A. 10172.

8. Issuance of Advice/Consent to Marry. Out-of-Town.

This service caters to parents and guardians who wish to give their Consent or Advice To Marry, but are unable to be physically present at the location where their child is applying for a Marriage License. It allows these family members to formally express their approval from a distance, ensuring that procedural requirements are met even when in-person attendance is not feasible. This service aims to bridge the gap for families, providing a way to maintain involvement in their child's significant life decisions, regardless of the distance.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Parent/s or Guardian of the child applying for a Marriage License			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. National ID or any government-issued ID		Owner's copy, Office that issued the Identification Card presented		
2. Community Tax Certificate (Cedula)		Document Owner Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Inform purpose 1.2 Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	1.1 Check Identification and interview the client 1.2 Give the Order of payment to the client 1.3 Prepare the document while the client is paying	Sec. Fee - Php 150.00	18 minutes	ADOF II
2. Present O.R. and sign the document	2.1 Assist the client in signing 2.2 Subscribe and seal the document		3 minutes	ADOF II MCR
3. Receive the Consent/Advice to Marry. Sign the receipt logbook	3.1 Release the document to the client 3.2 Assist the client in signing the receipt logbook		2 minutes	ADOF II
TOTAL		PhP150.00	23 minutes	

9. Legitimation (RA No. 9858).

Legitimation is a process in which a child born out of wedlock is considered legitimate by fiction of law due to a subsequent valid marriage of his/her parents.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All registered illegitimate children whose parents were validly married subsequently; Parent/s of the illegitimate child			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Child's Certificate of Live Birth, PSA, and LCRO. 1 original copy		PSA		
2. Parents' Marriage Certificate, PSA copy, 1 orig. copy, 2 photocopies		PSA		
3. Parents' Advisory of Marriage. 1 orig. copy and 2 photocopies		PSA		
4. Affidavit of Acknowledgment/Admission of Paternity (if father has not yet acknowledged/admitted his paternity of the child) 2 original copies		PAO/Notary Public		
5. Affidavit of Legitimation. (Jointly executed by parents. If one or both parents is/are minor/s during conception of the child, state the minority in the affidavit). 2 orig. copies		Notary Public		
6. Death Certificate of a deceased parent, 1 orig. copy, 2 photocopies		PSA		
7. Pre-paid pouch to mail the document and for out-of-town transaction.		Preferred courier by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform purpose and present the required documents	1. Receive and review the submitted documents		5 minutes	ADOF V MCR
2. Secure Order of Payment and pay at windows 1,2,	2. Give the Order of payment and advise client to pay at the Treasury Office	Legitimation Fee Php 500.00	5 minutes	

or 3 at the Treasury Office		Registration of Legal Instrument Php 3,000.00 Annotation Fee Php 240.00 Certified True Copy Php 100.00		
3. Present proof of payment.	3.1 Secure the proof of payment and inform the client to wait for two (2) months before visiting PSA outlets to obtain the annotated CRD.	None	2 minutes	
	3.2 Prepare 1 set of the document. - Annotate and print the Cert. of Live Birth; - Prepare Transmittal Letter - Machine copy and certify the required attachments 3.3 Record the Joint Affidavit of Legitimation at the Legal Instrument Registry Book and assign number 3.4 MCR review and sign the annotation with attachments including the transmittal letter	None	45 minutes	
4. Wait for two months or a notification from the office	4. Seal and pouch the documents for mailing to the PSA Records Division at the PSA Central Office on the next working day.	None	5 minutes	
TOTAL		PhP3,840.00	1 hour, 3 minutes	



10. Out-of-town (OOT) Reporting and Delayed Registration of Certificate of Live Birth (COLB) and Certificate of Marriage (COM).

Interested party or client residing in the Mun. of Tuba who was born or married in other localities can file or apply at the office of the Local Civil Registrar of Tuba for endorsement to the Local Civil Registrar where the occurrence of birth or marriage took place, for registration.

Office or Division:	MCR Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Document owner and/or any Authorized Person.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly accomplished and signed unregistered Certificate of Live Birth(COLB) or Certificate of Marriage(COM) in four(4) copies	Document owner/Solemnizing Officer
	2. Notarized Affidavit of Out-of-Town registration of the client with corroboration of two(2) witnesses. (2 original copies)	PAO/Notary Public
	3. Notarized Joint Affidavit of two disinterested persons, 2 original copies	PAO/Notary Public
	4. PSA Negative Certification (1 original & 2 photocopies)	PSA
	5. Payment after assessment(Official Receipt)	MTO
	6. Additional requirement for <i>illegitimate child/children</i> : Notarized Affidavit to Use the Surname of the Father (AUSF) in 4 original copies if the child will use the surname of the father: - Executed by the mother if the child is 6 years old and below; - Executed by the Child if 7-17 years old with a sworn attestation of the mother; or - Executed by the child if 18 years old and above	PAO/Notary Public
	7. Any two (2) of the following relevant documentary evidence which may show the facts and information: - Baptismal Certificate, 1 original, 2 photocopies - School Records, 1 original, 2 photocopies	Church School attended Insurance company Clinic/Hospital

<ul style="list-style-type: none"> - Old Income Tax Return of the parent/s, 1 original, 2 photocopies, CTC - Old Insurance Policy, 1 original, 2 photocopies - Old Medical Records, 1 original, 2 photocopies - Other old documents that may prove the occurrence of a vital event. 				
8. Original valid Identification Card of the Informant and Attendant at Birth, and if applicable, the acknowledging father and mother.		Informant, Attendant, parents		
9. Postal Money Order-Service fee/Miscellaneous fee of the registering Local Civil Registrar's Office, depending on their Revenue and Tax Code		Phil. Postal Office, Baguio City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform of the purpose and submit the required document	<ul style="list-style-type: none"> 1. Receive and assess the document. Interview the client. 2. For Cert. of Marriage, proceed to step 5. 	None	2 minutes	<p style="text-align: center;"><i>ADOF IV</i></p> <p style="text-align: center;"><i>MCR</i></p>
2. Fill out the form correctly and return to the service provider	2. Give the pre-registration form and brief the client on how to fill out the form (for COLB only).	None	30 minutes	
3. Arrange a postal money order addressed to the receiving LCR	<ul style="list-style-type: none"> 3.1 Contact the receiving Local Civil Registry Office as to the fees. 3.2 If the receiving LCRO responded, the client may proceed to arrange a postal money order. 	None	2 days or depending on receiving LCRO	
4. Review and sign the document	<ul style="list-style-type: none"> 4.1 Prepare the document (for COLB only) and allow the informant to review; 4.2 Assist the informant in signing. 4.3 Sign and subscribe the document; 	None	10 days, 30 minutes	
5. Pay	5. Give an Order of Payment and advise the	OOT Delayed Reg.Fee-Php600.00	5 minutes	



	client to pay at the Treasury Office			
6. Wait	6. Prepare and post Notice of Delayed Registration at the lobby for 10 calendar days. Advise the client to return after 10 calendar days.	None	10 days and 5 minutes	
ON THE 11TH WORKING DAY				
7. Wait	7.1 Prepare a transmittal letter and the set of documents. Advise client to wait for notification from PSA. 7.2 Deliver the document at the PSA Benguet Office on a scheduled day		5 minutes	
NOTE: The transaction will proceed only after receiving a response from the receiving LCRO.				
TOTAL		Php600.00	12 days, 1 hour & 17 minutes	

11. Pre-Marriage Orientation and Counselling Assistance

This office assists in conducting the Pre-Marriage Orientation and Counseling Committee by scheduling all applicants, as well as setting up the venue and its facilities. The municipality offers a comprehensive pre-marriage orientation service designed to prepare all individuals seeking a marriage license, regardless of age, for the commitments involved in marriage.

Office or Division:	MCRO			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Applicants for Marriage and Marriage License.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card		Post Office, COMELEC, SSS/GSIS, etc.		
2. Presence of the couple				
3. Proof of Payment/Official Receipt		✓ Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Client informs of the purpose	1. Schedule the orientation and give the Order of Payment	none	2 minutes	ADOF II
2. Pay at the Treasury Office	2. Give the Order of Payment slip and advise the client to pay at the Treasury Office.	Tuba resident- P500.00; Non-resident – P700.00	5 minutes	ADOF II
	3. Prepares the venue and facilities on the scheduled PMOC day.	None		ADA IV
TOTAL		Tuba resident- P500.00; Non-resident P700.00	7 minutes	

12. Registration of Live Births:

A. Timely registration. Marital and non-marital child

Office or Division:	MCR Office	
Classification:	Simple for the timely registration of marital and non-marital children.	
Type of Transaction:	G2C	
Who may avail:	Parent/s of the child; the child himself/herself if an adult and able; guardian of a minor child	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For a Hospital-delivered child		
1. Duly accomplished and signed Certificate of Live Birth (COLB), 4 copies If the status of the child is non-marital, the affidavit of acknowledgment on the back of the Certificate of Live Birth must be signed and notarized.	Hospital Notary public	
2. Affidavit to Use the Surname of the Father (for non-marital child)	Notary public/PAO	
3. National ID of parents	PSA	
For a Home-delivered child		
1. Cert. of Marriage of parents, if married	Client	
2. Baby card, 0-6 months old	Client	
3. Affidavit to Use the Surname of the Father (for non-marital child)	Notary Public/PAO	

4. Presence of the attendant		Client		
5. National ID/Transaction slip of parents		PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For a Hospital-born child				
1. Inform the purpose and submit the required document at the "COLB" tagged window	1. Receive and review the document		2 minutes	ADOF IV MCR
2. Pay at the Treasury Office	2. Give Order of Payment and advise the client to pay at the Treasury Office	Processing Fee P100.00; Reg. of Legal Instrument - P3,000.00 (non-marital)	5 minutes	
3. Wait	3. Fill out the registration portion of the COLB and sign.	none	2 minutes	ADOF IV, MCR
	4.1 Record the document in the Civil Registry Book and assign a number. 4.2 Record the Legal Instrument at the LI Registry Book and assign a number. (for non-marital child)		10 minutes	
4. Receive the Owner's Copy from	5. Assist and give the Owner's copy of the document to the client.	None	2 minutes	
TOTAL		PhP 3,300.00	29 minutes	
For a Home-delivered child				

1. Inform the purpose and give the document	1. Receive and review the document. Confer with the informant for accuracy and consistency of supplied information.	None	2 minutes	ADOF IV, MCR
2. Fill in the pre-registration form	2. Give a pre-registration form for birth and death, and brief the client on how to fill out the form	None	30 minutes or depending on the client	
3. Review the document	3.1 Encode the document 3.2 Let the client review the document on the computer monitor. 3.3 Print one copy for further review by the client. 3.4 Print the complete set of documents	none	30 minutes	
4. Pay at the Treasury Office	4.1 Give the Order of Payment and advise the client to pay at the Treasury Office	Processing Fee P100.00; Reg. of Legal Instrument - P3,000.00 for non-marital	15 minutes	
5.1 Sign the "Informant", "Cert. of Attendant" portion. 5.2 Sign the Affidavit of Acknowledgement (for non-marital child) Wait	5.1 Assist the Informant and the Attendant sign the document. 5.2 Assist the father in signing the Affidavit of Acknowledgment (for non-marital child). 5.3 MCR and staff sign the "Received" and "Cert. of Registration"; 5.4 Record the Civil Registry document at the appropriate Civil Registry Book and assign a number; 5.5 Record the Legal Instrument at the LI	None	10 minutes	ADOF IV, MCR



	Registry Book and assign a number. (for non-marital child)			
6. Receive the Owner's Copy from	6. Assist and give the Owner's copy of the document to the client.	None	2 minutes	
TOTAL		Processing Fee - P100.00 Reg. of Legal Instrument P3,000.00	1 hour and 21 minutes	

B. Delayed registration for marital and non-marital child

Delayed reporting of the marital and non-marital children for the preparation and delayed registration of the child's COLB. The informant must be the parents of the child, the child himself/herself if an adult and able, the guardian of the child in the absence of the parent/s, or the nearest kin of the child knowledgeable of the parents and the child's personal information, as well as the facts surrounding the child's birth. Registration is delayed if reporting was done one month after the child was born.

Office or Division:	MCR Office
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Parent/s of the child; the child himself/herself if an adult and able; guardian of a minor child

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
REQUIRED DOCUMENTS FOR HOSPITAL-BORN CHILD	
1. Duly prepared and signed Cert. of Live Birth (COLB) The back of the COLB is signed and notarized (for non-marital child only)	Hospital Client
2. National ID of the child/Transaction slip	
3. Negative Certification from PSA, Original and 2 photocopies (for 6 mos. Old and above)	PSA
4. Affidavit to Use the Surname of the Father <i>if the child will use the surname of the father</i> , for non-marital child - To be executed by the mother for children 0 to 6	Mother / child



<p>years old, or</p> <ul style="list-style-type: none"> - To be executed by a child 7-17 years old with a sworn attestation of the mother, or - To be executed by a child 18 years old and above 	
REQUIRED DOCUMENTS FOR HOME-DELIVERED CHILD	
1. National ID of the child	PSA
2. Negative Certification from PSA, 1 original and 2 photocopies (for 6 mos. Old and above)	PSA
3. Personal appearance of mother/and child	Client
4. Marriage Contract/Cert. of Marriage of the child being registered, if married, 2 CTC photocopies	PSA/LCR of the place of marriage of the applicant
5. Marriage Contract/Cert. of Marriage of the parents of the child, if married.	client
6. Baby Book of the child (<i>newly born – 6 yrs. old</i>), 2 photocopies	Child's parents
7. Joint Affidavit of two disinterested persons declaring the facts surrounding the birth of the child. 2 original copies	Notary Public
8. Baptismal Certificate/Certificate of Dedication, 2 photocopies,	Church where the child was baptized/dedicated
9. School Record/Transcript of Record (Elem./High School) 2 photocopies, CTC	The school where the applicant attended
10. Voter's Certificate, 2 photocopies (<i>if voting</i>)	COMELEC
<p>11. Affidavit to Use the Surname of the Father <i>if the child will use the surname of the father</i>, for non-marital child</p> <ul style="list-style-type: none"> - To be executed by the mother for children 0 to 6 years old, or - To be executed by a child 7-17 years old with a sworn attestation of the mother, or - To be executed by a child 18 years old and above 	Public Attorney's Office / Notary Public
12. Affidavit of Acknowledgment of Paternity executed by the Father (<i>if the child will use the surname of the father</i>) for non-marital child	Tuba LCR Office
13. Identification cards of the child to be registered, old or new	Client
14. Presence of the person who attended the birth (if applicable)	
15. 2x2 ID picture of the person being registered, 2 copies	Client
16. Punong Barangay's Certificate (name of child and parents, date and place of birth) 1 orig. & 2 photocopies	Punong Barangay of place of birth
17. Punong Barangay's Cert. of Residency and Cert. of Indigency.	



SECONDARY DOCUMENTS				
1. COLB of children, if applicable, 2 photocopies		PSA/LCR of place of birth		
2. Insurance Policy/Philhealth MDR/SSS record, 2 photocopies		Concern agency		
3. Medical records, 1 original, 2 photocopies				
REQUIRED DOCUMENTS UNDER THE BIRTH REGISTRATION ASSISTED PROGRAM (BRAP)				
1. Omnibus Certification		PSA		
2. National ID		PSA		
3. Marriage Contract, if married		LCR/PSA		
4. Voter's Certificate, if voting		COMELEC		
5. Certificate of Birth and Residency		Barangay of residence		
6. Certificate of Indigency		Barangay of residence		
7. ID, old and new		client		
8. Baptismal certificate/school record/medical certificate/or other documents proving the child's birth date and place.		client		
Note: The original copy of all photocopied documents must be presented for validation and authentication.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For a hospital-born child				
1. Inform the purpose and submit the required document at the "COLB" tagged window	1. Receive and review the document	None	2 minutes	ADOF IV MCR
2. Wait	2.1 Advise the client to be back on the 11 th working day. 2.2 Prepare and post Notice of delayed Registration		5 minutes 10 days posting	
On the 11th working day: 3. Receive the Order of payment and pay at the Treasury office	On the 11th working day: 3.1 Give the Order of payment and advise the client to pay at the Treasury office	P300.00 Del. Reg. P100.00- Processing Fee	15 minutes	

	<p>3.2 Register the COLB at the Civil Registry Book and assign a number;</p> <p>3.3 Register the AUSF at the Legal Instrument Registry Book and assign a number (for non-marital child)</p> <p>3.4 Sign the document</p>	P3,000.00 for Reg. of Legal Instrument		
4. Receive the copy	4. Give the owner's copy to the client		2 minutes	
TOTAL		P400.00 for marital child; P3,400.00 for non-marital child	10 days and 24 minutes	
For home-delivered children				
1. Inform the purpose and submit the required document at the "COLB" tagged window	1. Receive and review the document	None	2 minutes	ADOF IV; ADOF V; MCR
<p>2.1 Receives the pre-registration form and listens to the briefing</p> <p>2.2 Informant fills out the Pre-Registration Form correctly, reviews, and submits it to the service provider</p>	<p>2.1 Give the informant a Pre-Registration Form for Birth and brief the informant on how to fill out the form</p> <p>2.2 Receive and review the filled-out form</p> <p>2.3 Confer with the informant to ascertain the correctness of the data supplied in the form.</p>		30 minutes	
<p>3.1 Client waits while the data is being encoded</p> <p>3.2 Review the COLB at the computer monitor and the printed copy</p>	<p>3.1 Encode the data to Philcris. Proofread.</p> <p>3.2 Have the informant review the COLB at the computer monitor</p> <p>3.2 Print one copy and give to the informant for the final review.</p> <p>3.3 Proceed with the printing of a complete set of the COLB.</p>	None	10 minutes	
4. Father signs the "Affidavit of Acknowledgment" section (for non-marital child)	4. Assist the father in signing the "Acknowledgment" (for non-marital child)	None	2 minutes	

6. Have the Affidavit of Delayed Registration at the back of the COLB subscribed by the PAO/Notary Public	6. Give the document to the client for the notary. Wait	None		
7.1 Return the signed and subscribed COLB to the service provider 7.2 Wait for the ten-day posting	7.1 Receive the COLB and prepare the Notice of Delayed Registration, sign, and post for 10 calendar days at the lobby. Advise the client to return after the 10-day posting.	None	10 days 5 minutes	
On the 11th working day. 8. Receive Order of Payment and pay at windows 1,2, & 3 at the Treasury Office	On the 11th working day. 8. Give Order of Payment and advise the client to pay at the Treasury Office	Delayed Reg. Fee – P300.00; Processing Fee – P100.00; Registration of Legal Instrument – P3,000.00	5 minutes	RCC
9.1 Present the OR to the service provider	9.1 Record the COLB at the Civil Registry Book of Live Births and assign a number; 9.2 Record the AUSF at the Legal Instrument Reg. Book and assign a number (non-marital); 9.3 MCRO signs the Registration section.	None	10 minutes	
10. Receive the original Cert. of Live Birth owner's copy from the logbook	10. Issue the original COLB owner's copy to the client		2 minutes	
TOTAL		Php 400.00 and P3,400.00 if with Legal Instrument (AUSF)	10 days, 1 hour and 6 mins	

13. Registration of Death.

The timely and delayed registration of deaths is a legal requirement that must be completed at the Local Civil Registry Office. This process ensures that the event is officially recorded, which is crucial for maintaining accurate population statistics and legal documentation. The mandated timeframes for timely reporting and registration of deaths that occurred in hospitals and at home are within 30 days. Reporting beyond these days is considered late or delayed.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Hospital personnel; Nearest kin of the deceased.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For deaths that occurred in hospitals				
1. Duly prepared and signed Certificate of Death. The affidavit at the back must be completed, signed, and duly notarized by a lawyer or a Public Attorney's Office (PAO) if delayed registration		1. Hospital personnel/Client		
For Deaths that occurred at home				
1. COLB/COM or IDs of the deceased, original or photocopy, 1 copy		PSA OR LCR where the birth/marriage occurred		
2. Written information on the cause of death of the deceased by the MHO, original copy		MHO		
3. Negative Certification if delayed registration		PSA		
4. Certification from the Punong Barangay if delayed registration		Barangay of the place of occurrence		
5. Pictures, if delayed registration		client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For deaths that occurred in hospitals				
1. Inform the purpose and give the document	1. Receive and review the document. Confer with the informant for the accuracy of the information supplied in the Cert. of Death. Continue to Step 3.1	NONE	2 minutes	ADOF IV ADOF V MCR
2. To return to the office after 10 days of posting	2. Advise the client to return after 10 days posting if delayed registration.		10 days and 2 minutes	

3. Pay at the Treasury Office.	3.1 Give the Order of Payment and advise the client to pay at the Treasury Office; 3.2 Sign the document. 3.3 Record the document in the Civil Registry Book of Death and assign a number.	Processing Fee – P100.00; Del. Reg. Fee – P300.00	15 minutes	RCC
4. Receive the Owner's Copy from	4. Assist and give the Owner's copy of the document to the client.	None	2 minutes	
TOTAL	Timely Registration Delayed Registration	P100.00 P400.00	31 minutes 10 days 33 minutes	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For deaths that occurred at home				
1. Inform of the purpose and submit the required documents	1. Receive and review the documents.	None	2 minutes	ADOF IV ADOF V MCR
2. Receive and fill out the pre-registration form	2. Give a pre-registration form and orient the client on how to fill out the form	None	30 minutes	
3. Return the completed pre-registration	3. Receive and review the completed pre-registration Form and confer with the informant to ascertain the correctness of the data supplied in the form.	None	2 minutes	
4.1 Review the encoded Certificate of Death 4.2 Sign the document	4.1 Encode the Certificate of Death. 4.2 Informant reviews the document on the computer monitor. 4.3 Print one copy of the COD for final review by the informant. 4.4 Finalize by printing all three copies and assist the informant in signing the document	None	10 minutes	



5. Wait	5. Have the COD signed by the MHO. Advise the client to return after the 10-day posting period. If timely registration, the client will continue to Step 7.1	None	10 days and 30 minutes	
6. Have the document notarized by a lawyer/PAO and return to the service provider	6.1 Give the document to the client for notarization of the affidavit at the back of the document. Receive the document and advise the client to return after the 10-day posting. If delayed registration.	None	1 hour	
On the 11th working day: 7. Return to the service provider. Receive the Order of Payment and pay at Windows 1,2, or 3 at the Treasury Office.	On the 11th working day: 7.1 Give the order of payment and advise the client to pay at the Treasury Office 7.2 Record the COD at the Civil Registry Book of Death and assign a CR number 7.3 MCR signs the document	Proc. Fee – PhP100.00; Del. Reg. Fee – P300.00	15 minutes	
8. Receive the duly registered COD owner's copy from the logbook	8. Issue the duly registered COD owner's copy and assist the client in signing the logbook	None	2 minutes	
TOTAL:	Timely Registration	P100.00	1 hour and 31 minutes	
	Delayed Registration	P400.00	2 hours and 31 minutes	

14. Registration of Certificate of Marriage.

The registration of the Certificate of Marriages is a legal requirement that must be completed at the Local Civil Registry Office. This process ensures that the event is officially recorded, which is crucial for maintaining accurate population statistics and legal documentation, as well as for the contracting parties. The mandated timeframe for timely reporting and registration of the Certificate of Marriage is within 15 days after the solemnization. Reporting beyond these days is considered late or delayed.

Office or Division:	MCR Office
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Classification:	Simple for Timely registration Highly Technical for Delayed registration			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Solemnizing Officer/personnel of the church The Couple			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FOR TIMELY REGISTRATION 1. Duly prepared and signed Certificate of Marriage, 4 original copies		1. Client or Solemnizing Officer/Church		
FOR DELAYED 1. Duly prepared and signed Cert. of Marriage. 4 original copies 2. The Affidavit at the back of the document must be notarized.		1. Client/Solemnizing Officer/Church 2. Notary public		
3. Negative Certification, if delayed for more than 6 months		PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the purpose and give the document	1. Receive and review the document. Confer with the informant for accuracy and consistency of supplied information.	None	2 minutes	ADOF IV ADOF V MCR
2. Pay at the Treasury Office	2. Give the Order of Payment and advise the client to pay at the Treasury Office. Continue to Step 4.1 if timely registration	Processing Fee – P100.00; Del. Reg. P300.00	5 minutes	
3. Return to the office after the 10-day posting. If delayed registration	3. Advise the client to return after the 10-day posting. If delayed registration	None	10 days, 2 minutes	
4. Wait	4.1 Register the document at the Registry Book of Marriage. 4.2 Sign the document.		10 minutes	



5. Return and receive the Owner's Copy	5. Assist and give the Owner's copy of the document to the client.	None	2 minutes	
TOTAL	Timely Registration	P100.00	19 minutes	
	Delayed Registration	P400.00	10 days, 21 minutes	

15. Request for Electronic Endorsement of Birth, Marriage, and Death

The electronic endorsement of civil registry documents to the Philippine Statistics Authority (PSA) Regional Office in Baguio City serves as an effective solution to expedite the processing and issuance of PSA Security Paper. This system not only facilitates a quicker turnaround for clients but also allows for the re-endorsement of any documents that may have resulted in a PSA negative certification due to issues such as blurriness. Upon receiving a request from the client, our office meticulously forwards the relevant civil registry documents to the PSA Regional Office in Baguio City, ensuring that each submission is handled with care to uphold the integrity and accuracy of vital records.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Document Owner, document owner's Spouse, Parents, Nearest kin of the document owner, Guardian Legally In charge, Any Person Authorized by the Owner, Court			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA blurred copy or PSA Negative Certification, 1 original copy		PSA		
2. National ID of the client.		PSA		
3. For Authorized Person:		Client		
<ul style="list-style-type: none"> - Authorization Letter./Special Power of Attorney(SPA). 1 orig. copy - National ID of the authorized person, original and the document owner 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform purpose and present the document and the	1. Receive and review the submitted documents.	None	2 minutes	



required ID if authorized.				
2. Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office. Return to the office upon notification	2.1 Give the Order of payment and advise the client to pay at the Treasury Office. 2.2 Search the database and print the document; 2.3 Sign, certify, and seal the document and advise the client to wait and return to the office upon notification from PSA. 2.4 Prepare and sign a transmittal letter to the PSA Benguet office.	Indorsement fee – PhP100.00	23 minutes	ADOF II, MCR
TOTAL		PhP100.00	25 minutes	

16. Request for Certificate of Live Birth and Certificate of Marriage in Security Paper from the PSA under the BREQS Program.

The Office assists clients seeking copies of their civil registry documents from the Philippine Statistics Authority (PSA) in Security paper (SECPA). This service is facilitated through the Batch Request Entry System (BREQS), a streamlined program designed for efficiency. Through a Memorandum of Agreement (MOA) entered into between the PSA and this municipality, this office was accredited to receive and process these requests, ensuring the timely issuance of PSA copies. Requests are collected and submitted to the PSA Regional Office every week, enabling clients to receive their documents systematically and reliably.

Office or Division:	MCR Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Document Owner, Document Owner's Spouse, Parents, Any Person Authorized by the Owner.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Original National ID of the document owner and the requesting party.	Owner's copy, Office that issued the Identification Card presented
2. For Authorized Person:	Document Owner



<ul style="list-style-type: none"> • Authorization Letter/ Special Power of Attorney(SPA). Original copy • National ID 		Notary Public		
3. Payment for the PSA copy: (to be collected in cash by the in-charge upon request):		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Inform purpose and present the required documents. 1.2 Receive, fill up, and return to the service provider the PSA request form and the Authorization	1.1 Receive and review the submitted documents. 1.2 Give PSA request form and the Authorization Form. 1.3. Receive PSA filled-out request form and authorization form 1.4 Review and approve the request	None	15 minutes	ADA VI ADOF II MCR
2. Pay at the Treasury Office and give payment for PSA to the service provider	2.1 Collect the payment for the PSA copy and record it in the logbook as an acknowledgment receipt with the signature of the client. 2.2 Advise the client to pay at the Treasury Office for the municipal fee.	PSA fees: COLB, COM, COD, NEG.- 155.00; CENOMAR & Advisory- P210.00 BREQs Fee P100.00	10 minutes	
3. Sign in the receipt logbook	3. Assist the client in signing the receipt logbook and advise the client to pick up the document on an arranged day.	None	2 minutes	
TOTAL	PSA Fee: - COLB, COM, COD, NEG. - CENOMAR & ADVISORY Mun. Fee	P155.00; P210.00; P100.00	27 minutes	



17. Request for Certified True Copy of Birth, Marriage, Death, and Negative Certification.

This service is the request and issuance of a certified true copy of birth, marriage, and death certificates of a person.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Document owner, if of age; nearest kin of the document owner; any person authorized by the document owner.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. National ID, if client is the document owner		PSA, Client		
2. If Authorized: <ul style="list-style-type: none"> ✓ Authorization or Special Power of Attorney, original copy. ✓ National ID of the document owner, original ✓ National ID of the authorized, original ✓ Two signature specimens of the document owner and the requester, original. 		Notary public PSA Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform purpose and submit required documents	1. Receive, review, and evaluate submitted documents as to accuracy and consistency	None	2 minutes	ADOF IV; ADOF II; ADA VI; MCR
2. Wait	2. Search the document in the database and print if available.	None	3 minutes	
3. Receive the Order of Payment slip and pay at window 1, 2, or 3 at the Treasury Office	3. If the document is positive, give the Order of Payment slip and advise the client to pay at the Treasury Office. Inform the client if the document is negative.	Verification Fee P25.00; CTC fee P100.00	5 minutes	
4. Receive the document	4.1 Print, sign, and seal the document 4.2 Issue the document	None	5 minutes	
TOTAL:		PhP125.00	15 minutes	

18. Supplemental Report on Birth/Marriage/Death

This service is a Supplemental Reporting of important information in the birth certificate, marriage certificate, and death certificate, which was inadvertently omitted when the document was prepared. However, a supplemental report on the “Medical Certificate” in the Cert. of Death and Cert. and Fetal death is not allowed.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Parent/guardian of the child; the document owner, if of age.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA copy of the Civil Registry document subject for the supplement report, original copy		PSA, Baguio City		
2. Affidavit of Supplemental Report, 1 orig. copy, 2 photocopies		PAO/Notary Public		
3. Cert. of Live Birth (<i>if document subject for supplement is COM</i>) 1 orig. 2 photocopies		PSA/LCRO of the place of birth		
4. Cert. of Marriage (<i>if married and if document subject for supplement is COLB</i>) 1 orig. 2 photocopies		PSA/LCRO of the place of marriage		
5. Baptismal Certificate/Certificate of Dedication, 1 orig. 2 photocopies		Church where the child was baptized/dedicated		
6. School/Transcript of Record, 1 orig. copy, 2 photocopies		The school where the child attended		
7. Voter’s Certificate if voting, 2 copies		COMELEC, where the child/person votes		
8. Various Identification Cards, old and new, 2 photocopies		Owner of document		
9. Other relevant document				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform purpose and submit required documents	1. Receive, review, and evaluate submitted documents as to accuracy, consistency and completeness	None	5 minutes	Mylene Fanglayan, AO V
2. Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	2. Give the Order of payment and advise client to pay at the Treasury Office	Supplemental Fee PhP500.00	5 minutes	Glory J.B. Paus, MCR

		Annotation Fee Php 240.00 CTC Php 100.00		
3.1 Present proof of payment. Wait. 3.2 Review and sign supplemental report	3.1 Machine copy and certify all required documents 3.2 Prepare the Supplemental Report 3.3 Allow client for a brief review and assist the client in signing the "Informant" section. 3.4 Sign the "Prepared by" section 3.5 Annotate the subject document 3.6 MCR review and sign the documents 3.7 Record the supplemented information in the Civil Registry Book	None	45 minutes	
4. Inquire at the PSA CRS outlet after one month.	4. Deliver the documents personally to the PSA Benguet Office and instruct the client to request an advisory or follow up at the PSA CRS outlet after one month.	None	2 minutes	<i>MCRO: ADA IV, AO II, AO IV, AO V, MCRO I</i>
TOTAL:		PhP840.00	57 minutes	