



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

External Services



26. Registration of Certificate of Live Birth

The **CERTIFICATE OF LIVE BIRTH** is issued to individuals born in the municipality. **LATE REGISTRATION** is availed by those whose birth has not been registered within the 30-day period of regular registration.

Office or Division:	Municipal Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Individuals born in the municipality.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished form.		Municipal Civil Registrar (MCR)		
2. Marriage Contract of parents.		To be provided by the client		
3. Residence certificate (for not married couples)		Office of the Municipal Treasurer (OMT)		
FOR LATE REGISTRATION:				
1. Baptismal Certificate		Parish/To be provided by the client		
2. Negative result requested from PSA		PSA/To be provided by the client		
3. Marriage Contract		PSA/To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the required documents.	1.1 Evaluation and verification of request.	None	35 minutes	M. M. Ga R. Abaldonado M.V. Advincula R. Pama D. Camit
2. Pay required fee.	2.1 Issuance of Payment order.	75.00 newborn 150.00 more than 1 month 180.00 6 months less than 1 year 250.00 more than 1 year	3 minutes	R. Abaldonado M.V. Advincula R. Pama D. Camit
3. Client reviews the document, claims and signs in the log book.	3.1 MCR signs and releases document.	None	5 minutes	Yolita P. Frias
TOTAL:		655.00	43 min.	



27. Registration of Certificate of Death

This is issued to in the event of death that took place in the municipality.

Office or Division:	Municipal Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Next of kin of the deceased			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Application Form		Municipal Civil Registrar's Office		
2. Cert. of Death duly signed by:		Municipal Health Office		
a. Attendant at death		Municipal Health Office		
b. Embalmer (if applicable)		Funeral home		
c. Municipal Health Officer		Municipal Health Office (MHO)		
3. Barangay Certificate		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to MCR staff.	1.1 Give application form to client.	None	3 minutes	M.M. Ga R. Abaldonado M.V. Advincula R. Pama D. Camit
	1.2 Check completeness and authenticity of documents.	None	3 minutes	
2. Client fill out the application form	2.1 Advice client to have the document signed the MHO and embalmer.	None	3 minutes (depend on availability of MHO and embalmer)	N. M. Ga R. Abaldonado M. V Advincula D.Camit
3. Client pays the fee/charge to the OMT.	3.1 Issue payment order to client.	100.00 (Burial Permit) 200.00 (Death cert) Rental of Niche	2 minutes	M.M Ga M.V. Advincula D.Camit R. Abaldonado
	3.2 Accept proof of payment.	None	1 minute	
4. Client claims the document and logs in the logbook.	4.1 Register.	None	3 minutes	Yolita P. Frias
	4.2 Release of documents.		2 minutes	M.M. Ga R.Abaldonado M. V. Advincula
TOTAL:		300.00	17 minutes	



28. Application of Marriage License

This issued to two contracting parties who wish to get married.

Office or Division:		Municipal Civil Registrar's Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		2 individuals (Bride & Groom) where at least one (1) is a resident of the municipality.		
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Live birth/Baptismal Certificate		Parish/PSA/Client's own copy		
2. Certificate of No-Marriage (CENOMAR)		PSA		
3. Pre-Marriage Counselling Certificate		Municipal Social Welfare and Development Office Municipal Health Office		
4. CEDULA		Office of the Municipal Treasurer (OMT)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits complete requirements.	1. Evaluation of the completeness of requirements.	None	3 minutes	Ruby C. Pama
2. Client fills-out application form for marriage license and pays at the OMT	2.1 Assess the completeness of documents.	None	3 minutes	Ruby C. Pama
	2.2 Evaluate the corresponding fees to be paid by the client.	None	3 minutes	Ruby C. Pama
	2.3 Give Payment slip to the client.	650.00 solemnized by Mayor 450.00 Solemnized by Judge/ Pastor/ Minister	3 minutes	Ruby C. Pama



3. Client pays the fee at the OMT.	3.1 Receive the receipt. 3.2 Schedule the counseling and advice the client of the date set.	None	5 minutes	Ruby C. Pama Ruby C. Pama Yolita P. Frias
4. Both clients attend the pre-marriage counselling	4.1 Conducts the pre-marriage counselling	None	3 hrs.	MSWDO RHU Marriage Counselor
5. Client submits the pre-marriage counselling certificate.	5.1 Processing of documents.	None	3 minutes	Ruby C. Pama
6. Client waits for a 10-day posting period and claims the marriage license on the 11 th day.	6.1 Issue Marriage license after 10 days.	None	10 days	Yolita P. Frias
TOTAL:		1100.00	10 days, 3 hrs. & 20 minutes	



29. Marriage Registration

This is a permanent & official recording of the union between a man and a woman entered into in accordance with the law.

Office or Division:	Municipal Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Individuals born in the municipality.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Marriage Contract		Municipal Civil Registrar (MCR)/to be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits complete requirements.	1.1 Assessment of the completeness of documents.	None	3 minutes	Ruby C. Pama
	1.2 Issue payment slip to the client.	None	1 minute	Ruby C. Pama
2. Client pays the fee and presents the OR to the MCR staff.	2.1 Issuance of OR by the OMT staff.	450.00 church marriage/ Judge 650.00 solemnized of the Mayor	2 minutes	OMT staff
3. Client signs in the logbook.	3.1 Receipt of OR from the client.	None	1 minute	Ruby C. Pama
	3.2 Register.	None	2 minutes	Yolita P. Frias
	3.3 Recording of document.		1 minute	M.V Advincula
	3.4 Releasing of document.		1 minutes	Ruby Pama
TOTAL:			10 minutes	



30. Petition for Change Name, Gender, Clerical Error/Date of Birth

This is a process to allow correction of typographical error/s in the name, entry in gender or date of birth.

Office or Division:	Municipal Civil Registrar's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Owner or authorized representative (parent or sibling) of the document.
CHECKLIST OR REQUIREMENTS	WHERE TO SECURE
PETITION FOR CHANGE OF FIRST NAME	
1. Birth Certificate	PSA/Client's own copy
2. Baptismal Certificate	Parish/Client's own copy
3. Barangay/Police NBI Clearance	Barangay/Police/NBI
If employed: Employees Clearance	Human resource Mgt. Office (HRMO)
4. Publication	Local News Paper
5. Other supporting documents showing their true/correct first name	To be provided by the client.
PETITION FOR CHANGE OF GENDER AND DATE OF BIRTH	
1. Birth Certificate	PSA/Client's own copy
2. Baptismal Certificate	Parish/Client's own copy
3. Barangay/Police NBI Clearance	Barangay/Police/NBI
If employed: Employees Clearance	Human resource Mgt. Office (HRMO) of agency.
4. Publication	Local News Paper
5. Other supporting documents showing their true/correct first name	To be provided by the client.
6. Doctor's certification	To be provided by the client from private physician.
7. Medical Record	Government Doctor
8. Elementary School record	School were client graduated
PETITION FOR CLERICAL ERROR	
1. Birth Certificate	PSA/Client's own copy
2. Baptismal Certificate	Parish/Client's own copy
3. at least 2 documents showing the correct/true entry of the error	Client's own copy



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents.	1.1 Evaluate and check the completeness and validity of the supporting documents.	None	3 minutes	Yolita P. Frias Ma. Mediatrix V. Ga
	1.2 Compute the fees and charges and issue payment order to the client.	None	3 minutes	Ma. Mediatrix V. Ga
2. Client pays charges to the OMT.	2.1 Receiving of payment and issuance of OR.	1,000.00 change of clerical error 3,000.00 change name/change of gender	3 minutes	MTO Staff
3. Client presents OR to the MCR staff	3.1 Preparation of document of petition to be subscribed by the Mayor.	None	5 minutes	Ma. Mediatrix V. Ga
	3.2 Post documents.	None	10 days	Ma. Mediatrix V. Ga
	3.3 Publish document to the newspaper.	1,500.00	2 weeks	Yolita P. Frias/ Ma. Mediatrix V. Ga Publisher
	3.4 Sign document after publication.	None	3 minutes	Yolita P. Frias
	3.5 Send document to PSA via mail.	Mailing fee: 150.00	24 hrs.	Client



4. Wait for PSA evaluation/ approval	4.1 Processing of documents.	None	6 months	PSA
	4.2 Sends back the document to MCR for finality.	None	15 minutes	Ma. Mediatix V. Ga
	4.3 Annotates approved petition	None	5 minutes	Ma. Mediatix V. Ga
5. Claim document and signs in the log book	5.1 Releasing of documents.	None	3 minutes	Yolita P. Frias/ Ma. Mediatix V. Ga
TOTAL:		5, 630.00	6 months, 4 weeks, 4 days, & 40 minutes	



31. Batch Request Query System (BRQS)

This provides easier & better access of Dumaraonons in terms of requests for issuances of civil registry documents such as Birth, Marriage, Death and Certificate of No Marriage Records (CENOMAR) being issued solely by the Philippine Statistics Office.

Office or Division:	Municipal Civil Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any individual who wish to avail.			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Application form		Municipal Civil Registrar (MCR)		
2. Authorization letter & Valid ID (representative)		Client's own copy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits accomplished application form.	1. Provision of form.	None	2 minutes	Ma. Venus T. Advincula
	1.2 Checking the correctness of filled out form.	None	3 minutes	
	1.3 Issuance of Payment Order to be paid at the OMT.	P 155.00 (Authenticated Live Birth, Death Certificate, & Marriage Contract) P 210.00 (CENOMAR) P 100.00 Processing fee for every transaction (P 150.00 for more than 1	5 minutes	Ma. Venus T. Advincula



		transaction)		
2. Client pays charges to the OMT and presents it to the MCR staff.	2.1 Acceptance of OR.	None	3 minutes	Ma. Venus T. Advincula
2.1 Prepare list of BREQS	2.2 Encode names of all applicants.	None	15 minutes	Rodnel D. Abaldonado
	2.3 MCR forwards application to PSA.	None	2 weeks	Rodnel D. Abaldonado
3. Client claims the document and logs I the logbook.	3.1 Release of document to the client.	None	5 minutes	Ma. Venus T. Advincula
TOTAL:		425.00	2 weeks & 33 minutes	