



OFFICE OF THE CITY CIVIL REGISTRAR



1. Registration of On-Time Certificate of Live Birth

A process of registering Certificates of Live Birth of newly born child, born in Legazpi City, within thirty (30) days from the date of birth.

Office or Division:	Birth Registration Section			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	General Public, Government and Private Hospital and Lying-in/ other birth attendants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Birth Certificate(4copies) 2. For Married Parents: Marriage Contract For Not Married Parents: AUSF (Affidavit to Use the Surname of Father) & Admission of Paternity 3.Information sheet 4.Valid I.D.		1.Hospital/ Lying-in/ other birthing facilities 2.PSA/Local Civil registrar Office 3.Hospital/ Lying-in 4.Government/ Private sectors		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE



<p>1. Present and submit Certificate of Live Birth and other required attachments</p> <p><u>a. Married Parents:</u> -with Marriage Contract</p> <p><u>b. Not Married Parents:</u></p> <ul style="list-style-type: none"> • With Admission of Paternity • With AUSF (Authority to use the Surname of the Father) <p>2. Pays at the City Treasurer Office the required fees</p> <p>3. Receives registered Certificate of Live Birth</p>	<p>1. 1.) Receives Certificate of Live Birth, 1.2.) Checks for correctness and completeness of data and attachments 1.3) Registers and signs documents by the local civil registrar/ authorized signatory. 1.4.) Assigns registry number</p> <p>2. Released personal copies to clients</p>	<p>1. a. None</p> <p>b. <u>P100.00</u> (Admission of Paternity) <u>P200.00</u> (AUSF)</p>	<ul style="list-style-type: none"> • 20 minutes /filled up documents • 2 hrs. /unfilled documents 	<p><i>City Civil Registrar</i></p> <p>and</p> <p><i>Administrative Officer I</i></p> <p><i>Admin. Aide IV</i></p> <p><i>Bookbinder I</i></p> <p><i>Admin. Aide I</i></p>
TOTAL		<p>a. None</p> <p>b. P300.00</p>	<ul style="list-style-type: none"> • 20 minutes /filled up documents • 2 hrs. /unfilled documents 	

2. Delayed Registration of Certificate of Live Birth

A process of registering Certificate of Live Birth born in Legazpi City beyond thirty (30) days upon giving birth or those who have no existing record from the Local Civil Registrar and PSA.

2.1 Out-of-Town Delayed Registration Pursuant to Rule 20 of Administrative Order No.1, Series of 1993- The process or registering Certificate of Live Birth of the constituents born outside of Legazpi city and have no existing record from the Local Civil Registrar and PSA.

Office or Division:	Birth Registration Section
Classification:	Simple
Type of Transaction:	G2C-Government to Client



Who may avail:	General Public, Government and Private Hospital and Lying-in/ other birth attendants
-----------------------	--

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Birth Certificate (MF 102) 4copies 2. Affidavit of Delayed Registration of Birth (back of MF 102) 3. Admission of Paternity (if not married) 4. Marriage Contract of Parents (if married) 5. Any 2 of the ff: -Baptismal Certificate -School Record Form 137(Elementary or HS) -Certified True copy of Voter's Registration Form(COMELEC) -Medical Record/Patient's Record Information -Pag-ibig Beneficiary Nomination Form -Philhealth Membership Data Record (MDR) - Service Record/Voter's List -SSS E-4 or Remittance Statement or Employee Membership Static Information -NBI Certificate/Police Clearance (least required) 6. Marriage Certificate of the Registrant 7. I.D. or Residence Certificate of registrant or informant with date & place of birth 8. Affidavit of 2 disinterested persons 9. Sworn Statement of the mother/registrant (for unknown whereabouts of the mother/ or abandoned children) 10. Barangay Certification as to residence of parents of the registrant 11. Certification from PSA (Negative Result)	1. Hospital/ Lying-Ins/ Other birthing facilities/ LCRO 2. Hospital/ Lying-Ins/ Other birthing facilities/ LCRO 3. Hospital/ Lying-Ins/ Other birthing facilities/ LCRO 4. PSA/LCRO 5. -Church/ place of baptismal -Schools -COMELEC -Hospital/Clinic -Pag-Ibig agency -Phihealth Office -COMELEC -SSS -NBI/ Police station 6.PSA/ LCR 7. Government/Private sector 8. Law offices/Local Civil Registrar Office 9. Law offices/ Local Civil Registrar Office 10. Barangay Hall 11. PSA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT	PERSON RESPONSIBLE
---------------------	-----------------------	------------------------	--	---------------------------



			INCLUDE WAITING TIME)	
<p>1. Inquire for the necessary requirements</p> <p>2. Submit and present the required documents</p> <p>3. Pays the required fees at the City Treasurer Office</p> <p>4. After compliance of ten (10) days' notice of posting, receives the personal copy of Certificate of Live Birth</p>	<p>1. Interview and gives checklist of requirements to clients</p> <p>2.1.) Receives the documents</p> <p>2.2.) Verify and check the correctness and completeness of the documents</p> <p>2.3.) Signs documents by the local civil registrar/ authorized signatories</p> <p>2.4) Organizes and prepares the documents for filing and posting</p> <p>3. Upon payment, issues claim stub to client indicating the date and time of release/ registration of documents.</p> <p>4. Documents will be released and registered after compliance of ten (10) days' notice of posting.</p> <p><i>For Out-of-Town Delayed registration:</i> -Upon completion, sends the documents to the civil registrar of the city/ municipality where the birth occurred via courier.</p>	<p><u>P100.00</u> (Admission of Paternity)</p> <p><u>P200.00</u> (AUSF)</p> <p>(Out of Town Fee)</p> <p><u>P200.00</u> (Service Fee)</p>	<p>1. 1 hour & 30 minutes / filled up</p> <p>2. 2 hours/ unfilled application</p> <p>Ten(10) calendar days</p>	<p><i>City Civil Registrar</i> OCCR Legazpi City</p> <p>and</p> <p><i>Administrative Officer I</i></p> <p><i>Admin. Aide IV</i></p> <p><i>Bookbinder I</i></p> <p><i>Admin. Aide I</i></p>
Total		<p>P300.00 (Additional P200.00 for Out-of-Town)</p>	<p>1. 1 hour & 30 minutes / filled up</p> <p>2. 2 hours/ unfilled application and</p> <p>10 calendar days (posting period)</p>	



3. Legitimation

A process of allowing the illegitimate child (whose born out of wedlock) to be legitimated by subsequent marriage of parents.

Office or Division:	Archives Section			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	General Public, Clients/Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate (Original 2 Certified xerox copies) 2. Marriage Contract of Parents 3. Cenomar of mother & father (PSA) (3 xerox copies each) 4. Valid ID or Community Tax Certificate 5. Affidavit of Legitimation(notarized) 6. Admission of Paternity (for unknown Father)		1. PSA/ LCRO 2.PSA/ LCRO 3. PSA 4. Government/Private Sector 5.LCRO 6.LCRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
1. Inquire for the necessary requirements 2 Submits complete requirements 3. Pays the required fees at City Treasurer's Office	1. Interview and gives checklist of requirements to clients 2.1.) Receives the documents from client 2.2.) Checks for the correctness and completeness of the submitted requirements 2.3.) Process the documents: cover letter, certificate of Legitimation, Cert. photocopy of notarized Affidavit of Legitimation executed by his/her parents, certified photocopy of child's original and annotated COLB and certified photocopy of his/ her parent's COM.	<u>P250.00</u> (Endorsement Fee to Manila) <u>P155.00</u> (Mailing Fee)	1 hour & 30 minutes/ document	<i>City Civil Registrar</i> and <i>Registration Officer III</i> <i>Local Assessment Operations Officer III</i> <i>Asst. Registration Officer</i> <i>Admin. Aide I</i>



4. Receives copy of the annotated Birth certificate and other documents.	3.2. Sends copy of the documents to PSA Manila 4. Releases personal copy of the annotated Birth Certificate and other documents to client.			
Total		P405.00	1 hour & 30 minutes	
	3.1. Local Civil Registrar/Authorized signatories verifies and signs the document.			



4. Registration of On-Time Certificate of Death

A process of registering Certificates of Death of persons died in Legazpi City within thirty (30) days from the date of death.

Office or Division:	Death Registration Section			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	General Public, Government and Private Hospital/other Death attendants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Duly Accomplished Death Certificate reviewed by City Health Office 2. Burial Permit /Transfer Permit 3.Certification of Not Embalmed (if not embalmed) 4.Certificate of Cremation(if cremated)		1. Hospital/City Health Office/LCRO 2.City Treasurer's Office 3.Funeral Parlor/ Informant 4.Funeral Parlor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE



<p>1. Present and submit Certificate of Death and other required attachments</p> <p>2. Pays the required fees at City Treasurer's Office</p> <p>3. Receive the Registered Certificate of Death</p>	<p>1. 1.) Receives Certificate of Death 1.2.) Checks for correctness and completeness of data and attachments 1.3.) Registers and signs documents by the local civil registrar/ authorized signatory. 1.4.) Assigns registry number</p> <p>2. Released personal copies to clients</p>	<p><u>P30.00</u> (Burial Fee) <u>P30.00</u> (Issuance of Death Certificate) <u>P60.00</u> (Transfer Permit)</p>	<p>15 min./document</p>	<p><i>City Civil Registrar</i> <i>and</i> <i>Local Assessment Operations Officer III</i></p>
Total		P120.00	15 minutes	

5. Delayed Registration of Certificate of Death

A process of registering Certificate of Death of persons died in Legazpi City beyond thirty (30) days upon death or those who have no existing record from the Local Civil Registrar and PSA.

Office or Division:	Death Registration Section
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	General Public, Government and Private Hospital / other Death attendants
CHECKLIST OF REQUIREMENTS	
<p>1 Duly Accomplished Death Certificate reviewed by City Health Office</p> <p>2. Burial Permit /Transfer Permit</p>	WHERE TO SECURE
	<p>1. Hospital/City Health Office/LCRO</p> <p>2.City Treasurer's Office</p> <p>3.Funeral Parlor/ Informant</p>



3.Certification of Not Embalmed (if not embalmed) 4.Certificate of Cremation (if cremated) 5.Burial Certificate		4.Funeral Parlor 5.Cemetery/ Church where the deceased was buried		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
1. Present and submit Certificate of Death and other required attachments 2. Pays the required fees at the City Treasurer Office 3.After compliance of ten (10) days' notice of posting, receives the personal copy of Certificate of Death	1. 1.) Receives Certificate of Death, 1.2.) Checks for correctness and completeness of data and attachments 1.3.) Organizes and prepares the documents for filing and posting of Notice for ten (10) calendar days. 2.Documents will be registered and released after compliance of ten (10) days' notice of posting.	<u>P30.00</u> (Burial Fee) <u>P30.00</u> (Issuance of Death Certificate) <u>P60.00</u> (Transfer Permit)	15 min./document Ten (10) calendar days	<i>City Civil Registrar</i> and <i>Local Assessment Operations Officer III</i>
Total		P120.00	15 minutes & 10 calendar days	

6. Registration of On-Time Marriage Certificate

A process of registering Certificates of Marriage of two individuals married/solemnized in Legazpi City within fifteen (15) days for with Marriage License and thirty (30) days for with Affidavit of Cohabitation/ P.D 1083.



Office or Division:	Marriage Registration Section
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	General Public,

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Marriage Certificate (4 copies) -with attachments of: For Article 34- Affidavit of Cohabitation For P.D 1034- Dowry Agreement Form		Local Civil Registrar Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
1. Present and submit the duly accomplished Marriage Certificate (4 copies) 2. Receive the registered Certificate of Marriage	1. 1.) Receives the Certificate of Marriage 1.2.) Checks/reviews the correctness and completeness of data 1.3.) Registers and signs the Marriage certificate by the Local Civil registrar/ Authorized Signatory 1.4.) Assigns Registry number 2. Release personal copy to client	None	15 minutes/ document	<i>City Civil Registrar</i> and <i>Administrative Aide IV</i> <i>Admin. Aide I</i>
Total		None	15 minutes	



7. Delayed Registration of Marriage Certificate

A process of registering Certificate of Marriage of two individuals married/solemnized in Legazpi City beyond fifteen (15) days for with Marriage License and thirty (30) days for with Affidavit of cohabitation (Art. 34)/ P.D 1034

7.1 Reconstruction of Marriage Certificate

A process of reconstructing Marriage Certificates based on unregistered Marriage certificate/ Matrimony of marriage from Church/ Office of the Mayor/ Judge

Office or Division:	Marriage Registration Section
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Delayed Registration: <ol style="list-style-type: none"> 1. Duly Accomplished Marriage Certificate (4copies) 2. Negative Result of Marriage (for 3 months late) • Reconstruction of Marriage Certificate <ol style="list-style-type: none"> 1. CENOMAR 2. Negative Result of Marriage 3. Certificate of Marriage/Matrimony 4. 2 Birth certificate of children with correct date of Marriage 5. Affidavit of 2 Disinterested Person 	<ol style="list-style-type: none"> 1. Church/ Mayor's Office/ Judge 2. PSA 1. PSA 2. PSA 3. Church/Mayor's Office/Judge 4. Client/LCR/PSA 5. Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Present and submit complete documents and required attachments 2. Filled-up and sign affidavit of late registration (at the back portion of Marriage Certificate) 3. Pays at the City Treasurer's Office the prescribed fee. 4. Get claim stub (with ten days posting period) 	<ol style="list-style-type: none"> 1. Receives complete documents For Reconstruction of Marriage certificate: <ol style="list-style-type: none"> a.) Prepares Certificate of marriage b.) Prepares and post notice of publication c. Notarize Affidavit of late registration d.) Give claim stub to client 2. Registers and signs the Marriage certificate 	<p><u>P50.00</u> (Service Fee)</p>	<p>30 mins. /document</p> <p>10 mins./document</p>	<p><i>City Civil Registrar</i></p> <p>and</p> <p><i>Administrative Aide IV</i></p> <p><i>Admin. Aide I</i></p>



5. Receives the registered Marriage Certificate	3. Assigns registry number 4. Release the registered Marriage Certificate			
Total		P50.00	40 minutes	



8. Application and Issuance of Marriage License

A process of applying for a license to contract marriage of couple and have all the necessary personal data and information.

Office or Division:	Marriage Registration Section
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	General Public,

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Birth certificate 2. CENOMAR 3. Valid ID 4. Parental Advice (21-24 yrs. Old) 5. Consent (18-20 yrs. Old) 6. Death Certificate of Spouse (for widow/widower) 7. Legal Capacity to Marry (for foreign national) 8. Original/Certified True copy of Judicial Decree of Absolute Divorce/ Nullity of Marriage (for annulled/divorcee)	1. LCRO/ PSA 2. PSA 3. Government/Private sectors 4. LCRO 5. LCRO 6. LCRO/PSA 7. respective embassy 8. Court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
1. Present and submit complete requirements 2. Pays at the City Treasurer's Office Family Planning Fee 3. Attend Family Planning seminar as scheduled	1. Receives documents and interview clients 2. Prepares parental advice/ consents (for 18-24 yrs. Old) 3. Prepares family planning seminar schedule	<u>P100.00</u> (Family Planning Fee) <u>P300.00</u> (Application Fee)	30 mins./ document	<i>City Civil Registrar</i> and <i>Administrative Aide IV</i>
4.1. Come back after attended the family planning seminar 4.2 review and sign Marriage Application Form	4.1. Prepares Marriage Application 4.2. Prepares Notice of Publication	<u>P200.00</u> (Marriage License Fee) <u>P500.00</u>	20 mins./ document	<i>Admin. Aide I</i>



6. Receives the Marriage License	6. Prepares and signs Marriage License 7. Release marriage License		15 mins./ document	
Total		P1, 100.00	65 minutes	
4.3 Pays at the City Treasure's Office the prescribed fees 5. Get Claim Stub	4.3. Review and signs jurat of Marriage application 4.4. Post/mail notice of publication (with 10 days posting period) 4.5. Assigns marriage application number 5. Gives claim stub to client.	(Solemnization Fee)		



9. Issuance of Certified True/Xerox Copies of Civil Registry Records

A process of acquiring certified true/Xerox copies of Birth Certificates, Marriage Certificates, Death Certificates and other civil registry records that are registered in Legazpi City.

Office or Division:	Archives Section			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Verification Form 2. Valid ID 3.Authorization Letter (for not authorized persons to claim)		1. Local Civil Registrar Office 2.Government/Private Sector 3.Owner of the Document/Authorized person		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE



<p>1.1.) Fill-up and sign the verification form 1.2.) Submit and present ID/ Authorization Letter</p> <p>2.Pays the required fees at the City Treasurer's Office</p> <p>3.Recieves the documents</p>	<p>1.Recieves the verification form</p> <p>2.Verify and checks the record of the requested certificate</p> <p>3.Local Civil Registrar/Authorized signatory signs the certified true/Xerox copy of the document</p> <p>4.Released the documents to clients</p>	<p><u>P50.00</u> (local use)</p> <p><u>P200.00</u> (abroad)</p>	<p>30-45 minutes/ document</p>	<p><i>City Civil Registrar and Registration Officer III Admin. Aide I</i></p>
Total		<p><u>P50.00</u> (local use)</p> <p><u>P200.00</u> (abroad)</p>	<p>30-45 minutes</p>	

10. Electronic Endorsement

A process of submitting in advance the newly registered copy of Birth, Marriage, and Death certificate to PSA in the current month for fastest acquiring of PSA copy in SECPA. This also includes endorsing a copy to PSA negative issued certification but available at the Local Civil Registrar including those who have blurred/ unreadable copies at PSA.

Office or Division:	Archives Section	
Classification:	Simple	
Type of Transaction:	G2C-Government to Client	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1. Applicant's COLB/COM/ Death Certificates</p> <p>2. Negative Certification from PSA</p>	<p>1. Owner's copy/ Local Civil Registrar</p> <p>2.PSA</p>	



3.PSA feedback form (if any)		3.PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
<p>1. Fill-up the verification Form and submit the required documents (if any).</p> <p>2. Pays the required fees at the City Treasurer's Office</p> <p>3. Receives a copy of endorsement letter and follow-ups at PSA after 3-4 weeks</p>	<p>1.Receives the form/documents</p> <p>2.Verify and checks the record</p> <p>3.The Local Civil Registrar/Authorized Signatories issues and signs Endorsement letter with the attached Certificate</p> <p>4.Submits documents to PSA</p> <p>5. Gives client a copy of endorsement letter sent to PSA and advises the client to follow-up after 3-4 weeks at PSA.</p>	<p><u>P50.00</u> (Electronic Endorsement Fee)</p>	<p>15- 30 minutes/document</p> <p>3-4 weeks waiting period at PSA</p>	<p><i>City Civil Registrar</i></p> <p>and</p> <p><i>Registration Officer III</i></p> <p><i>Administrative Officer I</i></p> <p><i>Local Assessment Operations Officer III</i></p>
Total		P50.00	30 minutes and 3-4 weeks	

11. Processing of Petitions for R.A 9048 and R.A 10172 (Change of first name and correction of Clerical Error in Civil Registry Records)

Administrative process of correction on erroneous entries in the Civil Registry documents.

Office or Division:	Archives Section
Classification:	Complex
Type of Transaction:	G2C-Government to Client



Who may avail:		General Public, Clients/Applicants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>1. Birth, Marriage or Death Certificate with erroneous item subject for correction</p> <p>2. Petitioner's parents and sibling's COLB (Birth Certificate)</p> <p>3. Petitioner's Marriage Certificate (if married) and his/her children's COLB (Birth certificate)</p> <p>4. Petitioner's personal documents bearing the correct items in reference to his civil registry documents sought to be corrected (e.g. baptismal certificate, school and medical records, valid IDs, SSS and GSIS records)</p> <p>5. Additional requirements for Change of First Name and Correction of Sex and Birth date and month (NBI and Police Clearance, Employer's Affidavit of No Pending Administrative Charge, if employed, or Affidavit of Non-Employment)</p>		<p>1. LCRO and PSA</p> <p>2. LCRO and PSA</p> <p>3. LCRO and PSA</p> <p>4. Church/School/Hospital/CITY Health Office/SSS and GSIS</p> <p>5. NBI/Police and PAO or Private Notary Public</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
<p>1. Present the subject civil Registry document for evaluation and needed supporting documents and required filing fees</p> <p>2. Clients complied and submit the supporting documents</p>	<p>1. Interview the client and advised to submit the needed supporting documents</p> <p>2. Evaluation and preparation of the needed petition, notary for jurat and advised for payment, advised the clients for publication of the petition, if it is for change of first name or correction of date and month/posting of petition in the City Hall Bulletin Board for ten (10) days</p>	<p>1. None</p> <p>2. <u>P3,200.00</u> change of First name/Correction of Sex, date of birth and month</p> <p>3. <u>P1,200.00</u> Correction of Entry</p> <p>4. (Additional of <u>P300.00</u> for endorsement fee to PSA, Legal)</p>	<p>2 minutes/ document</p> <p>20 minutes/ document</p>	<p><i>City Civil Registrar</i></p> <p>or</p> <p><i>Registration Officer III</i></p> <p><i>Admin. Aide I</i></p>



<p>3. Clients submit the clippings and publisher's affidavit of publication</p> <p>4. Client received a certified Xerox copy of the AFFIRMED Petition with certificate of Finality and the annotated/corrected civil registry documents subject of petition</p>	<p>3. CCRO approved the petition and send it to PSA Legal Service, Quezon City for AFFIRMATION (waiting period is 2-3 months)</p> <p>4. Receives copy of the OCRG AFFIRMED Petition, prepares certificate of Finality and annotated copy of the subject civil registry records.</p> <p>5. Endorses a copy of to PSA CRS for updating of the client's records on PSA Data thru Decap.</p>	<p>5. Publication fee is to be paid to publisher</p> <p>5. P150.00</p>		
Total		P4, 400.00 (Additional P300.00 for endorsement to PSA)	22 minutes	



12. Processing of the Application for Change of Surname per R.A 9255

Administrative process of petition for change of Father's Name registered in Local Civil Registrar Legazpi City

Office or Division:	Archives Section			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client			
Who may avail:	General Public, Clients/Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Certified Xerox copy of the child's LCRO and PSA Copy 2. Subscribed Affidavit to Use the Surname of the Father: <ol style="list-style-type: none"> a. For the child age 0-7 years old - mother b. For the child age 7 – 18 years old - child with notarized attestation of the mother c. For the Child 18 years above - the child. 3. Notarized Father's Admission of Paternity for child' unrecognized by the natural father in the child's COLB 		<ol style="list-style-type: none"> 1. LCRO and PSA 2. LCRO or any Notary Public 3. LCRO or any Notary Public 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Present the LCRO and OCRG Copy of birth certificate with duly notarized Affidavit to Use the Surname of the Father, for un-recognized child by the in the birth certificate, include a notarized Affidavit of Admission of Paternity executed by his/her biological/natural father 	<ol style="list-style-type: none"> 1.1.) Evaluate the completeness and veracity of entries on the documents submitted and the real filiation and true identity of the father executing the Affidavit of Admission of Paternity 1.2.) Register the submitted Legal Instrument to the appropriate Civil Register 	<u>P200.00</u> (Authentication Fee)	20 minutes/ document	<i>City Civil Registrar</i> or <i>Registration Officer III</i> <i>Admin. Aide I</i>



2. Clients received a copy of the child's annotated COLB.	1.4.) Endorse to PSA a copy of the same registered documents for up-dating in PSA data of the child's record on PSA File			
Total		P200.00	20 minutes	
	1.3.) Advised for payment, prepare the Certificate of Registration and Annotated birth certificate of the child			



13.Registration of Court Decrees/Order: Adoption, Nullity of Marriage, Legal Separation Court Issuances

Registration of court processes affecting civil status of a person and issuance of annotated civil registry records effecting a court decree

Office or Division:	Archives Section			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 4 Certified Xerox copies of the Court Decision 2. 4 Certified Xerox copy of the Certificate of Finality, Entry of Judgment, Decree of Adoption and Nullity/Annulment of Marriage Additional requirement if DECISION was not issued by RTC, Legazpi City 3. Certificate of Registration and Authenticity of Court Decision issued by the MCR/CCR where the Court sits/located		1. Court where the DECISION was issued 2. Court where the DECISION was issued 3. MCR/CCR where the issuing the ORDER/DECISION is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE



<p>1. Submit the Court DECISION/ORDER, together with the Certificate of Finality/Entry of Judgment/Decree of Adoption/Nullity or Annulment of Marriage and copy of the civil registry documents subject of the Court Decree/Order</p> <p>2. Clients received a copy of the annotated civil registry documents subject of the Court Action.</p>	<p>1.a.) Examines and Evaluates the completeness and veracity of Court Decree</p> <p>1.b.) Registers the Court Decree in the Registry Book of Court Decree</p> <p>1.c.) Prepares the Certificate of Registration and annotated civil registry documents subject of the Court Order/Decree</p> <p>1.d.) Advises the client the corresponding payment and Endorses the subject document to PSA, Quezon City for up-dating in PSA data base the subject document.</p>	<p><u>P300.00</u> (Registration of Court Decree)</p>	<p>20 Minutes/ document</p>	<p><i>City Civil Registrar</i> <i>or</i> <i>Registration Officer III</i> <i>Admin. Aide I</i></p>
Total		P300.00	20 minutes	

14. Supplemental Report

A process of adding/ supplementing omitted items in the concerned civil registry documents previously registered in LCRO and OCRG files.

Office or Division:	Archives Section	
Classification:	Complex	
Type of Transaction:	G2C-Government to Client	
Who may avail:	General Public, Clients/Applicants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Certified copy of the LCRO and OCRG birth, death and marriage certificate 2. Subscribed Affidavit of Supplemental Report stating the reason why the entry was not properly filled up during registration 3. Any document bearing the correct information for the item to be supplemented/added 	<ol style="list-style-type: none"> 1. LCLRO and PSA 2. LCRO or Notary Public 3. Issuing Office/agency 	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
<p>1. Submit a certified copy of the civil registry document with blank items sought to be supplemented added, together the Notarized Affidavit of Supplemental Report</p> <p>2. Payment of the required fees and Clients received his/her annotated Civil Registry documents with supplemental information</p>	<p>1. Evaluate the document submitted and prepare the supplemental item in Municipal Form No. 1A.</p> <p>2. Prepare the annotated civil registry records and endorsement to PSA for the needed updating in PSA data base effecting the supplemental data/items.</p>	<p><u>P150.00</u> (Supplemental Fee)</p>	<p>20 Minutes/ application</p>	<p><i>City Civil Registrar</i></p> <p>or</p> <p><i>Registration Officer III</i></p>
Total		P150.00	20 minutes	

15. Issuances of Other Certificates Relative to Civil Registration

A process of issuance of miscellaneous certifications needed by the client for some legal purposes.

Office or Division:	Birth, Marriage, Death and Archives Section		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client		
Who may avail:	General Public, Clients/Applicants		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">CHECKLIST OF REQUIREMENTS</td> <td style="width: 50%;">WHERE TO SECURE</td> </tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		



1. Application/Verification Form 2. Requesting Letter (if any)		1.LCRO 2.Government/Private agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (UNDER CIRCUMSTANCES PER TRANSACTION) (DOES NOT INCLUDE WAITING TIME)	PERSON RESPONSIBLE
1. Filling of Application Form 2.Payment of the required fees at City Treasurer's Office 3. Receives the certification/document	1.Searching of records 2. preparation of certification 3. Local Civil Registrar/ Authorized signatory signs the certification 4. Release the document to client	<u>P50.00</u> (Service Fee)	30 minutes/application	<i>City Civil Registrar and Registration Officer III Administrative Officer I Administrative Officer I</i>
Total		P50.00	30 minutes	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send Feedback	Accomplish/ Fill-up the Customer Feedback form available at Information Desk/ Window 1 of our office.
How feedbacks are processed	Once the feedback is received, it will be forwarded and endorsed to the concerned section/ person for appropriate action.
How to file a complaint	Accomplish Client's Complaint/ Feedback Form with Public Assistance and Complaints Desk (PACD) Clients inquiries, feedback mechanisms, suggestions, recommendation as well as complaints may send/call to: 1. Joel E. Pecson(CCR)- 09053173380 2.Juan B. Yuson (ROIII) - 09358185300 3.Corazon Kim E. Nemir - 09369700665 Email Address: legazpicivilregistrar@gmail.com
How complaints are processed	The office evaluates the Accomplished PACD Form and interviews the complainant. After which, endorses the complaint to the concerned appointed officer/ Local Civil Registrar. The Local Civil Registrar calls the attention of the concerned person/ sector being complained for appropriate action and provides feedback.
Contact Information of CCB, PCC, ARTA	LCRO Office- CP# 09606884345

Office	Address	Contact Information
Office of the City Civil Registrar- Legazpi City	Legazpi City Hall Building 1F, Rizal St. Legazpi City, Albay	09606884345 legazpicivilregistrar@gmail.com

