

OFFICE: City Civil Registrar

FRONTLINE SERVICE: **ISSUANCE OF CERTIFIED PHOTOCOPY**

<p><b>ABOUT THE SERVICE:</b>                  The Birth/Death/Marriage Certificate presented is certified in the City civil Registrar after thorough verification</p>	<p><b>REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>- Photocopy of document duly registered in the Office of the Civil Registrar</li> </ul>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present the photocopy of the document at Window B	Verify the photocopy and issue a Payment Order	10 minutes	Employee-In-Charge	None	None
2	Pay at Window E	Issue an Official Receipt	3 minutes	Revenue Collection Clerk III	Php25	None
3	Present official Receipt back to Window B	Record, certify and forward certified photocopy for approval/signature to City Civil Registrar	10 minutes	City Civil Registrar	None	None
4	Claim certified photocopy at Window D	Record and release the certified photocopy	3 minutes	Officer-in-Charge at Window D	None	None

***\*End of Transaction\****