

**CITY CIVIL REGISTRAR
CERTIFICATE**

FRONTLINE SERVICE: ISSUANCE OF CERTIFIED TRUE COPY OF BIRTH, MARRIAGE AND DEATH

<p>ABOUT THE SERVICE:</p>	<p>REQUIREMENTS: REQUIREMENTS:</p> <p><u>(A) BIRTH</u></p> <ul style="list-style-type: none">• Certificate of Live Birth duly signed by the attending Physician or Midwife• Marriage Certificate <p><i>In case the child's parents are unmarried:</i></p> <ul style="list-style-type: none">• 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 <p><i>In case the father of the child is not available for interview:</i></p> <ul style="list-style-type: none">• Back portion of the Certificate of Live Birth (affidavit of Acknowledgement/Paternity) should be notarized by notary public <p><i>In case the Father is out of the country:</i></p> <ul style="list-style-type: none">• 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
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present document/form with requirements for registration	Evaluate document for registration and issue the Payment Order	5 minutes	Employee-in-Charge at Window C	None	A. Birth Certificate (Municipal Form 102) B. Marriage Certificate (Municipal Form 92) C. Death Certificate (Municipal Form 103)
2	Pay at Window E	Accept payment and issue Official Receipt (O.R.)	3 minutes	Revenue Collection Clerk III	A. Birth Certificate - Php10 B. Marriage Certificate-None C. Death CertificateBurial/Transfer Permit-Php50	None
3	Present O.R. at Window C	Prepare and forward the document to City Civil Registrar for approval and signature Register signed document	18 minutes	Administrative Aide	None	None
4	Claim the registered document at Window D	Record the transaction in logbook and release the document	3 Minutes	Employee-inCharge	None	None
<i>*End of Transaction*</i>						