

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

<p><b>ABOUT THE SERVICE:</b>                  The registrant may apply for Supplemental Report in cases wherein some important data/entries such as date of birth/death/marriage, names of parents etc., are lacking in the documents issued by the PSA (NSO) certification.</p>	<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>-Authenticated document issued by the PSA</li> <li>-Affidavit of Supplemental report duly signed by the affiant</li> <li>-Baptismal certificate</li> <li>-School Record (Where the date and place of Birth are indicated)</li> <li>-Voter's Registration Record</li> <li>-Medical Certificate (incase of missing entry in Gender)</li> <li>-Other supporting documents</li> </ul>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present the supporting documents for Supplemental Report for Window A	Accept the documents for approval and forward them to the City Civil Registrar	10 minutes	Employee-In-Charge		
2	Proceed to the office of the City Civil Registrar for an interview	Evaluate the Documents and interview the registrant.	10 minutes	City Civil Registrar		
3	Proceed back to Window A for Payment Order	Issue a Payment Order	3 minutes	Employee In-Charge		
4	Pay at Window E	Issue an Official Receipt (O.R.)	3 minutes	Revenue collection Officer III	Php110.00 (Endorsement)	
5	Proceed back to Window A to present the O.R. and wait for the advice.	Attach the O.R...to the documents record such in the logbook and give instructions to the client	5 minutes	Employee In-Charge		

6	Claim the document on the specific date of release at Window A.	Release the document.	3 minutes	Employee-in-Charge		
<b><i>*End of Transaction*</i></b>						

<p><b>ABOUT THE SERVICE:</b>                  In cases where births, marriages, and death not registered and/or reported on time, it shall be the responsibility of the persons concerned or their ear relatives to file the necessary registration, Out –of-town registration shall also be reported and filed in the hometown the concerned persons, pursuant to Rule 20of Administrative Order No.1 Series of 1993, this is the process for delayed registration of births/marriage/deaths including out-of-town registration.</p>	<p><b>REQUIREMENTS:</b></p> <p>(A) <u>Delayed Registration of Births</u></p> <ul style="list-style-type: none"> <li>- Negative Certification from Philippine Statistics Authority formerly known as National Statistics Office</li> <li>Baptismal Certificate</li> <li>Joint Birth Affidavit</li> <li>School Records (where the date &amp; place of birth are indicated)</li> <li>Voter’s registration Records</li> <li>Other supporting documents as may be required</li> </ul> <p>(B)<u>Delayed Registration of Marriage</u></p> <ul style="list-style-type: none"> <li>- Negative certification from PSA</li> <li>Affidavit of Delayed Registration</li> <li>Certificate form church, Judge or any other institution where the event occurred</li> <li>Birth Certificates of at least 2 children where the date &amp; place of Marriage are indicated</li> <li>Other supporting documents as maybe required</li> </ul> <p>(C)<u>Delayed Registration of Death</u></p> <ul style="list-style-type: none"> <li>Negative Certification from PSA</li> <li>Certificate from the barangay to confirm the death</li> <li>Joint Death Affidavit</li> <li>Picture of Tombstone</li> <li>Picture of the tomb of the deceased</li> <li>Certificate from the Funeral_ Parlor</li> <li>Other supporting documents as maybe required</li> </ul>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present requirements at Window A	Accept requirements for approval and forward them to the City civil Registrar	10 minutes	Employee-In-Charge	None	None

OFFICE: City Civil Registrar FRONTLINE SERVICE: **ISSUANCE OF REGISTERED LATE REGISTRATION OF BIRTHS/MARRIAGES, DEATHS INCLUDING OUT-OF-TOWN PURSUANT TO RULE 20 OF ADMINISTRATIVE ORDER NO. 1, SERIES OF 1993.**

2	Undergo interview	Evaluate and review the documents and interview the registrant.	10 minutes	City civil Registrar	None	None
3	Return to Window A after interview	Issue a Payment Order	3 minutes	Employee In-Charge	None	None
4	Pay at Window E	Issue an official Receipt (O.R.)	3 minutes	Revenue collection Officer III	PHPI00 Filing Fee PHP5 per year delayed	None
5	Return to Window A to present O.R. and wait for advice.  (Client will return after 10 days for the release of the document)	Attach O.R.. to documents and instruct client to return after 10 days and forward document to CCR for signature/approval.  Instruct client to return after 10 days for release of document	5 minutes	Employee In-Charge	None	None
<b><i>*End of Transaction*</i></b>						

<p><b>ABOUT THE SERVICE:</b> A foundling is a deserted or abandoned infant or child found, with parents, guardians or relatives being unknown, or a child committed in an orphanage, charitable or similar institution with unknown facts of birth, parentage</p>	<p><b>REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>- Certification issued by the concerned Barangay Chairman</li> <li>- Police Blotter/report</li> <li>- Affidavit of finder</li> <li>- Certification issued by DSWD (if under the custody of DSWD)</li> </ul>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present the documents at Window G	Accept documents for registration and forward to City Civil Registrar for his approval and signature	40 minutes	Employee-In-Charge	None	None
2	Wait for document to be approved and registered	Evaluate and sign the documents	15minutes	City Civil Registrar	None	None
3	Claim registered document at Window D	Release requested document	5 minutes	Employee –In-charge	None	None
<b><i>*End of Transaction*</i></b>						

<p><b>ABOUT THE SERVICE:</b>                  Republic Act No. 9048/Republic Act No. 10172 authorizes the City or Municipal Civil registrar or the Consul general to correct a clerical or typographical error in an error in an entry and/or change the first name or nickname, correction on gender and day and month in the date of birth in the civil registry without need of a judicial order.</p>	<p><b>REQUIREMENTS:</b>                  PSA Authenticated copy of the document to be corrected                  Baptismal certificate                  School Record                  Voter’s Affidavit                  Marriage Contract of Petitioner                  Marriage Contract of Parents                  Certificate of Indigency issued by DSWD                  Any other document to support the correction</p>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present the requirements at Window F	Accept and check submitted documents And forward such to City civil registrar for his approval	30 minutes	Officer-In- Charge	None	None
2	Proceed to Office of the City Civil Registrar for an interview	Interview the client Evaluate the documents for final approval	30 minutes	City Civil Registrar	None	None

3	Return to Window F to ask for a Payment Order	Record the document in the log book and issue a Payment Order	10 minutes	Officer In-Charge	None	None
4	Pay at Window E	Accept payment and Issue an Official Receipt	3minutes	Revenue collection Clerk III	None	None
5	<p>Present O.R. to Window F and wait for instructions regarding the petition</p> <p>Note: The petition shall be posted for 10 days and published in 2 consecutive weeks before submission to PSA (NSO) where the processing may take approximately 3 months.</p> <p>If the petition is affirmed, the client shall proceed to Step 6 while if it was impugned, client is advised to wait until motion for reconsideration is approved.</p>	Attach the O.R. to the documents and advise the client	10 minutes	Officer-In-charge	None	None
6	Claim the document at Window F	Release the requested approved petition	20 minutes	Officer –In-charge		
<b>*End of Transaction*</b>						



<p><b>ABOUT THE SERVICE:</b> As a general rule, all legal instruments shall be registered in the civil registry of place where they were executed except the following:</p>	<p><b>REQUIREMENTS:</b> Original Copy of the document to be annotated Original copy of the Court Order Certificate of Finality Certificate of Court Registration issued by the concerned( Municipality/Civil Registrar where the Court Order was Issued.</p>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present requirements including the decision from court at Window G  Note: If no copy of the Court Decision, Certificate of finality, Certificate of Registration from MCR concerned was received yet at the office, a letter verification is to be sent first to the concerned court or LCRO before proceeding the next step	Evaluate/Review the documents and interview the client and Issue a Payment Order	15 minutes	Officer-In- Charge	None	None
2	Pay at Window E	Accept payment and ssue official Receipt	3minutes	Revenue Collection Clerk III	PHP200	None
3	Return to Window G to present the O.R. and wait for instructions from the Officer-In-Charge	Record document in Legal Instrument book and give instructions to the client  Forward the document for final approval/signature of the City civil Registrar	30 minutes	Employee In-Charge	None	None

4	Client will return on the specific day that the Officer –In-charge advised him/her.	Issue/release the requested document	10minutes	Officer-In-Charge	None	None
<b>*End of Transaction*</b>						

<p><b>ABOUT THE SERVICE:</b>                  As a general rule, all legal instruments shall be registered in the civil registry of place where they were executed except the following:                  Affidavit of Reappearance-where the parties to the subsequent marriage are residing;                  Marriage settlements-where the marriage was recorded;                  Admission of Paternity; and                  Acknowledgement, Legitimation, Voluntary Emancipation of Minor, Parental Authorization or Ratification of Artificial insemination                  where                  the birth of the child was recorded</p> <p>Not falling under the aforementioned exceptions are the following                  Registration of legal instruments                  Acknowledgment;                  Acquisition of Citizenship;                  Certificate of legal capacity to contract marriage;                  Option to elect Philippine citizenship;                  Partition and distribution of properties of spouses and delivery                  Of children’s legitime; and,                  Waiver of rights interests of absolute community</p>	<p><b>REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>- Original copy of birth Certificate to be annotated</li> <li>- Marriage Contract of parents (Legitimation)</li> <li>- Joint affidavit of Legitimation</li> <li>- Notarized affidavit of Admission of Paternity</li> <li>- Notarized Affidavit to Use the Surname of the father(AUSF)</li> <li>- Notarized affidavit of mother (AUSF)</li> <li>- Any other document that will establish paternal filiation between the father and the child</li> <li>- Valid ID’s of parents</li> </ul>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present the documents at Window A	Accept and check documents and forward to City Civil Registrar for evaluation, interview and approval.	10 minutes	Employee-In-Charge	None	None
2	Proceed to office of the CCR for interview	Interview and evaluate the documents	20 minutes	City civil Registrar	None	None

OFFICE: City Civil RegistrarFRONTLINE SERVICE: ***ISSUANCE OF REGISTERED BIRTH, MARRIAGE/DEATH CERTIFICATES***

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

**ABOUT THE SERVICE:**

APPLICATION FOR REGULAR REGISTRATION OF BIRTHS, DEATH, MARRIAGE CERTIFICATES

**REQUIREMENT:**

(A) BIRTH

- Certificate of Live Birth duly signed by the attending Physician or Midwife
- Marriage Certificate
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In case of the child's parents are unmarried:

- Certificate of Live Birth duly signed by the Attending Physician or Midwife
- And also signed by the father/mother at the back portion of the certificate of Live birth (affidavit of Acknowledgement/Paternity)
- Valid ID's of parents
- For interview

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

- Back portion of the certificate of Live Birth (Affidavit of Acknowledgement/ Paternity) should be notarized by a Notary Public

In case the Father is out of the country:

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

(B) MARRIAGE

- Certificate of Marriage duly signed by the solemnizing officer

(C) DEATH

- Certificate of Death (prepared by the hospital if patient dies within the hospital) or nearest City health center, and duly signed by the City Health officer or Certification from the Barangay Captain, if the deceased dies outside of hospital premises
  
- Burial Permit issued by the City Health Office

OFFICE: City Civil RegistrarFRONTLINE SERVICE: ***ISSUANCE OF REGISTERED BIRTH, MARRIAGE/DEATH CERTIFICATES***

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

<p><b>ABOUT THE SERVICE:</b> Before a marriage can be solemnized, a Marriage License is required.</p>	<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>- CENOMAR (Certificate of No Marriage)</li> <li>- Certificate of Tree Seedling Donation at City Environment and Natural Resources Office located at the 2<sup>nd</sup> floor of the Tarlac City Hall</li> <li>- Certificate of attendance to a Pre-Marriage Counseling from CSWDO/PopCom (PopCom Office is at the lower Ground Floor of Palm Plaza, Matatalaib, Tarlac City)</li> <li>- Birth Certificate of Applicants</li> <li>- Residence Certificate (Cedula) of Applicants</li> </ul> <p>Additional requirements if one of the applicants is not a Filipino Citizen:</p> <ul style="list-style-type: none"> <li>- Original Copy of Legal Capacity to Marry</li> <li>- Photocopy of passport</li> </ul>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present requirements for compliance at Window G	Evaluate/review documents for application for Marriage License	10 minutes	Officer-In-Charge at Window G	None	None
2	Pay at Window E	Accept payment and issue an Official Receipt	3 minutes	Revenue Collection Clerk III	Php 650 Php 500 for Affidavit of Legal Capacity if the applicant is a foreigner)	None
3	Proceed to Office of the City Civil Registrar for an interview	Interview the applicants	10 minutes	City Civil Registrar	None	None
4	Present application with O.R. and other requirements back to Window G	Record the transaction in the logbook and advise client to return after 10 days for mandatory posting period for release of Marriage License.	15 minutes	Officer-in-Charge at Window G	None	None
5	Claim Marriage License at Window G	Release Marriage License	5 Minutes	Officer-in-Charge at Window G	None	None
<b>*End of Transaction*</b>						

**ABOUT THE SERVICE:****REQUIREMENTS:** REQUIREMENTS:(A) BIRTH

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

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

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

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

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

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

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



STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present document/form with requirements for registration	Evaluate document for registration and issue the Payment Order	5 minutes	Employee-in-Charge at Window C	None	A. Birth Certificate (Municipal Form 102) B. Marriage Certificate (Municipal Form 92) C. Death Certificate (Municipal Form 103)
2	Pay at Window E	Accept payment and issue Official Receipt (O.R.)	3 minutes	Revenue Collection Clerk III	A. Birth Certificate - Php10 B. Marriage Certificate-None C. Death Certificate-Burial/Transfer Permit-Php50	None
3	Present O.R. at Window C	Prepare and forward the document to City Civil Registrar for approval and signature  Register signed document	18 minutes	Administrative Aide	None	None
4	Claim the registered document at Window D	Record the transaction in logbook and release the document	3 Minutes	Employee-in-Charge	None	None
<b><i>*End of Transaction*</i></b>						

<b>ABOUT THE SERVICE:</b> Certified true copies of birth/death and marriage certificates duly signed by the City Civil Registrar are being issued to the clientele	<b>REQUIREMENTS:</b> Request forms properly filled out by the client for verification in the records filed in the archives of the Office of the City Civil Registrar
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Proceed to Window-B and duly accomplished request form	Assess the filled-out form and issue a Payment Order	10 minutes	Employee-in-Charge at Window B	None	None
2	Pay at Window-E	Accept payment and issue an Official Receipt (O.R.)	3 Minutes	Revenue Collection Clerk III at Window E	Local – Php 60 Abroad – Php 110 Other certification – Php 50 * Fee depends on the purpose of the document being requested	None
3	Present O.R. at Window-B	Record data, inform the client to wait and forward request form to verifier  Verify and prepare requested document and forward to the City Civil Registrar  Review, approve/disapprove and sign the document	5 minutes  1 hour  10 minutes	Employee-in-Charge at Window B  Verifier  City Civil Registrar	None	None

OFFICE: **City Civil Registrar**

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

4	Claim the requested document at Window-D	Release the requested document	3 minutes	Employee-in-Charge		
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***\*End of Transaction\****

**ABOUT THE SERVICE:**

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

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

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

**(B) Delayed Registration of Marriage**

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

**(C) Delayed Registration of Death**

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

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

OFFICE: **City Civil Registrar** \_\_\_\_\_

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

		signature/approval on the 10 <sup>th</sup> day.				
<b><i>*End of Transaction*</i></b>						

<p><b>ABOUT THE SERVICE:</b></p>	<p><b>REQUIREMENTS:</b> REQUIREMENTS:</p> <p><u>(B) BIRTH</u></p> <ul style="list-style-type: none"><li>• Certificate of Live Birth duly signed by the attending Physician or Midwife</li><li>• Marriage Certificate</li></ul> <p><i>In case the child's parents are unmarried:</i></p> <ul style="list-style-type: none"><li>• Certificate of Live Birth duly signed by the attending Physician or Midwife</li><li>• And also signed by the father/mother at the back portion of the Certificate of Live Birth (affidavit of Acknowledgement/paternity)</li><li>• Valid Id's of parents</li><li>• For interview</li></ul> <p><i>In case the father of the child is not available for interview:</i></p> <ul style="list-style-type: none"><li>• Back portion of the Certificate of Live Birth (affidavit of Acknowledgement/Paternity) should be notarized by notary public</li></ul> <p><i>In case the Father is out of the country:</i></p> <ul style="list-style-type: none"><li>• The Certificate of Live Birth should be subscribed before the consul of the Philippine Embassy in the country where the father is staying</li><li>• Then, the said document shall have to be recorded at the CCRO of the City of Manila as legal instrument. It is only then that the Certificate of Live Birth be registered at the City Civil Registrar Office in the city/municipality where the child was born</li></ul>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEEES	FORM
1	Submit document/form and requirement for registration	Evaluate document for registration and issue payment order	5 minutes	Employee-in-Charge at Window C ( <b>be specific with the position</b> )	A. Birth Certificate - Php10 B. Marriage Certificate- None C. Death Certificate- Burial/Transfer Permit-Php50	None
2	Pay fee at Window E	Accept payment and issue Official Receipt (OR)	3 minutes	Revenue Collection Clerk III		None
3	Present the OR at Window C	Prepare and register the document	10 minutes	Administrative Aide/City Civil Registrar		None
4	Claim the registered document at Window D	Record and release the registered document	2 minutes			None
<b><i>*End of Transaction*</i></b>						