

ISSUANCE OF REGISTERED BIRTH, MARRIAGE/DEATH CERTIFICATES

ABOUT THE SERVICE:

As a general rule, all legal instruments shall be registered in the civil registry of place where they were executed except the following:

- Affidavit of Reappearance-where the parties to the subsequent marriage are residing;
- Marriage settlements-where the marriage was recorded;
- Admission of Paternity; and
- Acknowledgement, Legitimation, Voluntary Emancipation of Minor, Parental Authorization or Ratification of Artificial insemination where the birth of the child was recorded

Not falling under the aforementioned exceptions are the following

Registration of legal instruments

- Acknowledgment;
- Acquisition of Citizenship;
- Certificate of legal capacity to contract marriage;
- Option to elect Philippine citizenship;
- Partition and distribution of properties of spouses and delivery Of children's legitime; and,
- Waiver of rights interests of absolute community

REQUIREMENT:

- Original copy of birth Certificate to be annotated
- Marriage Contract of parents (Legitimation)
- Joint affidavit of Legitimation
- Notarized affidavit of Admission of Paternity
- Notarized Affidavit to Use the Surname of the father(AUSF)
- Notarized affidavit of mother (AUSF)
- Any other document that will establish paternal filiation between the father and the child
- Valid ID's of parents

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
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1	Present the documents at Window A	Accept and check documents and forward to City Civil Registrar for evaluation, interview and approval.	10 minutes	Employee-In-Charge	None	None
2	Proceed to office of the CCR for interview	Interview and evaluate the documents	20 minutes	City civil Registrar	None	None

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3	Return to Window A	Issue a payment Order	10 minutes	Employee – Incharge	None	None
4	Pay at Window E	Accept payment and issue official receipt	3 minutes	Revenue Collection Officer III	Refer to schedule of fees	None
5	Return to Window A to present the O.R.	-Attach O.R. to the documents -Record in logbook -Advise client as to when the requested document will be released.	10 minutes	Employee-Incharge	None	None
6	Claim requested document on specific date of release advised by employee-In-charge	Release document	5 minutes	Employee-Incharge	None	None

****End of Transaction****

ABOUT THE SERVICE:

APPLICATION FOR REGULAR REGISTRATION OF BIRTHS, DEATH, MARRIAGE CERTIFICATES

REQUIREMENT: (A)

BIRTH

- Certificate of Live Birth duly signed by the attending Physician or Midwife
- Marriage Certificate
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In case of 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 a 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.

(B) MARRIAGE

- Certificate of Marriage duly signed by the solemnizing officer

(C) DEATH

- Certificate of Death (prepared by the hospital if patient dies within the hospital) or nearest City health center, and duly signed by the

City Health officer or Certification from the Barangay Captain, if the deceased dies outside of hospital premises

- Burial Permit issued by the City Health Office

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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present document for registration at Window C	Evaluate document and Issue Payment Order	5 minutes	Employee-in-Charge	None	None
2	Pay at Window E	Accept payment and Issue an Official Receipt	3 minutes	Revenue Collection Clerk III	Php10 (for births) Php50 (for Burial/transfer permit) Marriage certificate (none)	None
3	Return at window C and present Official Receipt	Record and forward the document for approval/signature to the City Civil Registrar	15 minutes	Employee-in-Charge	None	None
4	Claim registered document at Window D	Release registered document	3 minutes	Employee-in-Charge at Window D	None	None

****End of Transaction****