

**City Civil Registrar**

FRONTLINE SERVICE: **Application for Regular Registration-(A) BIRTH; (B) MARRIAGE; (C)**

**DEATH**

<p><b>ABOUT THE SERVICE:</b> Before a marriage can be solemnized, a Marriage License is required.</p>	<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>- CENOMAR (Certificate of No Marriage)</li> <li>- Certificate of Tree Seedling Donation at City Environment and Natural Resources Office located at the 2<sup>nd</sup> floor of the Tarlac City Hall</li> <li>- Certificate of attendance to a Pre-Marriage Counseling from CSWDO/PopCom (PopCom Office is at the lower Ground Floor of Palm Plaza, Matatalaib, Tarlac City)</li> <li>- Birth Certificate of Applicants</li> <li>- Residence Certificate (Cedula) of Applicants</li> </ul> <p>Additional requirements if one of the applicants is not a Filipino Citizen:</p> <ul style="list-style-type: none"> <li>- Original Copy of Legal Capacity to Marry</li> <li>- Photocopy of passport</li> </ul>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present requirements for compliance at Window G	Evaluate/review documents for application for Marriage License	10 minutes	Officer-In-Charge at Window G	None	None
2	Pay at Window E	Accept payment and issue an Official Receipt	3 minutes	Revenue Collection Clerk III	Php 650 Php 500 for Affidavit of Legal Capacity if the applicant is a foreigner)	None
3	Proceed to Office of the City Civil Registrar for an interview	Interview the applicants	10 minutes	City Civil Registrar	None	None

4	Present application with O.R. and other requirements back to Window G	Record the transaction in the logbook and advise client to return after 10 days for mandatory posting period for release of Marriage License.	15 minutes	Officer-in-Charge at Window G	None	None
5	Claim Marriage License at Window G	Release Marriage License	5 Minutes	Officer-in-Charge at Window G	None	None
<b><i>*End of Transaction*</i></b>						

<p><b>ABOUT THE SERVICE:</b>  Certified true copies of birth/death and marriage certificates duly signed by the City Civil Registrar are being issued to the clientele</p>	<p><b>REQUIREMENTS:</b>  Request forms properly filled out by the client for verification in the records filed in the archives of the Office of the City Civil Registrar</p>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Proceed to Window-B and duly accomplished request form	Assess the filled-out form and issue a Payment Order	10 minutes	Employee-in-Charge at Window B	None	None

2	Pay at Window-E	Accept payment and issue an Official Receipt (O.R.)	3 Minutes	Revenue Collection Clerk III at Window E	Local – Php 60 Abroad – Php 110 Other certification – Php 50 * Fee depends on the purpose of the document being requested	None
3	Present O.R. at Window-B	Record data, inform the client to wait and forward request form to verifier	5 minutes	Employee-in-Charge at Window B	None	None
		Verify and prepare requested document and forward to the City Civil Registrar	1 hour	Verifier		
		Review, approve/disapprove and sign the document	10 minutes	City Civil Registrar		
4	Claim the requested document at Window-D	Release the requested document	3 minutes	Employee-in-Charge		
<b><i>*End of Transaction*</i></b>						

**ABOUT THE SERVICE:**

In cases where births, marriages, and death not registered and/or reported on time, it shall be the responsibility of the persons concerned or their relatives to file the necessary registration, Out –of-town registration shall also be reported and filed in the hometown the concerned persons, pursuant to Rule 20 of Administrative Order No.1 Series of 1993, this is the process for delayed registration of births/marriage/deaths including out-of-town registration.

**REQUIREMENTS:****(B) Delayed Registration of Births**

- Negative Certification from Philippine Statistics Authority formerly known as National Statistics Office
- Baptismal Certificate
- Joint Birth Affidavit
- School Records (where the date & place of birth are indicated)
- Voter's registration Records
- Other supporting documents as may be required

**(B) Delayed Registration of Marriage**

- Negative certification from PSA
- Affidavit of Delayed Registration
- Certificate from church, Judge or any other institution where the event occurred
- Birth Certificates of at least 2 children where the date & place of Marriage are indicated
- Other supporting documents as maybe required

**(C) Delayed Registration of Death**

- Negative Certification from PSA
- Certificate from the barangay to confirm the death
- Joint Death Affidavit
- Picture of Tombstone
- Picture of the tomb of the deceased
- Certificate from the Funeral\_ Parlor
- Other supporting documents as maybe required

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Submit requirement at Window A	Accept requirement for approval and forward them to the City civil Registrar	10 minutes	Employee-In-Charge	None	None
2	Undergo interview	Evaluate and review the documents and interview the registrant.	10 minutes	City Civil Registrar	None	None
3	Return to Window A after the interview	Accept payment and issue a Payment Order	3 minutes	Employee In-Charge	None	None
4	Pay at Window E	Issue an official Receipt (O.R.)	3 minutes	Revenue collection Officer III	PHPI00 Filing Fee PHP5 per year delayed	None
5	Return to Window A to present official receipt and wait for advice.  <i>(Client will return after 10 days for the release of the document)</i>	Attach the O.R. to documents and instruct client to return after 10 days and forward the document to CCR for	5 minutes	Employee InCharge	None	None
		signature/approval on the 10 <sup>th</sup> day.				
<b>*End of Transaction*</b>						

**ABOUT THE SERVICE:**

**REQUIREMENTS:** REQUIREMENTS:

(B) BIRTH

- Certificate of Live Birth duly signed by the attending Physician or Midwife
- Marriage Certificate

*In case the child's parents are unmarried:*

- Certificate of Live Birth duly signed by the attending Physician or Midwife
- And also signed by the father/mother at the back portion of the Certificate of Live Birth (affidavit of Acknowledgement/paternity)
- Valid Id's of parents
- For interview

*In case the father of the child is not available for interview:*

- Back portion of the Certificate of Live Birth (affidavit of Acknowledgement/Paternity) should be notarized by notary public

*In case the Father is out of the country:*

- The Certificate of Live Birth should be subscribed before the consul of the Philippine Embassy in the country where the father is staying
- Then, the said document shall have to be recorded at the CCRO of the City of Manila as legal instrument. It is only then that the Certificate of Live Birth be registered at the City Civil Registrar Office in the city/municipality where the child was born

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Submit document/form and requirement for registration	Evaluate document for registration and issue payment order	5 minutes	Employee-in-Charge at Window C ( <b>be specific with the position</b> )	A. Birth	None

2	Pay fee at Window E	Accept payment and issue Official Receipt (OR)	3 minutes	Revenue Collection Clerk III	Certificate - Php10 B. Marriage Certificate-None C. Death CertificateBurial/Transfer Permit-Php50	None
3	Present the OR at Window C	Prepare and register the document	10 minutes	Administrative Aide/City Civil Registrar		None
4	Claim the registered document at Window D	Record and release the registered document	2 minutes			None
<b><i>*End of Transaction*</i></b>						