LOCAL CIVIL REGISTRY OFFICE

CITIZEN'S CHARTER
2024 1st Edition

LOCAL CIVIL REGISTRY OFFICE

The Local Civil Registry Office (LCR) is responsible for the recording and safekeeping of the corresponding register of birth, marriage, and death, court decrees and other legal instruments affecting the civil status of a person within the city pursuant to the Civil Registry Law.

I. Mandate

Every Birth, Death, Marriage that occurred in the City of Muntinlupa, and any modification thereof is authentically registered and recorded.

II. Vision

The Local Civil Registry Office of Muntinlupa commits to achieve an utmost quality Civil Registration service.

III. Mission

To provide an efficient, systematic and accurate Civil Registration system.

IV. Service Pledge

We commit to:

a. To employ on excellent system of acceptance, recording, preservation, and retrieval of records of vital events occurring in the life of the individual.

b. To bring about client satisfaction by providing them responsive, efficient and effective civil registration services.

c. To provide a positive working environment encouraging competence, dedication, integrity and trust in divine guidance and providence.

To attend to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break

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EXTERNAL SERVICES

REGISTRATION

CERTIFICATE OF LIVE BIRTH

1. REGULAR FILING OF CERTIFICATE OF LIVE BIRTH (COLB) - Timely Registration

ABOUT THE SERVICE: The birth of the child, being a vital event should be registered at the Local Civil Registry Office within a thirty (30) day reglementary period from the time of birth. Other than serving identification purposes, a Certificate of Live Birth is also required by various agencies and instrumentalities in availing of their services.

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Local Civil Registry Office.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Properly accomplished Municipal Form No. 102 (Certificate of Live Birth Form, typewritten, four (4) pages all original, used only black ink)	1. LCR Birth Section Counter C
2. Attach the following: a. If married, photocopy of Certificate of Marriage; b. If not married, the following: i. Duly notarized Affidavit of Admission of Paternity; ii. Duly notarized Affidavit to Use the Surname of the Father (AUSF)	2.1 Marriage Section LCRO/ 2.2 Philippine Statistics Authority (PSA) 2.2.1 City Legal Office/ Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to LCR counter C, and submit the properly filled out Municipal Form No. 102 (Certificate of Live Birth (COLB)) and its requirements	2.1 Receive the properly filled out form and requirements 2.2 Double check MF 102 and the necessary attachments 2.3 Issue Order of Payment and proceed to the Cashier (Counter G) for payment	None	5 minutes	*Christopher R. Tolentino* *Administrative Assistant I* *LCR*
3. Payment	3.1 Process payment and issue Official Receipt (OR)	Admission of Paternity (if needed): **PHP120.00** Affidavit to Use the Surname of the Father (if needed): **PHP200.00** **Married and Single Mother: FREE**	2 minutes	*Local Treasury Operation II* (City Treasury Office)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit the OR to Counter C	4.1 Receive the OR and encode the COLB	None	10 minutes	*Christopher R. Tolentino* *Administrative Assistant I* *LCR*
	4.2 Assignment of Registry Number			
	4.3 Approval and Signing of the City Civil Registrar;		2 minutes	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	4.4 Segregation of document			*Christopher R. Tolentino* *Administrative Assistant I* *LCR*
5. Proceed to releasing section to claim registered owner's copy	5.1 Release of COLB at the Releasing Section	None	5 minutes	*Albin A. Musngi* *Public Service Foreman* *LCR*
		TOTAL: If married and Single Mother - **FREE**; If not married – **PHP320.00**	TOTAL: **29 minutes**	

2. LATE REGISTRATION OF BIRTH (BORN IN MUNTINLUPA)

This service is for individuals who were born in Muntinlupa but whose births were not registered within the prescribed period.

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Local Civil Registry Office.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Properly accomplished Municipal Form 102 (Certificate of Live Birth Form, typewritten, four (4) pages all original, used only black ink)	1. LCR Birth Section – Counter C
If received from Out-of-town, Item No. 23 (Prepared by) of Municipal Form 102 must be filled up by the Municipal/ City Civil Registrar of the province	1.1 LCR of the Province
With indicated annotation "Out-of-Town Delayed Registration pursuant to rule 20 of administrative order no. 1 series of 1993"	
2. Attach the following: a. If married, attach photocopy of Marriage Contract; b. If not married, attach the following: i. Duly notarized Affidavit of Admission of Paternity; ii. Duly notarized Affidavit to Use the Surname of the Father (AUSF) iii. Duly notarized Affidavit of two Disinterested Person iv. Negative Result from PSA v. Affidavit for Late Registration (at the back of the Birth Certificate) With any two (2) of the following stating the date and place of birth:	2.1 LCR Marriage Section – Counter D / PSA 2.2 City Legal Office/ Notary Public 2.2.1 City Legal Office/ Notary Public 2.2.2 City Legal Office/ Notary Public 2.2.3 PSA 2.2.4 LCR

a. Baptismal Certificate b. Medical Record / Immunization Record / Baby Crib Tag c. Voters Registration Form d. Form 137 or Transcript of School Records e. OSCA Record f. Philhealth MDR g. SSS E1form/ GSIS Member Data form	2.2.5 Church 2.2.6 Hospital, Birthing Home, Barangay Health Center, 2.2.7 COMELEC 2.2.8 School 2.2.9 OSCA Office 2.2.10 Philhealth 2.2.11 SSS / GSIS
3. If Indigent, Social Service Department (SSD) Indigency Certificate	3. Social Service Department (SSD);
4. If Out-of-Town, Affidavit of Out-of-town delayed registration	4. Notary Public
5. PSA MC 24-7, Additional Requirements a. Personal appearance i. If applicant is 18 and above – Registrant; ii. Marital Minor – Personal appearance of parents or judicially appointed guardian; iii. Non-Marital – Mother or if not, need to submit an Affidavit of sworn statement stating the whereabouts of the mother. iv. Accomplished Consent form for proof of appearance before the Civil Registrar	5. Notary public 5.1 LCR
b. Barangay Certification as proof of the residency of the registrant;	5.2 Barangay Hall
c. Any (2) two documentary evidence showing the identity of the parents i.e. i.e. PSA-PhilSys ID, NBI, Police Clearance, SSS ID, GSIS ID, VOTERS ID, UMID ID, Birth Certificate, Death Certificate if deceased	5.3 PSA-Philsys, police clearance, NBI, Postal Office.
d. 2x2 picture, white background	5.4 Photo Studio
e. If one of the parents is a foreigner, i. Marriage contract of parents (if marital child); ii. Birth certificate of parent/s; iii. Valid Passport or BI clearance or ACR I-card of the foreign parents	5.5 DFA; Bureau of Immigration
f. PhilSys National ID	5.6 PSA-Philsys
6. Accomplished Undertaking for the Application of Delayed Birth Registration	6. LCR

Note: The application for delayed registration birth shall not be deemed received, for processing and subsequent posting, pending the verification of the CCR on the completeness and authenticity of the document's requirements and the veracity and genuineness of the statements made in the affidavit by the applicant and documentary requirements. The Date of released will be provisionary and subject to further verification of submitted document	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to LCR counter D, and submit the properly filled out Municipal Form No.102 (Certificate of Live Birth (COLB)) and its requirements	2.1 Receive and double check the properly filled out form and requirements 2.2 Receive the Accomplished Consent form for Proof of Appearance before the Civil Registrar 2.3 Receive and review the letter of Undertaking.	None	15 minutes	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 The Civil Registrar will conduct an initial interview to the applicant for further verification of the documents submitted	None	15 minutes	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	2.5 Issue Order of Payment and proceed to the Cashier (Counter G) for payment **If with SSD indigency certificate, the Registration is Free – No Order payment will be issued*	None	1 Minute	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*
3. Payment	3.1. Process payment and issue Official Receipt (OR)	Admission of Paternity (if needed): **PHP120.00** Affidavit to Use the Surname of the Father (if needed): **PHP200.00** Processing Fee: **PHP150.00** Birth Certificate Form: **P25.00**	2 minutes	*Local Treasury Operation II* City Treasury Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
		If Out-of-Town, Courier fee: **P90.00 to P150.00** depending on location of the provincial Civil registrar		Applicant
4. Submit the Official Receipt to Counter E	4.1. Receive the OR; attach it to MF102 and encode the COLB;	None	10 minutes	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*
	4.2 Issue claim stub (advise client that they can get their COLB after 13 days assuming they have passed the verification process and Proceed to step 5)	None	After passing the verification process, 13 calendar days (Inclusive of 10 days Notice of posting)	
	4.3 Approval and Signing of the City Civil Registrar	None	5 minutes	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	4.4 Segregation of Civil Document a. Endorse the release of COLB at the Releasing Section b. If Out of town Delayed Registration, the document owners' copy will be sent to province via courier and will be logged also at the releasing section			*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*
5. After 13 days, Check if the document has been registered and surrender the claim stub to the releasing section to get the registered document's owners copy.	5.1 Release of COLB at the Releasing Section a. If Out of town Delayed Registration, the document owners' copy will be sent to province via courier.	None	5 minutes	*Albin A. Musngi* *Public Service Foreman* *LCR*

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
		TOTAL: If married – **PHP150.00;** not married – **PHP470.00**(with admission of paternity and AUSF) If OUT-OF-TOWN Courier fee: **(PHP90.00 to 150.00)**	TOTAL: 1**3 calendar days, 58 minutes** after passing the verification process	

CERTIFICATE OF MARRIAGE

It is a special contract of permanent union between a man and a woman entered into in accordance with law for the establishment of conjugal and family life. It is the foundation of the family and an inviolable social institution whose nature, consequences, and incidents are governed by law and not subject to stipulation, except that marriage settlements may fix the property relations during the marriage within the limits provided by the Family Code of the Philippines (Art. 1, EO No. 209).

3. ISSUANCE OF MARRIAGE LICENSE

ABOUT THE SERVICE: Where a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside. The local civil registrar concerned enters all applications for marriage license filed in a registry book strictly in the order in which the same are received. When the license is issued, the same shall be valid in any part of the Philippines for a period of 120 days from the date of issuance, and shall be deemed automatically cancelled after the expiration date even if the contracting parties have not made use of it.

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Single Individuals / contracting parties who wants to get married

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal appearance of the contracting party	1. Client
2. Valid IDs of both applicants which is at least one (1) is showing that he/she is a resident of Muntinlupa City (original and photocopy)	2. Client
3. PSA / NSO Birth or Baptismal Certificate	3. PSA/ Church;
4. One (1) 2x2 Picture for both Applicants	4. Photo studio
5. PSA CENOMAR (Certificate of No Marriage) for Filipino applicants (within six (6) months from date of application)	5. PSA;

6. Marriage Compliance certificate (sec. 15 of R.A.10354) issued by the population officer of Muntinlupa City –original (If No Compliance Certificate, couple will be referred to Muntinlupa Population Development Office. No Marriage License will be issued until complied).	6. Muntinlupa Population Development Office (MPDO); 6.1 Muntinlupa Population Development Office (MPDO),
7. Pre - Marriage Counseling Certificate (P.D. 965) – original - *required if one of the applicants is 24 years old and below*	7. Churches, Pre-marriage counselors;
8. Parental Consent (if applicant is 18 – 20 years old) 9. Parental Advice (if applicant is 21– 24 years old) 10. Affidavit of Assumption of Responsibility, if the father or both parents cannot give the consent/ advise to the marriage 11. If Widow/Widower, PSA Death certificate of the spouse - original 12. If Annulled, certified true copy of Court Decision and Court Finality & certificate of cancellation of previous marriage issued by the LCRO where the previous marriage was registered – original or certified true copy	8. LCR of the place of residence; 9. LCR of the place of residence 10. Public Notary; 11. PSA / LCR; 12. Municipal/Regional Trial Court, LCR;
Additional Requirements from Foreign National 13. Legal capacity to contract marriage – original (If there is no Embassy here in the Philippines, Affidavit in Lieu of Legal Capacity) 14. Divorce Decree (if divorced) -original 15. Photocopy of passport (pages showing personal information and latest date of arrival to the Philippines)	12.1 Embassy; 13. Public Notary (If No Embassy) 14. Foreign national's Trial court 15. Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV*

				LCR
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
2 Proceed to Counter D to get Municipal Form No. 90 (Application for Marriage License)	2.1 Give the application form for marriage license to the clients	None	2 minutes	*Zekiellyn M. Bendal* *Administrative Assistant I* *LCR*
3. Fill out MF No. 90 and attach requirements	3.1 Check the application form and the requirements and issue Order of Payment and client to proceed to the Cashier (Counter G) for payment	None	10 minutes	*Zekiellyn M. Bendal* *Administrative Assistant I* *LCR*
4. Payment	4.1 Receive the payment and give Official Receipt	Marriage Certificate Form: **PHP25.00** Marriage License Application Fee: **PHP100.00** Solemnization Fee (additional If civil): **PHP500.00**	2 minutes	*Local Treasury Operation II* *City Treasury Office*

		Legal Capacity to Marry (if foreigner): **PHP140.00**		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
5. Submit the OR to Counter D	5.1 Prepare the Notice of Posting and take a picture of the clients 5.2 Give the claim stub and advise the clients to return after 11 days to claim the marriage license	None	10 minutes 10 calendar days posting	*Zekiellyn M. Bendal* *Administrative Assistant I* *LCR*
6. After 11 days, proceed to Counter D for the Marriage License. Bring Valid ID	6.1 Get the claim stub and advise clients to pay the Marriage License at the Cashier – Counter G	None	3 minutes	*Zekiellyn M. Bendal* *Administrative Assistant I* *LCR*
7. Payment	7.1 Receive payment – the Marriage License is the receipt itself	Marriage License Fee: **PHP200.00** If Civil Wedding, Genuine copy of PSA Cenomar – **PHP 40.00/ each** and	2 minutes	*Local Treasury Operation II* City Treasury Office

		additional set of Certificate of Marriage form – **PHP25.00**		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	7.2 Signing of the City Civil Registrar	None	7 minutes	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	7.3 Release of Marriage License at Releasing Section			*Albin A. Musngi* *Public Service Foreman* *LCR*

		TOTAL: If church wedding – **PHP325.00**; If Civil wedding – **PHP825.00**; Additional upon request, **PHP 40.00/ each** for Genuine copy of PSA Cenomar; Additional **PHP25.00** for another set of Certificate of Marriage form Additional **PHP140.00** if one of the parties is a foreigner	TOTAL: **11 calendar days 41 minutes**	

4. TIMELY REGISTRATION OF CERTIFICATE OF MARRIAGE (COM)

ABOUT THE SERVICE: For marriage being solemnized in the City of Muntinlupa, the solemnizing officer, contracting parties, or any person duly authorized by the solemnizing officer / contracting parties shall register the Certificate of Marriage in the Local Civil Registry Office of Muntinlupa within fifteen (15) days after the wedding rites. For marriage of exceptional character, thirty (30) days from the date of solemnization (Article 34, Family Code).

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Simple
Type of Transaction:	G2C – Government to Citizen

Who may avail:	1. Any priest, rabbi, imam, or minister of any church or religious sect duly authorized by his church or religious sect, their representative and registered with the civil registrar general; 2. Any incumbent member of the judiciary within the court's jurisdiction; 3. Local Chief Executive (Mayors); 4. Document owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished form of Certificate of Marriage Additional Requirement: 2. If Article 34, duly notarized Affidavit of Cohabitation/Living Together if under Art. 34, Family Code 3. If marriage is officiated outside the church: a. Duly notarized request for the celebration of marriage to place other than authorized by law.	1. Office of the Solemnizing Officer 2. Public Notary 3. Public Notary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*

2. Proceed to LCR Counter D, and submit the properly filled out Municipal Form No. 97 (Certificate of Marriage) and its requirements	2.1 Receive and double check the filled-out form and signature of clients and its requirements	None	3 minutes	*Zekiellyn M. Bendal* *Administrative Assistant I* *LCR*
	2.2 Issue Order of Payment and advise the client to proceed to the Cashier – Counter G			
3. Payment	3.1 Process payment and issue OR	**Free** - (if with Marriage license) If with Affidavit of Living Together: **PHP100.00**	5 minutes	*Local Treasury Operation II* *City Treasury Office*
4. Submit the Official Receipt to Counter C	4.1 Receive the OR and encode the COM	None	20 minutes	*Zekiellyn M. Bendal* *Administrative Assistant I* *LCR*
	4.2 Assignment of Registry Number			
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	4.3 Approval and Signing of the City Civil Registrar			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*

5. Proceed to releasing section to claim registered owner's copy	5.1 Release of COM at the Releasing Section	None	5 minutes	*Albin A. Musngi* *Public Service Foreman LCR*
		TOTAL: FREE unless married under Art. 34, Family Code – **PHP100.00**	TOTAL: **38 minutes**	

5. LATE REGISTRATION MARRIAGE (Delayed Registration)

This service is for couples who were married in Muntinlupa but whose marriage was not registered within the prescribed period.

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Highly Technical

Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. Any Priest, rabbi, imam, or minister of any church or religious sect duly authorized by his church or religious sect, their representative and registered with the civil registrar general, 2. Any incumbent member of the judiciary within the court's jurisdiction 3. Local Chief Executive (Mayors) 4. Owners of the document

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished form of Certificate of Marriage	1. LCR Marriage Section Counter D
2. Certification of the Church or Solemnizing Officer, indicating the date, place of marriage and the names of the contracting parties	2. Office of the Solemnizing Officer
3. Certificate of No Record of Marriage	3. PSA/LCR
4. CENOMAR (Certificate of No Marriage) of the parties	4. PSA
5. Sworn statement of contracting parties indicating the cause of delayed registration	5. City Legal Office/ Notary Public
6. Certified True Copy of Birth certificates of children with date and place of marriage	6. LCR / PSA
7. Duly notarized Affidavit of Delayed Registration	7. City Legal Office/ Notary Public
8. Duly notarized Affidavit of two witnesses	8. LCR
9. Marriage License	9. LCR
10. Wedding pictures	10. Client
11. If Article 34, Affidavit of Cohabitation	11. City Legal Office/ Notary Public
12. Pre-Nuptial Agreement, if available	12. Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to LCR Counter E, and submit the properly filled out Municipal Form No. 97 (Certificate of Marriage) and its requirements	2.1 Receive and double check the filled-out form and requirements 2.2 Issue Order of Payment and Advise the client to proceed to the Cashier – Counter G		10 minutes	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*
3. Payment	3.1 Process payment and issue OR	Processing Fee **PHP150.00** Additional **PHP100.00** If solemnized under Art. 34 (living together) Marriage Cert Form: **P25.00** Secretary's Fee (Typing) **P40.00**	2 minutes	*Local Treasury Operation II* *City Treasury Office*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

4. Submit the Official Receipt to Counter D	4.1 Receive the OR; attach it to the MF No. 97 and encode the COM; issue a claim stub (advise client to claim COM after 13 days)	None	10 minutes	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*
	4.2 Assignment of Registry Number	None	13 calendar days (inclusive of 10 days Notice of posting)	
	4.3 Approval and Signing of the City Civil Registrar			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
5. Submit the claim stub to Releasing Section	5.1 Release of COM	None	5 minutes	*Albin A. Musngi* *Public Service Foreman* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

		TOTAL: **PHP150.00** **PHP250.00** (If solemnized under Article 34)	TOTAL: **13 calendar days, 32 minutes**	

CERTIFICATE OF DEATH

6. TIMELY REGISTRATION OF CERTIFICATE OF DEATH (COD)

ABOUT THE SERVICE: It shall be the responsibility of the spouse or any nearest relative who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical assistance. The Health Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of the death to the officer of the Civil Registrar within the reglementary period of thirty (30) days.

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Municipal Form No. 103 (Certificate of Death/Fetal Death Form) 2. Certification of Health Officer 3. Certification of Embalmer (Back of COD) 4. Post Mortem of Death Certificate (if applicable – Back of COD)	1. Hospital, LCR Death Section counter B 2. City Health Office (CHO) 3. Funeral Parlor 4. LCR
BURIAL / CREMATION PERMIT: 1. Death Certificate	4.1 LCR
TRANSFER OF CADAVER: 1. Death Certificate 2. Certificate of Transfer/ Travel	4.2 LCR 4.3 City Health Office (CHO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

2. Proceed to LCR Counter B, and submit the properly filled out Municipal Form No. 103 (Certificate of Death) and its requirements	2.1 Receive and double check the filled-out form and requirements 2.2 Issue Order of Payment and advise the client to proceed to the Cashier – counter G	None	3 minutes	*Muriel S. Torres* *Administrative Assistant I* *LCR*
3. Payment	3.1 Process payment and issue Official Receipt (OR)	Burial / Transfer Permit: **PHP50.00** Death Entrance Permit (if applicable): **PHP50.00**	2 minutes	*Local Treasury Operation II* City Treasury Office
4. Submit the Official Receipt to Counter B	4.1 Receive the OR from the client; encode the COD; 4.2 Assign Registry number;	None	15 minutes	*Muriel S. Torres* *Administrative Assistant I* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

	4.3 Approval and Signing of the Civil Registrar			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	4.4 Segregation of Civil Documents			*Muriel S. Torres* *Administrative Assistant I* *LCR*
5. Proceed to releasing section to claim registered owner's copy	5.1 Release of COD	None	5 minutes	*Albin A. Musngi* *Public Service Foreman* *LCR*
		TOTAL: **Php 50.00** Burial / Transfer Permit Additional **PHP 50.00** if there is Entrance Permit required	TOTAL: **30 minutes**	

7. LATE REGISTRATION OF DEATH (Delayed Registration)

This service is for registering deaths that occurred in Muntinlupa but were not registered within the prescribed period.

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Municipal Form No. 103 (Certificate of Death/Fetal Death Form)	1. Hospital, LCR
2. PSA No Record of Death one (1) year above	2. PSA
3. Certificate of No Record of Death	3. LCR
4. Certification from the Funeral Service provider	4. Funeral Parlor
5. Duly notarized Affidavit for Delayed Registration of Death (at the back of Death Certificate Form)	5. LCR
6. Duly notarized Joint Affidavit of 2 witnesses	6. City Legal Office/ Notary Public
7. Picture of tombstone (LAPIDA)	7. Cemetery
8. Certification from the Cemetery or Burial Permit	8. LCR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

2. Proceed to LCR Counter E, and submit the properly filled out Municipal Form No. 103 (Certificate of Death) and its requirements	2.1 Receive and double check the filled-out form and its attachments 2.2 Issue Order of Payment and advise the client to proceed to the Cashier – counter G	None	10 minutes	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*
3. Payment	3.1 Process payment and issue Official Receipt (OR)	Processing Fee: **PHP150.00** Burial / Transfer Permit (if there is none): **PHP50.00** Death Certificate Form: **P25.00** Secretary's Fee (Typing) **P40.00**	2 minutes	*Local Treasury Operation II* City Treasury Office
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

4. Submit OR to counter E	4.1 Receive the OR; attach it to the MF No. 103 and encode the COD; issue claim stub and advise client to claim COD after 13 days	None	10 minutes	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*
	4.2 Assignment of Registry Number	None	13 calendar days (including 10 days Notice of posting)	
	4.3 Approval and Signing of the City Civil Registrar			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
5. Submit the claim stub to Releasing Section	5.1 Release the duly signed COD	None	5 minutes	*Albin A. Musngi* *Public Service Foreman* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

		TOTAL: **PHP150.00;** Additional **PHP50.00 Burial/ Transfer Fee** if there is none; **PHP50.00 Entrance Fee** if required	TOTAL: **13 calendar days 32 minutes**	

8. ENDORSEMENT OF OUT-OF-TOWN DELAYED REGISTRATION OF BIRTH

Registration of Birth will be on the Province's Civil Registrar Office where the birth has occurred. The Local Civil Registrar of Muntinlupa will only help endorse the presented document to the province and will not be responsible on the registration and timeline of the process. The document owner will coordinate to the province civil registrar's office.

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Province's Local Civil Registry Office.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Properly accomplished Municipal Form 102	1. LCR Birth Section – Counter E

(Certificate of Live Birth Form, typewritten, four (4) pages all original, used only black ink) Item No. 23 (Prepared by) of Municipal Form 102 must be filled up by Civil Registrar of Muntinlupa City and with indicated annotation "Out-of-Town Delayed Registration pursuant to rule 20 of administrative order no. 1 series of 1993"	1.1 LCR Marriage Section – Counter D /
2. Attach the following: A. If married, attach photocopy of Marriage Contract; B. If not married, attach the following: C. Duly notarized Affidavit of Admission of Paternity; D. Duly notarized Affidavit to Use the Surname of the Father (AUSF) E. Duly notarized Affidavit of two Disinterested Person F. Negative Result from PSA G. Affidavit for Late Registration (at the back of the Birth Certificate) With any two (2) of the following stating the date and place of birth: a. Baptismal Certificate b. Medical Record / Immunization Record / Baby Crib Tag c. Voters Registration Form d. Form 137 or Transcript of School Records e. OSCA Record f. Philhealth MDR g. SSS E1form/ GSIS Member Data form h. National ID	2.1 Client 2.2 PSA 2.3 City Legal Office/ Notary Public 2.4 City Legal Office/ Notary Public 2.5 City Legal Office/ Notary Public 2.6 PSA 2.7 LCR/ Notary Public 2.8 Church 2.9 Hospital, Birthing Home, Barangay Health Center, 2.10 COMELEC 2.11 School 2.12 OSCA Office 2.13 Philhealth 2.14 SSS / GSIS 2.15 PSA – Philsys;
3. If Indigent, Social Service Department (SSD) Indigency Certificate	3. Social Service Department (SSD);
4. Affidavit of Out-of-town delayed registration	4. Notary Public
5. PSA MC 24-7, Additional Requirements a. Personal appearance i. If applicant is 18 and above – Registrant; ii. Marital Minor – Personal appearance of parents or judicially appointed guardian;	5.1 LCR 5.1.1 Client

iii. Non-Marital – Mother or if not, need to submit an Affidavit of sworn statement stating the whereabouts of the mother. iv. Accomplished Consent form for proof of appearance before the Civil Registrar b. Barangay Certification as proof of the residency of the registrant; c. Any (2) two documentary evidence showing the identity of the parents i.e. PSA-PhilSys ID, NBI, Police Clearance, SSS ID, GSIS ID, VOTERS ID, UMID ID, Birth Certificate, Death Certificate if deceased d. 2x2 picture, white background e. If one of the parents is a foreigner, i. Marriage contract of parents (if marital child); ii. Birth certificate of parent/s; iii. Valid Passport or BI clearance or ACR I-card of the foreign parents f. PhilSys National ID 6. Accomplished Undertaking for Application of Out-of-town Delayed Birth Registration Note: The application for OUT-OF-TOWN delayed registration birth shall not be deemed received, for processing and subsequent posting, pending the verification of the Provincial Local Civil Registrar Office on the completeness and authenticity of the document's requirements and the veracity and genuineness of the statements made in the affidavit by the applicant and documentary requirements. The Date of released will be depending on the provincial Local Civil Registrar and subject to further verification of submitted document. And also, the pick-up date of the NCR-V will be depending on their availability.	5.1.2 Notary Public 5.1.3 LCR 5.2 Barangay Hall 5.3 PSA-PhilSys ID, NBI, Police Clearance, SSS, GSIS ID, VOTERS ID 5.4 Photo Studio 5.5 DFA; Bureau of Immigration 5.6 PSA 5.7 DFA 5.8 PSA-PhilSys 6. LCR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones Administrative Aide IV LCR*
2. Proceed to LCR counter E, and submit the properly filled out Municipal Form No.102 (Certificate of Live Birth (COLB)) and its requirements	2.1 Receive and double check the properly filled out form and requirements	None	15 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	2.2 Receive the Accomplished Consent form for Proof of Appearance before the Civil Registrar			
	2.3 Receive and review the Accomplished Undertaking for Out-of-Town Delayed Registration			
	2.4 The Civil Registrar will conduct an interview to the applicant for further verification of the documents submitted	None	15 minutes	*City Civil Registrar* *Registration Officer III* *LCR*
	2.4 Accomplish the Endorsement Letter for PSA NCR -V and to the provincial civil registrar	None	10 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	2.5 Approval and Signing of the City Civil Registrar	None	5 minutes	*City Civil Registrar* *Registration Officer III* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Call and endorse the Out-of-Town delayed Birth registration to the PSA NCR V for Pick up	None	5 Minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	2.7 Inform the Client that the application has been Picked-up by the PSA NCR-V and advise to get his endorsement copy	None	5 Minutes	
3. Client will get the copy of the endorsement letter and contact details of NCR V and province for follow-up	3.1 Client will ask to sign upon receiving the endorsement copy for documentation and will give the contact details of NCR V and provincial LCR for follow-up	None	10 Minutes	
		TOTAL: FREE	TOTAL: **70 Minutes**	

9. TYPING SERVICE OF CIVIL DOCUMENTS – BIRTH

The Civil Registry Office provides this service exclusively for applicants who have given birth at home or require out-of-town delayed registration.

Office or Division:	Local Civil Registry Office / Registration Division – Typing Section (Counter E)
Classification	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Certificate of Birth: Parents / guardians / persons who have reached legal age but whose facts of births have

	not been reported at the Local Civil Registry Office; and but not born on institutionalized facility Certificate of Death: Parents/ Husband/ Wife/ Children/ Nearest Kin/Authorized representative Certificate of Marriage: Contracting Party/ solemnizing officer/ authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Properly accomplished Drafted of Municipal Form 102 (Certificate of Live Birth Form)/ Form 97 (Certificate of Marriage)/ Form103 (Certificate of Death)	1. LCR Delayed Registration - Typing Section – Counter E

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to LCR counter E, and submit the properly filled out Draft of Municipal Form No.102 (Certificate of Live Birth (COLB	2.1 Receive and double check the properly filled out form 2.2 Issue Order Payment to Client;	None	5 minutes	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	**If needed, PHP25.00** FORM **PHP40.00** SECRETARY FEE	2 minutes	*Local Treasury Operation II* City Treasury Office
4. Present the OR to Counter E. and Get the claim stab	4.1 Advise client to return on the following day; Issue Claim stab	None	1 working day	*Don Israel S. Navarro* *Administrative Assistant II /* *Rosana O. Rongavilla* *Administrative Assistant I* *LCR*
5. Proceed to Counter E to claim computerized civil documents	5.1 Released of Computerized Civil document	None	3 minutes	
		Total: **PHP40.00** **With FORM PHP65.00**	Total: **1 working day 15 minutes**	

10. ISSUANCE OF CERTIFIED TRUE COPIES OF CIVIL REGISTRY DOCUMENTS

ABOUT THE SERVICE: Any interested individuals may secure from the Local Civil Registry Office certified true transcription copies of birth, marriage and death certificates for any legal purposes.

Office or Division:	Local Civil Registry Office / Registration Division
Classification	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID of the Document owner	1. Requesting parties
2. Authorization letter from the owner if the client is not the owner of the document.	2. Requesting parties
3. Valid ID of the representative (original and photocopy)	3. Requesting parties
4. Properly fill out Request Slip	4. LCR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to Counter A fill out request form and submit to the receiving clerk	2.1 Check veracity of the request a. Issue order of payment and advise client to proceed to the Cashier-counter G	None	3 minutes	*Regino M. Ostinado* *Administrative Assistant VI* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Payment	3.1 Process payment and issue Official Receipt (OR)	Certified True Copy/Form1 A/2A/3A/ Certificate of No Record Fee: **PHP40.00 per copy**	2 minutes	*Local Treasury Operation II* *City Treasury Office*
4. Present OR to Counter A	4.1 Verification of Record	None	5 minutes	*Regino M. Ostinado* *Administrative Assistant VI* *LCR*
	4.2 Prepares Civil Document for CTC		10 minutes	
	4.3 Signing by the City Civil Registrar		2 minutes	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	4.4 Release of requested document at Releasing Section		10 minutes	*Albin A. Musngi* *Public Service Foreman* *LCR*
		TOTAL: **PHP40.00 per copy**	TOTAL: **37 minutes & 10 seconds**	

11. ENDORSEMENT (Clear Copy / No record) of registered Birth, Marriage, Death, Fetal Death, and Foundling Certificates to PSA Civil Registrar General.

ABOUT THE SERVICE:

Endorsing of NO PSA record or PSA blurred/unreadable copy of Birth, Death, Fetal Death, Marriage, and Foundling Certificate documents endorsed to the PSA Central Office through office to office transaction.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any person who has No Record on PSA database, and or those who has blurred / unreadable PSA copy of Civil Registry Documents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA copy of birth / death / marriage / foundling / fetal death or negative record	1. PSA
2. Certified true copy of Local Copy of birth / death / marriage / foundling / foetal death	2. LCR
3. Endorsement Letter	3. LCR
4. Valid ID from document owner or if authorized representative, authorization and valid ID of document owner and representative	4. Client
5. Endorsement Fee	5. Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to Counter F and submit the requirements for evaluation	2.1 Receive and evaluate the attachments and conduct interview; issue Order of Payment and proceed to Cashier – counter G	None	5 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	Certified Copy fee: **PHP40.00** Endorsement fee: **PHP60.00**	5 minutes	*Local Treasury Operation II* City Treasurer Office
4. Return to CDLI window after payment and fill out necessary forms	4.1 Receive the official receipt and request certified true copy	None	30 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	4.2 Prepare endorsement letter			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Signature of the certified true copy and endorsement letter	None	30 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	4.4 Photocopy the certified true copy civil of registry document			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	4.5 Segregation of documents			*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	4.6 Release client's copy of the endorsement letter and photocopy of civil document			
5. Receive the client's copy	5.1 Advice client to verify the document to PSA satellite office at least 30 calendar days.	None	5 minutes	
		TOTAL: **PHP 100.00**	TOTAL: **1 hour and 20 minutes**	

12. ADVANCE TRANSMITTAL of NEWLY registered Birth, Marriage, Death, Fetal Death, and Foundling Certificates to PSA Civil Registrar General.

ABOUT THE SERVICE:

Advance Endorsement of PSA – Civil Registrar General's (CRG Copy) copy of the newly registered Birth, Death, Fetal Death, and Marriage Certificates to the PSA Central Office for early issuance of PSA Copy of the civil documents through office-to-office transaction.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any person with newly registered birth, marriage, death, fatal death certificate.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. OCRG Copy of birth / death / marriage / foundling / fetal death certificate	1. LCR
2. Advance Transmittal Letter	2. LCR
3. Valid ID from document owner or if authorized representative, authorization and valid ID of document owner and representative	3. Client
4. Advance Transmittal Fee	4. Cashier

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to Counter F	2.1 Interview client, verify newly registered documents, and issue Order of Payment and proceed to Cashier – counter G	None	5 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	Endorsement fee: **PHP60.00**	5 minutes	Local Treasury Operation II City Treasury Office
4. Return to CDLI window after payment and fill out necessary forms	4.1 Receive the Official Receipt	None	5 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	4.2 Pull-out and photocopy the OCRG Copy of requested document (with Muntinlupa City seal and statistical portion properly coded)	None	35 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Prepare endorsement letter and photocopy the civil document to be endorsed.			*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	4.4 Signing of endorsement			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	4.5 Segregation of documents			*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	4.6 Releasing of client's copy			
5. Receive the document client's copy of the endorsement letter and photocopy of the civil document	5.1 Advice client to verify the document to PSA satellite office at least 30 calendar days.	None	5 minutes	
		TOTAL: **PHP60.00**	TOTAL: **1 hour**	

COURT DECREE AND LEGAL INSTRUMENT SECTION

13. CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS (RA9048)

ABOUT THE SERVICE: A clerical or typographical error refers to a mistake committed in the performance of clerical work in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as a misspelled name or misspelled place of birth and the like, which is visible to the eyes or obvious to the understanding, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	Persons with clerical or typographical error on their civil register documents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Certificate of Live Birth / Marriage / Death containing entry / entries to be corrected	1. PSA
2. Local Copy of Certificate of Live Birth / Marriage / Death containing entry / entries to be corrected	2. LCR
3. As many of the following supporting documents showing the correct entry / entries upon which the correction shall be based:	
3.1 Baptismal certificate	3.1 Church
3.2 Voter's certification / Affidavit of voter's registration record	3.2 Comelec
3.3 Medical Record	3.3 Hospital, health centers etc.
3.4 Employment Record	3.4 Company/Employer
3.5 SSS E-1 Form / GSIS Record	3.5 SSS/GSIS
3.6 Business Record (if any)	3.6 Client
3.7 School Record	3.7 School
3.8 Other relevant documents: Birth certificate of sibling / children / mother / father / husband / wife	3.8 PSA / LCR
3.9 Notarized Special Power of Attorney (SPA) For Indirect Descendants	3.9 Notary Public

4. Proof of Payment (Official Receipt)			4. Cashier / Local Treasury	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Get a number at the Information Desk / kiosk machine	Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Submit the requirements for evaluation	2.1 Receive and evaluate the requirements/ attachments and conduct interview; Issue Order of Payment and proceed to Cashier – counter G	None	15 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Receive order of payment and petition draft form	3.1 Provide Petition draft form and instruct client on filling-out the form	None	5 minutes	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
4. Payment	4.1 Receive payment and issue Official Receipt (OR)	Filing Fee for Clerical Error: **PHP1,000.00** Misc. Fee: **PHP500.00** Plus Shipping Fee **–** migrant petitioner (born in Muntinlupa but residing outside Metro Manila)	5 minutes	*Local Treasury Operation II* *City Treasurer Office*
5. Return to CDLI window after payment and submit all necessary documents (photocopy in 2 sets) together with the receipt, and filled out draft petition form	5.1 Receive the documents, Official Receipt and prepare the Petition form	None	10 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan*

6. Sign the prepared petition	6.1 Receive and sign the petition; Issue claim stub	None	3 minutes	*Administrative Aide IV* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
7. Receive Claim Stub and OR	7.1 Issue Follow-up Stub (client is requested to follow up after three (3) months	None	5 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.2 Prepare Notice of Posting to be posted within 10 calendar days.	None	5 minutes (To be posted for 10 calendar days)	
	7.3 Checking and stamping of documents	None	0.5 working day	
	7.4 Prepare Certificate of posting on the 11th day after the received date	None	5 minutes preparation after the 10 days posting as stated on RA9048 Manual	

	7.5 Signing of petition and certified true copy of attachments	None	1 working day	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	7.6 Segregation of documents			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.7 Transmittal to PSA Legal Service Office for OCRG Decision (Note: PSA process usually takes 66-88 calendar days depending on the PSA)	None	1 working day (Twice a month - every 10th and 26th of every month tentatively)	
	7.8 For Affirmed Petition: - Request for the copy of Local copy of birth marriage or death certificate for annotation	None	2 working days	

	7.9 Preparation of Certificate of Finality and annotation of local copy of certificate of live birth, marriage or death certificate	None	1 working day	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	7.10 Checking of prepared Certificate of Finality and Annotation on birth, death or marriage certificate	None	1 working day	*Edelyn G. Labrador* *Administrative Assistant III*
	7.11 Stamping of documents and segregate documents			*Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*

	7.12 Signature of City Civil Registrar	None	1 working day	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
		TOTAL: **PHP1500.00** migrant petitioner (born in Muntinlupa currently residing outside Metro Manila)	TOTAL: **17.5 working days, 58 minutes**	

14. CHANGE OF FIRST NAME - RA9048 / CORRECTION OF DATE OF BIRTH (MONTH / DAY) RA10172

ABOUT THE SERVICE: RA No. 9048 allows the change of a person's name in his/her civil registry document under certain grounds specified under the law through administrative process. The grounds are as follows: 1) the petitioner finds the first name or nickname to be ridiculous, tainted with dishonor or extremely difficult to write or pronounce; 2) the new first name or nickname has been habitually and continuously used by the petitioner and he has been publicly known by that first name or nickname in the community; 3) the change will avoid confusion.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	Persons who wish to change their first name or nickname in accordance with the grounds prescribed by law.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Certificate of Live Birth / Marriage / Death containing entry / entries to be corrected	1. PSA
2. Local Copy of Certificate of Live Birth / Marriage / Death containing entry / entries to be corrected	2. LCR
3. Baptismal certificate	3. Church
4. Earliest School Record (Form 137 – Elementary / School Certification)	4. School
5. Medical Record (Old or New)	5. Hospital, health centers etc.
6. NBI Clearance (Multipurpose)	6. NBI
7. Police Clearance (Purpose: Change of First Name	7. Police
8. Publication of General Circulation (Two (2) consecutive weeks)	8. Publisher
9. Affidavit of Publication with News Clippings	9. Publisher
10. Certificate of Employment (if employed) / Affidavit of Non-employment (if unemployed)	10. Company/Employer Notary Public
11. Notarized Special Power Of Attorney (SPA) For Indirect Descendants	11. Notary Public
12. Other relevant documents	
12.1 Voter's certification / Affidavit of voter's registration record	12.1 COMELEC office
12.2 GSIS / SSS / Philhealth Record	12.2 GSIS / SSS / Philhealth
12.3 Business Record (if any)	12.3 Client
12.4 Valid IDs (Company, School, LTO, etc)	12.4 Company, School, LTO
13. Proof of Payment (Official Receipt)	13. Cashier / Local Treasury

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Submit the requirements for evaluation	2.1 Receive and evaluate the requirements/ attachments	None	15 minutes	*Edelyn G. Labrador*

	and conduct interview; Issue Order of Payment and proceed to Cashier – counter G			*Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Receive order of payment and petition draft form	3.1 Provide Petition draft form and instruct client on filling-out the form	None	5 minutes	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
4. Payment	4.1 Receive payment and issue Official Receipt (OR)	Filing Fee for Change of Name: PHP3,000.00 Misc. Fee: PHP1,000.00 Shipping Fee- for migrant petitioners	5 minutes	*Local Treasury Operation II* *City Treasury Office*
5. Return to CDLI window after payment and submit all necessary documents	5.1 Receive the documents and the Official Receipt and prepare the	None	10 minutes	*Edelyn G. Labrador* *Administrative*

(photocopy in 2 sets) together with the receipt, and filled out draft petition form	Petition form			*Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
6. Sign the prepared petition	6.1 Receive the signed the petition; Issue claim stub	None	3 minutes	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
7. Receive Claim Stub and OR	7.1 Issue Follow-up Stub and Copy of petition for publication. (Client's advice to bring the Affidavit of Publication with news clippings after the publication was done and the Petition will only be submitted to PSA-Legal Office for their Decision, once the LCR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*

	received the publication)			
	7.2 Prepare notice of posting and post for 10 calendar days.	None	5 minutes preparation (10 calendar days posting	
	7.3 Checking and stamping of documents	None	0.5 working day	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
	7.4 Prepare Certificate of posting on the 11th day after the received date	None	5 minutes preparation (a day after the 10 calendar days posting as stated on RA9048 Manual	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative*

				Aide IV *LCR*
	7.5 Signing of petition and certified true copy of attachments	None	1 working day	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	7.6 Segregation of documents	None		*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

	7.7 Transmittal to PSA Legal Service Office for OCRG Decision (Varies from the day of submission of Publication) (Note: PSA process usually takes 66-88 calendar days depending on the PSA)	None	1 working day (Twice a month - every 10th and 26th of every month tentatively)	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.8 For Affirmed Petition: Request for the copy of Local copy of birth marriage or death certificate for annotation	None	2 working days	
	7.9 Preparation of Certificate of Finality and annotation of local copy of certificate of live birth, marriage or death certificate	None	1 working day	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

	7.10 Checking of prepared Certificate of Finality and Annotation	None	1 working day	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	7.11 Signing of Certificate of Finality, Annotated Birth, Death or Marriage Certificate, certified true copy of other documents attached.	None	1 working day	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	7.12 Segregation of documents			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.13 Transmit OCRG Copy of Certificate of Finality, Annotated Birth, Death or Marriage Certificate, certified true copy of other documents attached.	None	1 working day	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

		TOTAL: **PHP4,000.00** + Shipping fee for migrant petitioner (born in Muntinlupa currently residing outside Metro Manila)	TOTAL: **18.5 working days, 50 minutes** (date of submission of the petition to PSA varies on the submission of publication)	

15. CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS IN SEX / GENDER OF A PERSON (RA10172)

ABOUT THE SERVICE: A clerical or typographical error refers to a mistake committed in the performance of clerical work in writing, copying, transcribing, or typing an entry in

the civil register that is harmless and innocuous, such as mistake in the entry of day and month in the date of birth of the person, which is visible to the eyes or obvious to the understanding, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	Persons with clerical or typographical error in the entry of the day and month of date of birth or sex of a person

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal Appearance of document owner	1. Client
2. PSA Copy of Certificate of Live Birth	2. PSA
3. Local Copy of Certificate of Live Birth containing entry / entries to be corrected	3. LCR
4. Baptismal certificate	4. Church
5. Earliest School Record (Form 137 – Elementary / School Certification)	5. School
6. NBI Clearance (Multipurpose)	6. NBI
7. Police Clearance (Purpose: Change of First Name	7. Police
8. Publication of General Circulation (Two (2) consecutive weeks)	8. Publisher
9. Affidavit of Publication with News Clippings	9. Publisher
10. Medical Record (Old or New)	10. Hospital
11. Medical Certificate issued by Government Physician	11. Government Hospital / Health Center
12. Certificate of Employment (if employed) / Affidavit of Non-Employment (if unemployed)	12. Company/Employer / Notary Public
13. Notarized Special Power of Attorney (SPA) For Indirect Descendants	13. Notary Public
14. Other relevant documents	
14.1 Voter's certification / Affidavit of voter's registration record	14.1 COMELEC Office
14.2 GSIS / SSS / Philhealth Record	14.2 GSIS / SSS / Philhealth
14.3 Business Record	14.3 Client
14.4 Valid IDs (Company, School, LTO, etc)	14.4 Company, School, LTO
15. Proof of Payment (Official Receipt)	*15.* Cashier / Local Treasury

CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON

	ACTION	PAID	TIME	RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Submit the requirements for evaluation	2.1 Receive and evaluate the requirements/ attachments and conduct interview; Issue Order of Payment and proceed to Cashier – counter G	None	15 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Receive order of payment and petition draft form	3.1 Provide Petition draft form and instruct client on filling-out the form	None	5 minutes	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

4. Payment	4.1 Receive payment and issue Official Receipt (OR)	Filing Fee for Correction of Clerical Error: **PHP3,000.00** Misc. Fee: **PHP1000.00** **Shipping Fee-** for migrant petitioners	5 minutes	*Local Treasury Operation II* City Treasury Office
5. Return to CDLI window after payment and submit all necessary documents (photocopy in 2 sets) together with the receipt, and filled out draft petition form	5.1 Receive the documents and the Official Receipt and prepare the Petition form	None	15 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
6. Sign the prepared petition	6.1 Receive and sign the petition; Issue claim stub	None	3 minutes	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

7. Receive Claim Stub and OR	7.1 Issue Follow-up Stub and Copy of petition for publication (client is advice to bring the Affidavit of Publication with news clippings after the publication was done and that the Petition will only be submitted to PSA-Legal Office for their Decision, once the LCR received the publication).	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.2 Prepare notice of posting and post for 10 calendar days.	None	5 minutes preparation / 10 calendar days posting	
	7.3 Checking and stamping of documents	None	0.5 working day	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

	7.4 Prepare Certificate of posting on the 11th day after the received date	None	5 minutes preparation (1 day after the 10 calendar days posting as stated on RA9048 Manual	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	7.5 Signing of petition and certified true copy of attachments	None	1 working day	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	7.6 Segregation of documents			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.7 Transmittal to PSA Legal Service Office for OCRG Decision (Varies from the day of submission of Publication) (Note: PSA process usually takes 66-88 calendar days depending on the PSA)	None	1 working day (Twice a month - every 10th and 26th of every month tentatively)	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

	7.8 For Affirmed Petition: Request for the copy of Local copy of birth marriage or death certificate for annotation	None	2 working days	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.9 Preparation of Certificate of Finality and annotation of local copy of certificate of live birth, marriage or death certificate	None	1 working day	
	7.10 Checking of prepared Certificate of Finality and Annotation	NONE	1 working day	
	7.11 Signing of Certificate of Finality, Annotated Birth, Death or Marriage Certificate, certified true copy of other documents attached.	None	1 working day	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

	7.12 Transmit OCRG Copy of Certificate of Finality, Annotated Birth, Death or Marriage Certificate, certified true copy of other documents attached.	None	1 working day	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
		TOTAL: **PHP4,000.00** + Shipping fee for migrant petitioner (born in Muntinlupa currently residing outside Metro Manila)	TOTAL: **18.5 working days, 1 hour** (date of submission of the petition to PSA varies on the submission of publication)	

16. CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS(RA9048) - MIGRANT PETITION (MUNTINLUPA RESIDENT BORN OUTSIDE METRO MANILA)

ABOUT THE SERVICE: A clerical or typographical error refers to a mistake committed in the performance of clerical work in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as a misspelled name or misspelled place of birth and the like, which is visible to the eyes or obvious to the understanding, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	Persons with clerical or typographical error/s on their civil register documents.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Certificate of Live Birth / Marriage / Death containing entry / entries to be corrected	1. PSA
2. Local Copy of Certificate of Live Birth / Marriage / Death containing entry / entries to be corrected	2. LCR
3. As many of the following supporting documents showing the correct entry / entries upon which the correction shall be based:	
3.1 Baptismal certificate	3.1 Church
3.2 Voter's certification / Affidavit of voter's registration record	3.2 Comelec
3.3 Medical Record	3.3 Hospital, health centers etc.
3.4 Employment Record	3.4 Company/Employer
3.5 SSS E-1 Form / GSIS Record	3.5 SSS/GSIS
3.6 Business Record	3.6 Client
3.7 School Record	3.7 School
3.8 Other relevant documents: Birth certificate of sibling / children / mother / father / husband / wife	3.8 PSA / LCR
4. Notarized Special Power of Attorney (SPA) For Indirect Descendants	4.Notary Public
5. Proof of Payment (Official Receipt)	5. Cashier / Local Treasury

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Submit the requirements for evaluation	2.1 Receive and evaluate the requirements/ attachments and conduct interview; Issue Order of Payment and proceed to Cashier – counter G	None	15 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Receive order of payment and petition draft form	3.1 Provide Petition draft form and instruct client on filling-out the form	None	5 minutes	
4. Payment	4.1 Receive payment and issue Official Receipt (OR)	Migrant Petition Service Fee: **PHP500.00**	3 minutes	*Local Treasury Operation II* City Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Return to CDLI window after payment and submit all necessary documents (photocopy in 3 sets) together with the receipt, and filled out draft petition form	5.1 Receive the documents, Official Receipt and prepare the Petition form	None	10 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
6. Sign the prepared petition	6.1 Receive and sign the petition; Issue follow-up stub	None	3 minutes	
7. Receive Claim Stub and OR	7.1 Advice client to return after the 10 calendar days posting period (11th day from the received date)	None	2 minutes	
	7.3 Prepare Notice of Posting to be posted within 10 calendar days.	None	5 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.3 Prepare Certificate of posting one (1) day after the received date and endorsement letter	None	5 minutes preparation a day additional after the 10 calendar days posting as stated on RA9048 Manual	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.4 Signing of endorsement letter, petition and certified true copy of the attachments	None	2 days	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	7.5 Segregation of documents	None	0.5 working day	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.6 Contact client to advise them that their petition is ready for release	None	5 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Receive the prepared petition and supporting documents	8.1 Release the petition and supporting documents to the petitioner to transmit via Postal / courier service to the LCR Office of the city / municipality where the document was registered and advice the client to follow-up after (3 months) at the receiving LCR.	None	10 minutes (varying to the volume of clients)	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
		TOTAL: **PHP 500.00** Migrant petition service fee	TOTAL: **14 working days, 68 minutes**	

17. CHANGE OF FIRST NAME (RA9048) / CORRECTION OF DATE AND MONTH OF DATE OF BIRTH: MIGRANT PETITION (MUNTINLUPA RESIDENTBORN OUTSIDE METRO MANILA)

ABOUT THE SERVICE: RA No. 9048 allows the change of a person's name in his/her civil registry document under certain grounds specified under the law through administrative process. The grounds are as follows: 1) the petitioner finds the first name or nickname to be ridiculous, tainted with dishonor or extremely difficult to write or pronounce; 2) the new first name or nickname has been habitually and continuously used by the petitioner and he has been publicly known by that first name or nickname in the community; 3) the change will avoid confusion.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	Persons who wish to change their first name or nickname in accordance with the grounds prescribed by law.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Certificate of Live Birth / Marriage / Death containing entry / entries to be corrected.	1. PSA
2. Local Copy of Certificate of Live Birth / Marriage / Death containing entry / entries to be corrected	2. LCR
3. Baptismal certificate	3. Church
4. Earliest School Record (Form 137 – Elementary / School Certification)	4. School
5. Medical Record (Old or New)	5. Hospital, health centers etc.
6. NBI Clearance (Multipurpose)	6. NBI
7. Police Clearance (Purpose: Change of First Name	7. Police
8. Publication of General Circulation (Two (2) consecutive weeks)	8. Publisher
9. Affidavit of Publication with News Clippings	9. Publisher
10. Certificate of Employment (if employed) / Affidavit of Non-employment (if unemployed)	10. Company/Employer

11. Notarized Special Power of Attorney (SPA) For Indirect Descendants	11. Notary Public
12. Other relevant documents	
12.1 Voter's certification / Affidavit of voter's registration record	12.1 COMELEC office
12.2 GSIS / SSS / Philhealth Record	12.2 GSIS / SSS / Philhealth
12.3 Business Record (if any)	12.3 Client
12.4 Valid IDs (Company, School, LTO, etc)	12.4 Company, School, LTO
13. Proof of Payment (Official Receipt)	13. Cashier / Local Treasury

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Submit the requirements for evaluation	2.1 Receive and evaluate the requirements/ attachments and conduct interview; Issue Order of Payment and proceed to Cashier – counter G	None	15 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Receive order of payment and petition draft form	3.1 Provide Petition draft form and instruct client on filling-out the form	None	5 minutes	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE**	**PROCESSING**	**PERSON RESPONSIBLE**

		PAID	TIME	
4. Payment	4.1 Receive payment and issue Official Receipt (OR)	Filing Fee for Change of Name (to be sent via courier service at the LCR office where the document was registered) **PHP3,000.00 – mandatory fee** (There could be an additional fee depending on the municipal / city ordinance of the local civil registrar where the document was registered). Migrant Petition Service Fee: **PHP1,000.00**	3 minutes	*Local Treasury Operation II* City Treasury Office
CLIENT	**AGENCY**	**FEES TO BE**	**PROCESSING**	**PERSON**

STEPS	ACTION	PAID	TIME	RESPONSIBLE
5. Return to CDLI window after payment and submit all necessary documents (photocopy in 2 sets) together with the receipt, and filled out draft petition form	5.1 Receive the documents and the Official Receipt and prepare the Petition form	None	10 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
6. Sign the prepared petition	6.1 Receive the signed the petition; Issue claim stub	None	3 minutes	
7. Receive Claim Stub and OR	7.1 Issue Follow-up Stub and copy of the prepared and signed petition form for publication. (Client will be advice to bring the Affidavit of Publication with news clippings after the publication was done, and that the preparation of petition will	None	2 minutes	
CLIENT STEPS	**AGENCY**	**FEES TO BE**	**PROCESSING**	**PERSON RESPONSIBLE**

	ACTION	PAID	TIME	
	only be complete once they submit the publication documents.			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	7.2 Prepare notice of posting and post for 10 calendar days.	None	5 minutes preparation / 10 calendar days posting	
	7.3 Checking and stamping of documents	None	0.5 working day	
	7.4 Prepare Certificate of posting one (1) day after the received date	None	5 minutes preparation a day after the 10 calendar days posting as instructed on RA9048 Manual	
8. Submit the Affidavit of Publication and News Clippings	8.1 Receive the Affidavit Publication and prepare the necessary documents	None	1 working day	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	8.2 Signing of petition and certified true copy of attachments	None	1 working day	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	8.3 Segregation of documents	None	0.5 working day	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	8.4 Contact client to advise them that their petition is ready for release	None	5 minutes	
9. Receive the prepared petition and supporting documents	9.1 Release the petition and supporting documents to the petitioner to transmit via Postal / courier service to the LCR Office of the city / municipality where the document was registered and advice the client to follow-up after (3 months) at the receiving LCR.	None	10 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		TOTAL: **PHP1,000.00** Migrant service fee	TOTAL: **13 working days, 68 minutes**	

REGISTRATION OF LEGAL INSTRUMENT

18. SUPPLEMENTAL OF ENTRIES IN LEGAL INSTRUMENT

ABOUT THE SERVICE: A supplemental report is used to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death/Fetal Death, which are inadvertently omitted when the document was registered**.**

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Parent/guardian or the party concerned, if of age.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Authenticated Copy of Civil Document that needs supplemental report (Certificates of Birth, Marriage, Death/Fetal Death) 2. Duly notarized Affidavit of Supplemental Report 3. At least three (3) documentary evidence to support the supplemental report	1. PSA 2. City Legal Office/ Notary Public 3. Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to Counter F and submit the requirements for evaluation	2.1 Receive and evaluate the attachments and conduct interview; advice client to photocopy documents	None	10 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Photocopy the original documents (4 copies each)	3.1 Receive and double check the documents then issue Order of payment to proceed to Cashier – Counter G	None	10 minutes	
4. Payment	4.1 Receive payment and issue Official Receipt (OR)	Form (Birth, Marriage, Death) Fee: **PHP25.00** Supplemental Report: **PHP75.00**	5 minutes	*Local Treasury Operation II* City Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Certified Copy of annotated (4) P160.00, and un-annotated certificate of live birth (4) P160.00, and affidavit of supplemental report (4) P160.00 (12 copies): **PHP480.00** Transcription fee (4copies): **PHP160.00** For reconstruct: CTC of Registry book: **Php80.00**		
5. Return to CDLI window after payment	5.1 Photocopy the OR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Receiving of Claim Stub and OR	6.1 Issuance of Claim Stub Request (client is requested to return after 10 days)	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	6.2 Verification of record in the database	None	10 minutes	
	6.3 Retrieval of civil documents from Records Section	None	2 working days	
	6.4 Encoding and numbering of Legal Instrument	None	6 working days	
	6.5 Preparation of COLB/COM/COD and Annotation			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.6 Preparation of Certification, Form 1A/2A/3A, Form 1A/2A/3A with remarks and revised information			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	6.7 CTC of Annotated COLB/COM/ COD			
	6.8 Certification of genuineness			
	6.9 Signing of CTC and Certification	None	1 working day	*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	6.10 Segregation of documents	None	1 working day	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Claiming of processed documents for submission to PSA Main Office	7.1 Releasing of processed document to client or submit thru office to office transaction to PSA – CRS (Quezon City)	None	5 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
		TOTAL: **PHP740.00**	TOTAL: **10 working days, 49 minutes**	

19. LEGITIMATION BY SUBSEQUENT MARRIAGE (RA9858)

ABOUT THE SERVICE: By way of legitimation, an illegitimate child, by operation of law is considered legitimate, by virtue of the subsequent marriage of his/her parents, granting that during the period of his/her conception until the time of the said marriage, his/her parents had no legal impediment to marry.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	It shall be applied to all children conceived and born outside of marriage of parents who, at the time of conception of the child, were not disqualified by any impediment to marry each other.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Birth Certificate of person to be legitimated	1. PSA
2. Marriage Certificate of parents	2. PSA
3. CENOMAR or Advisory on marriages of parents (1 for father and 1 for mother)	3. PSA
4. Duly Notarized Joint Affidavit of Legitimation by subsequent marriage (at least one original copy)	4. City Legal Office/ Notary Public
5. Duly Notarized Acknowledgment of Paternity (if not executed on the registered birth certificate) (at least one original copy)	5. City Legal Office/ Notary Public
6. Duly notarized Joint affidavit of minority of parents (if age of parent or parents is 19 below at the time of birth) (at least one original copy)	6. City Legal Office/ Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the kiosk machine and wait for your number to be called	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to Counter F and submit the requirements for evaluation	2.1 Receive and evaluate the attachments and conduct interview; advice client to photocopy documents	None	15 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Photocopy the original documents (4 copies each)	3.1 Receive and double check the documents then issue Order of payment to proceed to Cashier – Counter G	None	5 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Payment	4.1 Receive payment and issue Official Receipt (OR)	Admission of Paternity: **PHP120.00** Legitimation Fee: **PHP150.00** Certified Copy of annotated birth certificate (4) P160.00, un-annotated birth certificate (4) P160.00, affidavit of legitimation **PHP480.00;** Certification 4 copies **PHP160.00** Form 1A **PHP160.00** Certified true copy of Registry Book of Legal Instrument if reconstruct: **PHP80.00**	3 minutes	*Local Treasury Operation II* *City Treasury Office*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Return to CDLI window after payment	5.1 Photocopy the OR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
6. Receiving of Claim Stub and OR6.	6.1 Issuance of Claim Stub Request (client is requested to return after 10 days)	None	2 minutes	
	6.2 Verification of record in the database	None	10 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	6.3 Retrieval of civil documents from Records Section	None	2 working days	
	6.4 Encoding and numbering of Legal Instrument	None	7 working days	
	6.5 Preparation of COLB Annotation			
	6.6 Signing of CTC of Annotated COLB			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.7 Preparation of Certification, Form 1A, Form 1A with remarks and revised information			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	6.8 Certification of genuineness			
	6.9 Signing of annotated birth certificate			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	6.10 Signing of certification, annotated form 1A, un-annotated form 1A			
	6.11Segregation of documents			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	6.12 Submission to PSA - CRS		1 working day	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Claiming of processed documents for submission to PSA Main Office	7.1 Releasing of processed document to client or submit thru office to office transaction to PSA – CRS (Quezon City)	None	5 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
		TOTAL: **PHP910.00** If newly filed **PHP1,070.00** if reconstruct	TOTAL: **10 working days, 47 minutes**	

20. REGISTRATION OF ADMISSION/ ACKNOWLEDGMENT OF PATERNITY

ABOUT THE SERVICE: The affidavit of acknowledgment executed by the father should be registered with the civil registry office where the birth of the child was registered.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	An illegitimate child is a child whose parents are not legally married to each other.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Birth Certificate of the child 2. Duly Notarized Affidavit of Admission / Acknowledgement of Paternity signed by the Father (at least one original copy) 3. Valid ID of the father	1. PSA 2. City Legal Office/ Notary Public 3. Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to Counter F and submit the requirements for evaluation	2.1 Receive and evaluate the attachments and conduct interview; issue Order of Payment and proceed to Cashier – counter G	None	15 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	Admission of Paternity: **PHP120.00** Certified true copy of annotated and un-annotated birth certificate **PHP320.00** Certification, Annotated Form 1A, un-annotated form1A **PHP320.00**	5 minutes	*Local Treasury Operation II* City Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		If reconstruct: Certified True Copy of Registry Book **PHP80.00** CTC of Affidavit **PHP 80.00**		
4. Return to CDLI window after payment	4.1 Photocopy the OR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
5. Receive Claim Stub and OR	5.1 Issue Claim Stub Request (client is requested to return after 7 days)	None	2 minutes	
	5.2 Verification of record in the database	None	10 minutes	
	5.3 Retrieval of civil documents from Records Section	None	2 working days	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4 Assignment of Legal Instrument number	None	7 working days	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	5.5 Preparation of COLB annotation			
	5.6 CTC of Annotated COLB			
	5.7 Preparation of Certification, Form 1A, Form 1A with remarks and revised information			
	5.8 Certification of genuineness			
	5.9 Signing of annotated birth certificate			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	5.10 Signing of certified true copy of annotated birth certificate, and certification			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.11Segregation of documents			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	5.12 Submission to PSA-CRS		1 working day	
6. Claiming of processed documents for submission to PSA Main Office	6.1 Releasing of processed document to client or submit thru office to office transaction to PSA – CRS (Quezon City)	None	5 minutes	
		TOTAL: **PHP480.00**	TOTAL: **10 working days, 44 minutes**	

21. AFFIDAVIT TO USE THE SURNAME OF THE FATHER

ABOUT THE SERVICE: Affidavit to Use the Surname of the Father (AUSF) is an instrument executed in order to use the surname of the father. The AUSF is a registrable document.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	**Children with unmarried parents, and was born on August 3, 1988 and onwards** can file AUSF on the Local Civil Registry Office based on the updated PSA Memorandum Circular 2023-14.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Birth Certificate of the child (1 original and 4 photocopy)	1. PSA
2. Duly Notarized Affidavit of Acknowledgement/ Admission of Paternity (1 original and 4 photocopy)	2. City Legal Office/ Notary Public
3. Duly notarized Joint affidavit of minority of parents (if age of parent or parents is 19 below at the time of birth) (1 original and 4 photocopy)	3. City Legal Office/ Notary Public
4. Notarized Affidavit to Use the Surname of the Father (AUSF) For child 6 yrs. Old below – mother as executor For child 7 yrs. To 17 – child as the executor with the sworn attestation of the mother (1 original and 4 photocopy)	4. City Legal Office/ Notary Public
5. Valid ID of the affiant/s (4 photocopy)	5. Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to Counter F and submit the requirements for evaluation	2.1 Receive and evaluate the attachments and conduct interview; issue Order of Payment and proceed to Cashier – counter G	None	15 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	Admission of Paternity: **PHP120.00** AUSF Fee: **PHP200.00** Certified Copy of annotated birth certificate, un-annotated birth certificate **PHP320.00**	5 minutes	*Local Treasury Operation II* City Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Certification 4 copies **PHP160.00,** Form 1A **PHP160.00** If reconstruct: Certified true copy of Registry Book of Legal Instrument **PHP80.00** Certified true copy of Affidavit **PHP80.00**		
4. Return to CDLI window after payment	4.1 Photocopy the OR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
5. Receive Claim Stub and OR	5.1 Issue Claim Stub Request (client is requested to return after 7 working days)	None	2 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.2 Verification of record in the database	None	10 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	5.3 Retrieval of civil documents from Records Section	None	2 working days	
	5.4 Assignment of Legal Instrument number	None	7 working days	
	5.5 Preparation of COLB annotation			
	5.6 Preparation of Certification, Form 1A, Form 1A with remarks and revised information			
	5.7 Certification of genuineness			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.8 Signing of CTC and Certificates of Acknowledgement, AUSF, Form 1A			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	5.9 Segregation of documents			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	5.10 Submission to PSA-CRS		1 working day	
6. Claiming of processed documents for submission to PSA Main Office	6.1 Releasing of processed document to client or submit thru office to office transaction to PSA – CRS (Quezon City)	None	5 minutes	
		TOTAL: if newly filed **PHP960.00** if reconstruct **PHP1,120.00**	TOTAL: **10 working days, 44 minutes**	

22. REGISTRATION OF PRE-NUPTIAL AGREEMENT

ABOUT THE SERVICE: A prenuptial agreement in the Philippines is required to be signed by the contracting parties and at least two witnesses of legal age prior to the celebration of marriage.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Marrying couple

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Notarized Affidavit of Prenuptial Agreement signed by the couple and at least 2 witnesses of legal age.	1. Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to Counter F and submit the Pre-Nuptial Agreement for registration	2.1 Receive Pre-Nuptial Agreement; issue Order of Payment and proceed to Cashier – counter G	None	10 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	Registration Fee: **PHP200.00** Certified Copy: **PHP40.00** per page of the agreement and certification	5 minutes	*Local Treasury Operation II* City Treasury Office
4. Return to CDLI window after payment	4.1 Photocopy the OR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
5. Receive Claim Stub and OR	5.1 Issue Claim Stub Request (client is requested to return after 3 working days)	None	2 minutes	
	5.2 Encoding on CENTRIS	None	3 working days	
	5.3 Assignment of Legal Instrument number			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4 Preparation of Certification of Registration			*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	5.5 Signature of City Civil Registrar			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
6. Claiming of processed documents for submission to PSA Main Office	6.1 Releasing of processed document to client or submit thru office to office transaction to PSA – CRS (Quezon City)	None	5 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
		TOTAL: **PHP200.00** + certified copy fee	TOTAL: **3 working days, 29 minutes**	

23. REGISTRATION OF NATURALIZATION

ABOUT THE SERVICE: Naturalization is the judicial act of adopting a foreigner and clothing him with the privileges of a native-born citizen. It implies the renunciation of a former nationality and the fact of entrance into a similar relation towards a new body politic.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A foreign national, who wishes to be acknowledged as a Filipino citizen, whose father and/or mother was/were Filipino citizen/s at the time of the applicant's birth.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Petition for Naturalization 2. Certificate of Naturalization 3. Copy of the Petition for Naturalization 4. PSA Birth Certificate (If born in the Philippines) 5. Photocopy of Passport	1-3. Office of the Solicitor General / Special Committee on Naturalization 4. PSA 5. Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to Counter F and submit the requirements for evaluation	2.1 Receive and evaluate the requirements and conduct interview; issue Order of Payment and proceed to Cashier – counter G	None	5 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	Registration Fee: **PHP200.00**	3 minutes	*Local Treasury Operation II* *City Treasury Office*
4. Return to CDLI window after payment	4.1 Photocopy the OR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
5. Receive Claim Stub and OR	5.1 Issue Claim Stub (client is requested to return after 7 working days)	None	2 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.2 Assignment of Legal Instrument number	None	7 working days	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
	5.3 Preparation of Certification of Registration			
	5.4 Signature of City Civil Registrar			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
6. Claiming of processed documents for submission to PSA Main Office	6.1 Releasing of processed document to client or submit thru office to office transaction to PSA – CRS (Quezon City)	None	5 minutes	*Edelyn G. Labrador Administrative Assistant III* *Rhea Cristina R. Capilitan Administrative Aide IV* *LCR*
		TOTAL: **PHP200.00**	TOTAL: **7 working days, 17 minutes & 10 seconds**	

24. REGISTRATION OF FOUNDLING CERTIFICATE

ABOUT THE SERVICE: Registration of the foundling in the Local Civil Registry of Muntinlupa where the child was found shall be made by the finder/charitable institution within thirty (30) days from the date of finding/commitment of the child; otherwise, any report made after the 30-day period shall be considered late, and the concerned party shall be required to state in a sworn statement the circumstances that caused the late reporting to the civil registrar.

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. Finder of a deserted or abandoned infant or child whose parents, guardian or relatives are unknown; or 2. Any orphanage, charitable or similar institution where the child is placed/committed

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Certificate of Foundling (Quadruplicate)	1. LCR/ DSWD
2. Social Case Study	2. DSWD
3. DSWD Certification declaring a child legally available for adoption	3. DSWD
4. Child's Profile	4. DSWD
5. Barangay Blotter / Complaint Form	5. Barangay Hall
6. CTC of Excerpt from the Official Police Blotter with photocopy of ID of Police in-charge	6. Police Station
7. Duly notarized Affidavit of Finder with ID	7. Notary Public
8. Authorization and ID from DSWD for authorized representative	8. Notary Public 9. Notary Public
9. Duly notarized Affidavit of Publication	10. Publisher
10. Duly notarized Affidavit of delayed filing if registered late	11. Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to Counter F and submit the requirements (4 copies of all original documents) for evaluation	2.1 Receive and evaluate the requirements and conduct interview; issue Order of Payment and proceed to Cashier – counter G	None	7 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	Registration Fee: **FREE**	3 minutes	*Local Treasury Operation II* City Treasury Office
4. Return to CDLI window after payment	4.1 Photocopy the OR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive Claim Stub and OR	5.1 Issue Claim Stub (client is requested to return after 5 working days)	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	5.2 Assignment of Registry number	None	5 working days	
	5.3 Signature of City Civil Registrar			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*
	5.4 Transmittal to PSA until the 10th of every month			*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Claiming of processed documents for submission to PSA Main Office	6.1 Releasing of processed document to client or submit thru office to office transaction to PSA – CRS (Quezon City)	None	5 minutes (varying to the volume of clients)	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
		TOTAL: **FREE**	TOTAL: **5 working days, 19 minutes & 10 seconds**	

25. REGISTRATION OF COURT DECREES AND ORDERS

(ADOPTION / ANNULMENT OF MARRIAGE / DECLARATION OF NULLITY OF MARRIAGE / LEGAL SEPARATION / ACKNOWLEDGMENT OF FOREIGN JUDGMENT / MUSLIM DIVORCE / CANCELLATION/ CORRECTION OF ENTRY / CHANGE OF NAME)

ABOUT THE SERVICE: In case of a court decree / order covering the status of a person, it shall be the duty of the Clerk of Court to advise the successful petitioner to have the decree / order registered in the Local Civil Registry Office where the court is functioning within ten (10) days after the decree has become final and executory**.**

Office or Division:	Local Civil Registry Office / Court Decree and Legal Instrument Section
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any person subject of the following Court Decree/Orders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
DECISION AND DOCUMENT REGISTERED IN MUNTINLUPA	
1. Three (3) sets of Certified True Copy of Court Decision / Order with Certificate of Finality Note: The Certificate of Finality must be registered within fifteen (15) days upon the date of Certificate of Finality)	1. Court
2. Affidavit of Delayed Registration	2. Notary Public
DECISION IN MUNTINLUPA AND DOCUMENT REGISTERED OUTSIDE MUNTINLUPA	
1. Four (4) sets of Certified True Copy of Court Decision / Order with Certificate of Finality Note: The Certificate of Finality must be registered within fifteen (15) days upon the date of Certificate of Finality)	1. Court
2. Affidavit of Delayed Registration	2. Notary Public
DECISION OUTSIDE MUNTINLUPA AND	

DOCUMENT REGISTERED IN MUNTINLUPA 1. Three (3) sets of Certified True Copy of Court Decision / Order with Certificate of Finality Note: The Certificate of Finality must be registered within fifteen (15) days upon the date of Certificate of Finality) 2. Affidavit of Delayed Registration	1. Court 2. Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Information Desk / kiosk machine	1.1 Kiosk machine issues number / Answer queries	None	5 minutes	*Allan C. Jones* *Administrative Aide IV* *LCR*
2. Proceed to Counter F and submit the requirements (certified true copy of all documents) for evaluation	2.1 Receive and evaluate the attachments and conduct interview; issue Order of Payment and proceed to Cashier – counter G	None	10 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Payment	3.1 Receive payment and issue Official Receipt (OR)	Registration of Court Decree/Order issued in Muntinlupa: **PHP300.00** If issued outside Muntinlupa: **PHP200.00** Certification by LCRO (4copies): **PHP160.00** Authenticity by LCRO (4copies): **PHP160.00** Civil Registry Documents (COLB, COM, COD) (8copies): **PHP320.00** Late Registration Processing Fee: **PHP150.00**	2 minutes	*Local Treasury Operation II* *City Treasury Office*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Return to CDLI window after payment	4.1 Photocopy the OR	None	2 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
5. Receive Claim Stub and OR	5.1 Issuance of Follow-up Stub (client is advice that document will be processed upon receipt of the court verification)	None	2 minutes	
	5.2 Encoding in the database	None	2 mins.	
	5.3 Preparation of verification letter	None	5 mins.	
	5.4 Signature of the City Civil Registrar			*Daniel Chito C. Valerio I* *Registration Officer IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.5 Send to the Court of jurisdiction via courier service	P95.00 / NCR (Amount varying on the location of the Court)	1 working day (varying to the volume of clients)	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
	5.6 After receiving of the Court Verification letter: 5.7 Assignment of Registry Number Register on Registry Book 5.8 Photocopy and stamping of all documents	None	1 working day	
	5.9 Signing of City Civil Registrar	None	1 working day	*City Civil Registrar* *Registration Officer IV* *LCR*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.10 Segregation of documents; preparation and signing of Certified True Copy, Endorsement Letter.	None	30 minutes	*Edelyn G. Labrador* *Administrative Assistant III* *Rhea Cristina R. Capilitan* *Administrative Aide IV* *LCR*
6. Claiming of processed documents for submission to PSA Main Office	6.1 Releasing of processed document to client or submit thru office to office transaction to PSA – CRS (Quezon City)	None	5 minutes (varying to the volume of clients	
		TOTAL: **PHP940.00** if Decision and document registered in Muntinlupa; **PHP1,090.00 if** delayed registration **PHP940.00** decision is from Muntinlupa Courts and document was registered outside Muntinlupa	TOTAL: **3 working days and 63 minutes.**	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP1,090.00 if delayed registration **PHP840.00**if Decision and document registered outside Muntinlupa; **PHP990.00** if delayed registration		

FEEDBACK AND COMPLAINTS MECHANISM	
How to send Feedback	Answer the Client Feedback form (available in the information area) and drop it on the designated drop box.
How feedback is processed	Every month, the Admin Division personnel open the drop box for recording and summary of feedback and forwards it to the assistant civil registrar. The assistant civil registrar will address to the division with area of concern and report it the city civil registrar.
How to file a complaint	Answer the complaint form available in the information area and submit it to the Public Information Officer. Information details are as follows: -Name of Person being complained -Incident details e.g. date and time -evidence -contact details For inquiries and follow-ups, the client may follow-up at 88516287

How complaints are processed	The Admin Division personnel will investigate and evaluate the form and report it to the assistant civil registrar. The assistant civil registrar will conduct an investigation and forward the complaint to the relevant division and personnel for explanation . The assistant civil registrar will create a report after the investigation and shall submit it to the city civil registrar for appropriate action. The assistant civil registrar will give feedback to the client. For inquiries and follow-ups, the client may follow-up at 88516287
Contact Information of ARTA, PCC, CCB	ARTA: complaints@arta.gov.ph **884785093** PCC: 8888 CCB: 0908-881-6565 (SMS)

List of Office/s

Division	Address	Contact Information
Administrative	4th Floor South Park Center, National Road, Alabang, Muntinlupa City	88516283
Court Decree and Legal Instrument (CDLI)		88516287
Registration		88516283
Records and Data Processing		88516283
Website: www.muntinlupacivilregistrar.com Email Address: lcr.muntinlupa@gmail.com Facebook page: www.facebook.com/Lcr.Muntinlupa		