



# CITY CIVIL REGISTRY OFFICE

## I. Mandate:

As an implementing arm on Civil Registration in Tarlac City, the City Civil Registry Office is mandated to carry out the continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage and death, as well as all court decrees and legal instruments affecting his civil status in appropriate registers as mandated by RA No. 3753, the Civil Registry Law, and other laws enacted for the said purpose.

## II. Vision:

An office dedicated towards the promotion and development of a more responsive, accurate and comprehensive civil registration system in the city, with the acquisition of modern equipment and facilities and adoption of improved system and procedures that will lead into a more efficient and effective delivery of services to the people.

## III. Mission:

An Office responsive, accurate & comprehensive in performing the civil registration system thru a systematic archiving and retrieval of records and registrable documents.

## IV. Service Pledge:

CCRO pledge to conceptualize and develop plans and ideas that will lead to a more improved civil registration program in the city; to maintain a systematic archiving and retrieval of records and other registrable documents; to provide timely and accurate information and reports to the Office of the Civil Registrar General; to issue certificates timely and accurate to the clients; and to provide the clientele with friendly, prompt and efficient and courteous service at all times.

## REGISTRABLE DOCUMENTS

### 1. Registration of Live Birth

#### a. Timely/ Regular Registration

The birth of a child, being a vital event for a person, must be registered within 30 days from the time of birth at the office of the Civil Registrar of the city/municipality where the birth occurred.

<b>OFFICE:</b>	CCRO- Registration Unit
<b>CLASSIFICATION:</b>	Simple
<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)
<b>WHO MAY AVAIL:</b>	Mother or Father of the Child



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of Live Birth (COLB) duly signed by the attending physician or midwife			Hospital/Birthing Clinic	
2. Marriage Certificate of parents			Personal Copy/ CCRO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to Window C (Window A for Senior Citizens/ PWD/Pregnant Women)	Review the requirements submitted and issue payment order	n/a	5 minutes	Rhoda P. Reyes, Admin Aide VI  Ana Marie Y. Dabu, Admin Aide II
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	10.00	3 minutes	Fortunata M. Sanchez, RCO II
Present OR back to Window A/C	Attach the OR to the COLB and submit to the CCR for review and approval.  CCR affixes signature.  Assign a registry number to the COLB and submit to the releasing window (Window D)	n/a	20 minutes	Rhoda P. Reyes, Admin Aide VI  Ana Marie Y. Dabu, Admin Aide II  CCR Armin Leonardo F. Ibarra  Pearl Leah F. Baquiran, Admin Asst. III/Zyra Villanueva, Admin Aide III



Claim the registered document from Window D	Record and release the registered document	n/a	2 minutes	Susan B. Lachica, Admin Aide III
<b>TOTAL</b>			30 minutes	

### RA 9255: Use of the Surname of the Father for Unmarried Parents

RA 9255 provides that “illegitimate children may use the surname of their father if their filiation has been expressly recognized by their father through the record of birth appearing in the civil register, or when an admission in a public document or private handwritten instrument is made by the father”.

<b>OFFICE:</b>	CCRO- Registration Unit
<b>CLASSIFICATION:</b>	Simple
<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)
<b>WHO MAY AVAIL</b>	Both parents of the child
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Certificate of Live Birth (COLB) duly signed by the attending physician or midwife	Hospital/Birthing Clinic

Affidavit of Acknowledgement/Paternity signed by the father and mother at the back portion of the COLB		City Legal Office or any Law Firm		
Affidavit of Use of Surname of the Father (AUSF)				
Valid IDs of parents				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit requirements to Window C (Window A for Senior Citizens/ PWD/Pregnant Women)	Review the requirements submitted and issue payment order	n/a	5 minutes	Rhoda P. Reyes, Admin Aide VI  Ana Marie Y. Dabu, Admin Aide II
Pay prescribed Fee at Window H (Business One	Receive payment and issue official	610.00	3 minutes	Fortunata M. Sanchez, RCO II



Stop Shop/BPLD)	receipt			
Present OR back to Window A/C	Receive the OR; type entries needed in COLB; Issue Certificate of Registration of AUSF; attach all documents to the COLB and submit to the CCR for review/interview and approval.  CCR affixes signature.  Assign a registry number to the COLB and submit to the releasing window (Window D)	n/a	30 minutes	Rhoda P. Reyes, Admin Aide VI  Ana Marie Y. Dabu, Admin Aide II  Chona Gamboa, Casual  CCR Armin Leonardo F. Ibarra  Pearl Leah F. Baquiran, Admin Asst. III/Zyra Villanueva, Admin Aide III
Claim the registered document from Window D	Record and release the registered document	n/a	2 minutes	Susan B. Lachica, Admin Aide III
<b>TOTAL</b>			40 minutes	

## Legitimation Thru Subsequent Marriage of Parents

The father and mother of the child to go under legitimation must appear personally at the office of the City Civil Registrar and submit their Marriage Certificate and the original copy of Live Birth of the Child.

<b>OFFICE:</b>	CCRO- Registration Unit
<b>CLASSIFICATION:</b>	Simple



<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)			
<b>WHO MAY AVAIL:</b>	Father/Mother/Document Owner (if of age)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Affidavit of Acknowledgement/Admission of Paternity (Certified Photocopy/Xerox Copy)			City Legal Office or any Law Firm	
Joint affidavit of legitimation (Parents)				
Certification of registration of legal instrument (Affidavit of Legitimation)				
Certified true copy of birth certificate with remarks/annotation based on the legitimation by subsequent marriage.			CCRO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit requirements to Window C (Window A for Senior Citizens/ PWD/Pregnant Women)	Review the requirements submitted and issue payment order	n/a	5 minutes	Rhoda P. Reyes, Admin Aide VI  Ana Marie Y. Dabu,  Admin Aide II
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	600.00	3 minutes	Fortunata M. Sanchez, RCO II
Present OR back to Window A/C	Attach OR to documents	n/a	40 minutes to 1 hour	Rhoda P. Reyes, Admin Aide VI
	Assign registry number to the Affidavit of Legitimation and enter/record it in the logbook for			Ana Marie Y. Dabu, Admin Aide II



	Legal Instruments			
	Issue a Certificate of Registration for the Affidavit of Legitimation, make the amendments/ annotations in the Register of Births and prepare endorsement letter to PSA			
	Review and sign the amended COLB, Certificate of Registration and endorsement letter			CCR Armin Leonardo F. Ibarra
	Advice client to mail the documents, how and when to claim them.			Ana Marie Y. Dabu,  Admin Aide II
Claim the registered document from Window D	Record and release the registered document	n/a	2 minutes	Susan B.  Lachica, Admin Aide III
<b>TOTAL</b>			Up to 1 hr, 30 mins	

## 2. Registration of Death

### Timely/Regular Registration

The death of a person must be registered within the 30-day reglementary period at the Office of the City Civil Registrar.



<b>OFFICE:</b>	CCRO- Registration Unit			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)			
<b>WHO MAY AVAIL:</b>	Nearest kin of the deceased			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Certificate of Death (Form 103) if person died in a hospital/clinic			Hospital or City Health Unit	
2. Certificate of Fetal Death (Form 103A) if fetus died in a hospital				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit requirements to Window C (Window A for Senior Citizens/ PWD/Pregnant Women)	Review the requirements submitted and issue payment order	n/a	5 minutes	Rhoda P. Reyes, Admin Aide VI  Ana Marie Y. Dabu, Admin Aide II
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	150.00	3 minutes	Fortunata M. Sanchez, RCO II
Present OR back to Window A/C	Attach the OR to the COD and submit to the CCR for review and approval.  CCR affixes signature.	n/a	20 minutes	Rhoda P. Reyes, Admin Aide VI  Ana Marie Y. Dabu, Admin Aide II  CCR Armin Leonardo F. Ibarra



	Assign a registry number to the COD and submit to the releasing window (Window D)			Janet V. Paez, CMD I
Claim the registered document from Window D	Record and release the registered document	n/a	2 minutes	Susan B. Lachica, Admin Aide III
<b>TOTAL</b>			30 minutes	

### 3. Registration of Marriage

#### Issuance of Marriage License

Before getting married each of the contracting parties must file separate sworn applications for Marriage License with the proper local civil registrar of the place where either or both of the contracting parties reside. Marriage licenses are valid in any part of the Philippines for a period of 120 days from the date of issue. They are deemed automatically cancelled if the contracting parties have not yet gotten married within this period.

<b>OFFICE:</b>	CCRO- Registration Unit			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)			
<b>WHO MAY AVAIL:</b>	Both groom and bride			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
CENOMAR (Certificate of No Marriage)			Hospital or City Health Unit	
Certificate of Tree Seedling Donation			CENRO	
Certificate of attendance to a Pre-Marriage			POPCOM	
Birth Certificate of Applicants			CCRO	
Residence Certificate (Cedula) of Applicants			BPLD	
If one of the applicants is not a Filipino Citizen: Original Copy of Certificate of Legal Capacity to Contract Marriage and Photocopy of passport			Philippine Embassy/DFA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





Present requirements for compliance at Window G	Review the requirements submitted and issue payment order	n/a	5 minutes	Reliza Ocampo, Admin Aide III
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	850.00 (sponsor's fee not yet included)	3 minutes	Fortunata M. Sanchez, RCO II
Present OR back to Window G	Interview the applicants	n/a	10 days posting	Relia Ocampo, Admin Aide III
	Record the transaction in the logbook and advise client to return after 10 days for mandatory posting period for release of Marriage License.  Signing of ML			CCR Armin Leonardo F. Ibarra  CCR Armin Leonardo F. Ibarra
Claim the registered Document from Window G	Record and release the registered document	n/a	2 minutes	Reliza Ocampo, Admin Aide III
<b>TOTAL</b>			8 Minutes & 10 days posting period	

#### 4. Registration of Marriage Certificate

For ordinary marriages, the time for submission of the Certificate of Marriage is 15 days following the solemnization of marriage. For marriages exempt from the license requirement, the prescribed period is 30 days.

<b>OFFICE:</b>	CCRO- Registration Unit
<b>CLASSIFICATION:</b>	Simple
<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)
<b>WHO MAY AVAIL:</b>	Both groom and bride



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Marriage Contract (Form 97)			Solemnizing Officer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit 4 copies of Form 97 for registration of marriage to Window G	Review the requirements submitted  Submit to the CCRO for review and approval.	n/a	20 minutes	Reliza Ocampo, Admin Aide III
	CCRO affixes signature.  Assign a registry number to the document and submit to the releasing window (Window D)			
Claim the registered document from Window G	Record and release the registered document	n/a	2 minutes	Reliza Ocampo, Admin Aide III
<b>TOTAL</b>			22 minutes	

## 5. Delayed Registration of Birth/Marriage/Death

In cases where births, marriages, and death were not registered and/or reported on time, it shall be the responsibility of the person concerned or their nearest relatives to file the necessary registration. Out-of-Town Registration shall also be reported and filed in the hometown of the concerned person, pursuant to Rule 20 of Administrative Order No.1 Series of 1993.



<b>OFFICE:</b>	CCRO- Registration Unit
<b>CLASSIFICATION:</b>	Simple
<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)
<b>WHO MAY AVAIL:</b>	Mother/Father (Birth), Nearest kin (Death), Bride/Groom (Marriage)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p style="text-align: center;"><i>Delayed Registration of Births</i></p> <ul style="list-style-type: none"> <li>• Negative Certification from Philippine Statistics Authority</li> <li>• (PSA) formerly known as National Statistics Office (NSO)</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> <li>• <i>Delayed Registration of Death</i> Negative Certification from PSA</li> </ul>	<p>PSA</p> <p>Church</p> <p>City Legal Office or any Law Firm</p> <p>School attended</p> <p>COMELEC</p>

<ul style="list-style-type: none"> <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>	PSA
	Barangay Hall
	City Legal Office/Law Firm
	Cemetery
	Funeral Service
<p><i>Delayed Registration of Marriage</i></p> <ul style="list-style-type: none"> <li>• Negative certification from PSA</li> <li>• Affidavit of Delayed Registration</li> <li>• Joint Marriage Affidavit of Two Disinterested Persons</li> <li>• Certificate form church, judge or any other institution where the event occurred</li> </ul>	SA
City Legal Office/Law Firm	



<ul style="list-style-type: none"> <li>• Birth Certificates of at least 2 children where the date &amp; place of marriage are indicated</li> <li>• Other supporting documents as may be required</li> </ul>			Solemnizing Officer	
			LCR	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to Window C/G	Accept and review requirements and issue payment order form	n/a	10-20 mins (plus 10 days posting period)	Rhoda P. Reyes, Pearl Leah Baquiran, Reliza Ocampo, Janet Paez
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	TBD	3 minutes	Fortunata M. Sanchez, RCO II
Present OR back to Window C/G	Attach the O.R. to documents and instruct client to return after 10 days for the mandatory posting requirement and forward the document to CCR for signature and	n/a	10 days	Rhoda P. Reyes, Pearl Leah Baquiran, Reliza Ocampo, Janet Paez
	approval on the 10th day.			
	Evaluate and review the documents and interview the registrant.  Signing of the documents.	n/a	10 mins	Rhoda P. Reyes, Pearl Leah Baquiran, Reliza Ocampo, Janet Paez, and  CCR Armin Leonardo F. Ibarra



	Prepare/assign registry number to the document		2 mins	Rhoda P. Reyes, Pearl Leah Baquiran, Reliza Ocampo, Janet Paez
			2 mins	
Claim registered document from Window D	Record and release the document	n/a	2 mins	Susan B. Lachica, Admin Aide III
<b>TOTAL</b>			10 days, 36 mins	

### 3. Foundlings/Abandoned Children Certifications

Registration of the foundling in the Office of the Civil Registrar of the city/municipal 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. 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.

<b>OFFICE:</b>	CCRO- Registration Unit	
<b>CLASSIFICATION:</b>	Simple	
<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)	
<b>WHO MAY AVAIL:</b>	Mother/father of child	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Certification issued by the concerned Barangay Chairman		Barangay Hall
Police Blotter/report		PNP
Affidavit of Finder		City Legal Officer
Certification from CSWD		CSWD

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit requirements to Window C	Accept and review requirements	n/a	5 mins	Rhoda P. Reyes, Admin Aide VI



	Process the documents and submit to the CCR for approval and signature	n/a	10-15 mins	Pearl Leah Baquiran, Admin Asst. II  CCR Armin Leonardo F. Ibarra
	Record and release the Foundling Certificate	n/a	2 mins	Pearl Leah Baquiran, Admin Asst. II
<b>TOTAL</b>			22 mins	

#### 4. Issuance of Certified True Copy of Birth/Marriage/Death Record

Civil Registry documents such as birth, marriage and death certificates maybe availed by securing a certified transcript from the City Civil Registry Office and upon payment of the prescribed fees and after thorough verification.

<b>OFFICE:</b>	CCRO- Registration Unit			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	Government to Citizens (G2C)			
<b>WHO MAY AVAIL</b>	Mother/father of child/Nearest kin; <b>Authorized</b> Representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Filled-out request form			CCRO	
Valid ID				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Proceed to Window B and duly accomplished request form	Assess the filled-out form and issue a Payment Order	n/a	5 mins	Marlene C. Flores, Admin Aide II
				Leonardo Saavedra, Admin Aide II
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	80.00 (Record) 110.00 (Abroad)	3 minutes	Fortunata M. Sanchez, RCO II



Present OR back to 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	n/a	1 hour	Marlene C. Flores, Admin Aide II  Verifiers: Larry Lobo, Admin Aide IV/Gilbert Flores, Admin Aide II/Mercenario Ferrer, Admin Aide  CCR Armin Leonardo Ibarra
Claim the requested document from Window D	Release the requested document	n/a	2 mins	Susan B. Lachica, Admin Aide III
<b>TOTAL</b>			1 hr, 10mins	

### Issuance of Certified Photocopy of Birth/Marriage/Death Record

The copy of Birth/Death/Marriage Certificate presented is certified in the City Civil Registrar after thorough verification.

<b>OFFICE:</b>	CCRO- Registration Unit
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	Government to Citizens (G2C)
<b>WHO MAY AVAIL</b>	Mother/father of child/Nearest kin; <b>Authorized</b> Representative
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

Photocopy of the document to be certified			CCRO	
Valid ID				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



Proceed to Window B and duly accomplished request form	Examine the photocopy of the document and issue a Payment Order	n/a	5 mins	Marlene C. Flores, Admin Aide II  Leonardo Saavedra, Admin Aide II
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	80.00 (Record) 110.00 (Abroad)	3 minutes	Fortunata M. Sanchez, RCO II
Present OR back to Window B	Forward the document to verifier  Verify and prepare requested document and forward to the City Civil Registrar.  Review, approve/disapprove and sign the document	n/a	1 hour	Marlene C. Flores, Admin Aide II  Verifiers: Larry Lobo, Admin Aide IV/Gilbert Flores, Admin Aide II/Mercenario Ferrer, Admin Aide  CCR Armin Leonardo Ibarra
Claim the requested document from Window D	Release the requested document	n/a	2 mins	Susan B. Lachica, Admin Aide III
<b>TOTAL</b>			1 hr., 10mins	





## Supplemental Report

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

<b>OFFICE:</b>	CCRO- Registration Unit			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	Government to Citizens (G2C)			
<b>WHO MAY AVAIL</b>	Mother/father of child/Nearest kin; <b>Authorized Representative</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Authenticated document issued by the PSA			PSA	
Affidavit of Supplemental report duly signed by the affiant			City Legal Office	
Baptismal certificate			Church	
School Record (Where the date and place of Birth are indicated)			School attended	
Voter's Registration Record			COMELEC	
Medical Certificate (in case of missing entry in Gender)			Physician	
Other supporting documents as may be required				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present the supporting documents for Supplemental Report at Window A	Accept and evaluate the documents for approval and issue payment order form	n/a	10 mins	Ana Marie Dabu, Admin Aide II
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	200.00	3 minutes	Fortunata M. Sanchez, RCO II



Present OR back to Window B	Prepare the certifications and transmittals necessary for the supplemental report.  Review, approve and sign the documents.	n/a	1 hour	Ana Marie Dabu, Admin Aide II  CCR Armin Leonardo Ibarra
Claim the requested document from Window D	Release the requested document	n/a	2 mins	Susan B. Lachica, Admin Aide III
<b>TOTAL</b>			1 hr, 15 mins	

### QUASI-JUDICIAL

#### 5. Change of First Name; Correction of Clerical Error (CCE: RA 9048); CCE in Gender, Day and Month in the Date of Birth (RA 10172)

Republic Act No. 9048 and Republic Act No. 10172 authorize 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.

<b>OFFICE:</b>	CCRO- Registration Unit	
<b>CLASSIFICATION</b>	Simple	
<b>TYPE OF TRANSACTION</b>	Government to Citizens (G2C)	
<b>WHO MAY AVAIL</b>	Document owner or authorized representative	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
PSA Authenticated copy of the document to be corrected		PSA
Marriage Contract of Petitioner/Parents		CCRO
Baptismal certificate		Church
School Record (Where the date and place of Birth are indicated)		School attended
Voter's Registration Record		COMELEC
Medical Certificate (in case of missing entry in Gender)		Physician



Other supporting documents as may be required for Registration of Legal Instruments.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the documents for Supplemental Report at Window F	Accept and evaluate the documents for approval and issue payment order form	n/a	10 mins	Yolanda Lacsina, Reg Officer III
Pay prescribed Fee at Window H (Business One Stop Shop/BPLD)	Receive payment and issue official receipt	CCE 1,000  CFN 3,000 RA 10172 3,000	3 minutes	Fortunata M. Sanchez, RCO II

## COURT DECREE/LEGAL INSTRUMENT

### 6. Court Decree/Annotation/Legal Instruments

Court Decision and Certificate of Finality by the court are registered within 30 days of issuance. All decisions affecting the civil status/documents issued in the Regional Trial Court Branches in Tarlac City should be registered at the Tarlac City Civil Registry Office

Annotations are made pursuant to court decrees.

Legal Instruments such as Pre-Nuptial Agreement, Affidavit of Re-Appearance, Acquisition of Citizenship, Marriage Settlements, etc. are likewise registered if executed within Tarlac City.

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<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	Government to Citizens (G2C)
<b>WHO MAY AVAIL</b>	Document owner or authorized representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



5 Certified True Copies of Court Decision			Issuing RTC Branch	
5 Certified True Copies of Certificate of Finality			Issuing RTC Branch	
Photocopy of the document to be annotated				
Other supporting documents as may be required				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present the required documents for at Window E	Accept and evaluate the documents and prepare a verification letter to be sent to the concerned RTC/LCR  Inform the client that she/he will be contacted upon the receipt of the confirmation from the RTC/LCR	n/a	5-10 mins	Ma. Cecilia Juliano, CAO III
Return to Window E for the payment order form	Issue an order payment form	n/a	3 minutes	Ma. Cecilia P. Juliano, CAO III
Pay the prescribed fee at Window H	Receive payment and issue official receipt	TBD	3 minutes	Fortunata M. Sanchez, RCO II
Present the OR back at Window E	Instruct the client to return the next day for the release of the documents.	n/a	TBD	Ma. Cecilia P. Juliano, CAO III



	Prepare the Certificate of Authenticity, Certificate of Registration; Annotate the Document; Certify the Court Decree and Certificate of Finality.			
	Submit to the CCR for review and approval. Review and sign the documents.			CCR Armin Leonardo F. Ibarra
Claim the requested document from Window F	Release the requested document	n/a	2 mins	Ma. Cecilia Juliano, CAO III
<b>TOTAL</b>			1 day	



## SCHEDULE OF FEES

Based on the 2019 New Local Revenue Code of Tarlac City

DOCUMENT TYPE	FEES
<b>Marriage Fees:</b>	
Affidavit of legal Capacity to contract marriage (foreigner)	500.00
Application for Marriage License	150.00
Marriage License Fee	200.00
Marriage Solemnization Fee	400.00
Pre-Marriage Orientation and Counseling	100.00
Sponsor's Fee/Head	50.00
<b>Registration Fees of Court Decrees:</b>	
Per guardianship or custody of minor	300.00
Per registration of legal separation	300.00
Per registration of annulment of marriage	300.00
Naturalization	400.00
Adoption	300.00
Correction of Entry	300.00
Emancipation of minor	300.00
Acknowledgment of Paternity	300.00
Other court decrees	300.00
<b>Legal Instruments:</b>	
Affidavit of re-appearance	300.00
AUSF	300.00
Citizenship	300.00
Legitimation	300.00
Distribution of properties	300.00
Other legal instruments	300.00
<b>Certified Copies (Birth/Marriage/Death):</b>	
Certified document per page, per copy	80.00 local 120.00 abroad



Certified Photocopy on file per page	50.00
Other registered records	50.00
Burial permit	150.00
Permit for exhumation of cadaver	150.00
Permit to Transfer cadaver	150.00

<b>Quasi-Judicial:</b>	
Correction of Clerical Error (RA 9048)	1,000.00
Change of First Name	3,000.00
CCE (RA 10172)	3,000.00
Migrant Petitioner (Service Fee):	
Correction of Typographical Error	500.00
Change of First Name	1,000.00
Correction of Gender/day or month of date of birth	1,000.00
<b>Other Fees:</b>	
Penalty for late registration of registrable documents	200.00
Endorsement and supplemental report	200.00
Out-of-Town Reporting of birth	200.00
Filing Fee for birth	10.00