



# **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.

<b>Office or Division:</b>	Birth Registration Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public, Government and Private Hospital and Lying-in/ other birth attendants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Birth Certificate(4copies)		1.Hospital/ Lying-in/ other birthing facilities		
2. For Married Parents: Marriage Contract For Not Married Parents: AUSF (Affidavit to Use the Surname of Father) & Admission of Paternity		2.PSA/Local Civil registrar Office		
3.Information sheet		3.Hospital/ Lying-in		
4. Valid I.D.		4.Government/ Private sectors		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present and submit Certificate of Live Birth and other required attachments  <u>a. Married Parents:</u>  -with Marriage Contract	1. 1.) Receives Certificate of Live Birth,	1. a. None  b. <u>P100.00</u> (Admission of Paternity)  <u>P200.00</u>	<ul style="list-style-type: none"> <li>• 20 minutes /filled up documents</li> <li>2 hrs. /unfilled documents</li> </ul>	<i>City Civil Registrar</i>  and



<p><u>b. Not Married Parents:</u></p> <ul style="list-style-type: none"> <li>• With Admission of Paternity</li> <li>• With AUSF (Authority to use the Surname of the Father)</li> </ul>		(AUSF)		<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>
	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			
2. Pays at the City Treasurer Office the required fees	2. Released personal copies to clients			
3. Receives registered				



Certificate of Live Birth				
	<b>TOTAL</b>	<b>a. None B. P300.00</b>	<b>• 20 minutes /filled up documents 2 hrs. /unfilled documents</b>	

## 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

<b>Office or Division:</b>	Birth Registration Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	General Public, Government and Private Hospital and Lying-in/ other birth attendants	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Birth Certificate (MF 102) 4copies	1. Hospital/ Lying-Ins/ Other birthing facilities/ LCRO
	2. Affidavit of Delayed Registration of Birth (back of MF 102)	2. Hospital/ Lying-Ins/ Other birthing facilities/ LCRO
	3. Admission of Paternity (if not married)	3. Hospital/ Lying-Ins/ Other birthing facilities/ LCRO
	4. Marriage Contract of Parents (if married)	4. PSA/LCRO
	5. Any 2 of the ff: -Baptismal Certificate	5. -Church/ place of baptismal -Schools



-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)		-COMELEC -Hospital/Clinic -Pag-Ibig agency -Phihealth Office -COMELEC -SSS -NBI/ Police station		
6. Marriage Certificate of the Registrant		6.PSA/ LCR		
7. I.D. or Residence Certificate of registrant or informant with date & place of birth		7. Government/Private sector		
8. Affidavit of 2 disinterested persons		8. Law offices/Local Civil Registrar Office		
9. Sworn Statement of the mother/registrant (for unknown whereabouts of the mother/ or abandoned children)		9. Law offices/ Local Civil Registrar Office		
10. Barangay Certification as to residence of parents of the registrant		10. Barangay Hall		
11. Certification from PSA ( Negative Result )		11. PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for the necessary requirements	1. Interview and gives checklist of requirements to clients	<u>P100.00</u> (Admission of Paternity)  <u>P200.00</u>	1. 1 hour &30 minutes / filled up	<i>City Civil Registrar</i> OCCR Legazpi City



		(AUSF)	2. 2 hours/ unfilled application	and  <i>Administrative Officer I</i>  <i>Admin. Aide IV</i>  <i>Bookbinder I</i>  <i>Admin. Aide I</i>
2. Submit and present the required documents	2.1.) Receives the documents			
	2.2.) Verify and check the correctness and completeness of the documents			
	2.3.) Signs documents by the local civil registrar/ authorized signatories			
	2.4) Organizes and prepares the documents for filing and posting			
3. Pays the required fees at the Cashier Section	3. Upon payment, issues claim stub to client indicating the date and		Ten(10) calendar days	



	time of release/ registration of documents.			
4. After compliance of ten (10) days' notice of posting, receives the personal copy of Certificate of Live Birth	<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></p> <p>-Upon completion, sends the documents to the civil registrar of the city/ municipality where the birth occurred via courier.</p>	<p>(Out of Town Fee)</p> <p><u>P200.00</u> (Service Fee)</p>		
	<b>Total</b>	<p><b>P300.00</b> <b>(Additional P200.00 for Out-of-Town)</b></p>	<p>1. 1 hour &amp; 30 minutes / filled up</p> <p>2. 2 hours/ unfilled application and</p> <p><b>10 calendar days (posting period)</b></p>	



### 3. Legitimation

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

<b>Office or Division:</b>	Archives Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public, Clients/Applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth Certificate (Original 2 Certified xerox copies)		1. PSA/ LCRO		
2. Marriage Contract of Parents		2.PSA/ LCRO		
3. Cenomar of mother & father (PSA) (3 xerox copies each)		3. PSA		
4. Valid ID or Community Tax Certificate		4.Government/Private Sector		
5.Affidavit of Legitimation(notarized)		5.LCRO		
6.Admission of Paternity (for unknown Father)		6.LCRO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire for the necessary requirements	1. Interview and gives checklist of requirements to clients	<u>P250.00</u> (Endorsement Fee to Manila)	1 hour & 30 minutes/ document	<i>City Civil Registrar</i> OCCR Legazpi City
2 Submits complete requirements	2.1.) Receives the documents from client	<u>P155.00</u> (Mailing Fee)		and
	2.2.) Checks for the correctness and completeness of the submitted requirements			<i>Asst. Registration Officer</i>
	2.3.) Process the documents: cover letter, certificate of Legitimation, Cert. photocopy of notarized Affidavit of Legitimation executed by his/her parents, certified			<i>Admin. Aide I</i>





	photocopy of child's original and annotated COLB and certified photocopy of his/her parent's COM.			
3. Pays the required fees at City Treasurer's Office	3.1. Local Civil Registrar/Authorized signatories verifies and signs the document.			
	3.2. Sends copy of the documents to PSA Manila			
4. Receives copy of the annotated Birth certificate and other documents.	4. Releases personal copy of the annotated Birth Certificate and other documents to client.			
	<b>Total</b>	<b>P405.00</b>	<b>1 hour &amp; 30 minutes</b>	

#### 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.

<b>Office or Division:</b>	Death Registration Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public, Government and Private Hospital/other Death attendants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 Duly Accomplished Death Certificate reviewed by City Health Office		1. Hospital/City Health Office/LCRO		
2. Burial Permit /Transfer Permit		2.City Treasurer's Office		
3.Certification of Not Embalmed (if not embalmed)		3.Funeral Parlor/ Informant		
4.Certificate of Cremation(if cremated)		4.Funeral Parlor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present and submit Certificate of Death and other required attachments	1. 1.) Receives Certificate of Death	<u>P30.00</u> (Burial Fee) <u>P30.00</u>	15 min./document	<i>City Civil Registrar</i> OCCR Legazpi City



		(Issuance of Death Certificate) <u>P60.00</u> (Transfer Permit)		and  <i>Chief of Death Registration Section</i>  <i>Admin. Aide I</i>
	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			
2. Pays the required fees at City Treasurer's Office	2. Released personal copies to clients			
3. Receive the Registered Certificate of Death				
	<b>Total</b>	<b>P120.00</b>	<b>15 minutes</b>	

## 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.

<b>Office or Division:</b>	Death Registration Section		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C-Government to Client		
<b>Who may avail:</b>	General Public, Government and Private Hospital / other Death attendants		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1 Duly Accomplished Death Certificate reviewed by City Health Office		1. Hospital/City Health Office/LCRO	
2. Burial Permit /Transfer Permit		2.City Treasurer's Office	
3.Certification of Not Embalmed (if not embalmed)		3.Funeral Parlor/ Informant	



4.Certificate of Cremation (if cremated)		4.Funeral Parlor		
5.Burial Certificate		5.Cemetery/ Church where the deceased was buried		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present and submit Certificate of Death and other required attachments	1. 1.) Receives Certificate of Death,	<u>P30.00</u> (Burial Fee) <u>P30.00</u> (Issuance of Death Certificate) <u>P60.00</u> (Transfer Permit)	15 min./document	<i>City Civil Registrar</i> OCCR Legazpi City  and  <i>Chief of Death Registration Section</i>  <i>Admin. Aide I</i>
	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.		Ten (10) calendar days	
2. Pays the required fees at the City Treasurer Office	2.Documents will be registered and released after compliance of ten (10) days' notice of posting.			
3.After compliance of ten (10) days' notice of posting, receives the personal copy of Certificate of Death				
	<b>Total</b>	<b>P120.00</b>	<b>15 minutes &amp; 10 calendar days</b>	



## 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.

<b>Office or Division:</b>	Marriage Registration Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public,			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present and submit the duly accomplished Marriage Certificate (4 copies)	1. 1.) Receives the Certificate of Marriage	None	15 minutes/ document	<i>City Civil Registrar OCCR Legazpi City  and Chief of Marriage Registration Section  Admin. Aide I</i>
	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. Receive the registered Certificate of Marriage	2. Release personal copy to client			
	<b>Total</b>	<b>None</b>	<b>15 minutes</b>	

## 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

<b>Office or Division:</b>	Marriage Registration Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Delayed Registration:               <ol style="list-style-type: none"> <li>1. Duly Accomplished Marriage Certificate (4copies)</li> <li>2. Negative Result of Marriage (for 3 months late)</li> </ol> </li> </ul>		<ol style="list-style-type: none"> <li>1. Church/ Mayor's Office/ Judge</li> <li>2. PSA</li> </ol>		
<ul style="list-style-type: none"> <li>• Reconstruction of Marriage Certificate               <ol style="list-style-type: none"> <li>1. CENOMAR</li> <li>2. Negative Result of Marriage</li> <li>3. Certificate of Marriage/Matrimony</li> <li>4. 2 Birth certificate of children with correct date of Marriage</li> <li>5. Affidavit of 2 Disinterested Person</li> </ol> </li> </ul>		<ol style="list-style-type: none"> <li>1. PSA</li> <li>2. PSA</li> <li>3. Church/Mayor's Office/Judge</li> <li>4. Client/LCR/PSA</li> <li>5. Notary Public</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present and submit complete documents and required attachments	1. Receives complete documents For Reconstruction	<u>P50.00</u> (Service Fee)	30 mins. /document	<i>City Civil Registrar</i> OCCR Legazpi City



	of Marriage certificate: a.) Prepares Certificate of marriage b.) Prepares and post notice of publication c. Notarize Affidavit of late registration d.) Give claim stub to client		10 mins./document	and <i>Chief of Marriage Registration Section</i> <i>Admin. Aide I</i>
2. Filled-up and sign affidavit of late registration (at the back portion of Marriage Certificate)	2.Registers and signs the Marriage certificate			
3. Pays at the City Treasurer's Office the prescribed fee.	3. Assigns registry number			
4. Get claim stub (with ten days posting period)	4. Release the registered Marriage Certificate			
5. Receives the registered Marriage Certificate				
	<b>Total</b>	<b>P50.00</b>	<b>40 minutes</b>	



## 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.

<b>Office or Division:</b>	Marriage Registration Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public,			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth certificate		1. LCRO/ PSA		
2.CENOMAR		2.PSA		
3.Valid ID		3.Government/Private sectors		
4.Parental Advice (21-24 yrs. Old)		4.LCRO		
5.Consent (18-20 yrs. Old)		5.LCRO		
6. Death Certificate of Spouse (for widow/widower)		6.LCRO/PSA		
7. Legal Capacity to Marry ( for foreign national)		7.respective embassy		
8.Original/Certified True copy of Judicial Decree of Absolute Divorce/ Nullity of Marriage (for annulled/divorcee)		8.Court		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present and submit complete requirements	1. Receives documents and interview clients	<u>P100.00</u> (Family Planning Fee)  <u>P300.00</u> ( Application Fee)  <u>P200.00</u> (Marriage License Fee)  <u>P500.00</u>	30 mins./ document   20 mins./ document	<i>City Civil Registrar</i> OCCR Legazpi City  and  <i>Chief Marriage Registration Section</i> OCCR Legazpi City



		(Solemnization Fee)		
2. Pays at the City Treasure's Office Family Planning Fee	2. Prepares parental advice/ consents (for 18024 yrs. Old)			
3. Attend Family Planning seminar as scheduled	3. Prepares family planning seminar schedule			
4.1. Come back after attended the family planning seminar	4.1. Prepares Marriage Application			
4.2review and sign Marriage Application Form	4.2. Prepares Notice of Publication			
4.3Pays at the City Treasure's Office the prescribed fees	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. Get Claim Stub	5. Gives claim stub to client.			





6. Receives the Marriage License	6. Prepares and signs Marriage License		16 minutes/document	
	7. Release marriage License			
	<b>Total</b>	<b>P1, 100.00</b>	<b>65 minutes</b>	

## 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.

<b>Office or Division:</b>	Archives Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Verification Form		1. Local Civil Registrar Office		
2. Valid ID		2.Government/Private Sector		
3.Authorization Letter (for not authorized persons to claim)		3.Owner of the Document/Authorized person		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1) Fill-up and sign the verification form	1.Recieves the verification form	<u>P50.00</u> (local use)  <u>P200.00</u> (abroad)	30-45 minutes/ document	<i>City Civil Registrar</i> OCCR Legazpi City  and <i>Chief of Archives</i>
1.2.) Submit and present ID/ Authorization Letter				<i>Admin. Officer I</i>
2.Pays the required fees at the City Treasurer's Office	2.Verify and checks the record of the requested certificate			<i>Admin. Aide III</i>
3.Recieves the documents	3.Local Civil Registrar/Authorized signatory signs the certified true/Xerox copy of the document			



	4. Released the documents to clients			
	<b>Total</b>	<b><u>P50.00</u> (local use)</b>	<b>30-45 minutes</b>	
		<b><u>P200.00</u> (abroad)</b>		

## 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.

<b>Office or Division:</b>	Archives Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Applicant's COLB/COM/ Death Certificates		1. Owner's copy/ Local Civil Registrar		
2. Negative Certification from PSA		2. PSA		
3. PSA feedback form (if any)		3. PSA		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the verification Form and submit the required documents (if any)	1.1 Receives the form/documents	<u>P50.00</u> (Electronic Endorsement Fee)	15- 30 minutes/document	<i>City Civil Registrar</i> OCCR Legazpi City  and  <i>Chief of Archives</i>  <i>Chief of Birth Registration section</i>
	1.2 Verify and checks the record			
2. Pays the required fees at the City Treasurer's Office	2.1 The Local Civil Registrar/Authorized Signatories issues and signs Endorsement letter		3-4 weeks waiting period at PSA	<i>Admin. Officer I</i> <i>Admin Aide III</i>



	with the attached Certificate			
	2.2 Submits documents to PSA			
3. Receives a copy of endorsement letter and follow-ups at PSA after 3-4 weeks	3. Gives client a copy of endorsement letter sent to PSA and advises the client to follow-up after 3-4 weeks at PSA.			
<b>Total</b>		<b>P50.00</b>	<b>30 minutes and 3-4 weeks</b>	

### 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.

<b>Office or Division:</b>	Archives Section
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	General Public, Clients/Applicants
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Birth, Marriage or Death Certificate with erroneous item subject for correction	1. LCRO and PSA
2. Petitioner's parents and sibling's COLB (Birth Certificate)	2. LCRO and PSA
3. Petitioner's Marriage Certificate (if married) and his/her children's COLB (Birth certificate)	3. LCRO and PSA
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)	4. Church/School/Hospital/CITY Health Office/SSS and GSIS



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)		5. NBI/Police and PAO or Private Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the subject civil Registry document for evaluation and needed supporting documents and required filing fees	1. Interview the client and advised to submit the needed supporting documents	1. None 2. <u>P3,200.00</u> change of First name/Correction of Sex, date of birth and month	2 minutes/ document  20 minutes/ document	<p><i>City Civil Registrar</i> OCCR Legazpi City</p> <p>or</p> <p><i>Chief of Archives</i></p> <p><i>Admin. Aide I</i></p>
2. Clients complied and submit the supporting documents	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	3. <u>P1,200.00</u> Correction of Entry 4. (Additional of <u>P300.00</u> for endorsement fee to PSA, Legal) 5. Publication fee is to be paid to publisher		
3. Clients submit the clippings and publisher's affidavit of publication	3. CCRO approved the petition and send it to PSA Legal Service, Quezon City for AFFIRMATION	5. P150.00		



	(waiting period is 2-3 months)			
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	4.1 Receives copy of the OCRG AFFIRMED Petition, prepares certificate of Finality and annotated copy of the subject civil registry records.			
	4.2 .Endorses a copy of to PSA CRS for up-dating of the client's records on PSA Data thru Decap.			
<b>Total</b>		<b>P4, 400.00 (Additional P300.00 for endorsement to PSA)</b>	<b>22 minutes</b>	

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

<b>Office or Division:</b>	Archives Section
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	General Public, Clients/Applicants
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Certified Xerox copy of the child's LCRO and PSA Copy	1. LCRO and PSA
2. Subscribed Affidavit to Use the Surname of the Father: 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.	2. LCRO or any Notary Public



3. Notarized Father's Admission of Paternity for child' unrecognized by the natural father in the child's COLB		3. LCRO or any Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	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	P200.00 (Authenticata tion Fee)	20 minutes/ document	<p style="text-align: center;"><i>City Civil Registrar</i></p> <p style="text-align: center;">or</p> <p style="text-align: center;"><i>Registration Officer III</i></p> <p style="text-align: center;"><i>Admin. Aide I</i></p>
	1.2.) Register the submitted Legal Instrument to the appropriate Civil Register			
	1.3.) Advised for payment, prepare the Certificate of Registration and Annotated birth certificate of the child			
2. Clients received a copy of the child's annotated COLB.	2. Endorse to PSA a copy of the same registered documents for up-dating in PSA data of the child's record on PSA File			
<b>Total</b>		<b>P200.00</b>	<b>20 minutes</b>	



### 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

<b>Office or Division:</b>	Archives Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 4 Certified Xerox copies of the Court Decision		1. Court where the DECISION was issued		
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		1. Court where the DECISION was issued		
3. Certificate of Registration and Authenticity of Court Decision issued by the MCR/CCR where the Court sits/located		3. MCR/CCR where the issuing the ORDER/DECISION is located		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	1.a.) Examines and Evaluates the completeness and veracity of Court Decree	<u>P300.00</u> (Registration of Court Decree)	20 Minutes/ document	<i>City Civil Registrar</i> OCCR Legazpi City  or  <i>Chief of Archives</i>  <i>Admin. Aide I</i>
	1.b.) Registers the Court Decree in the Registry Book of Court Decree			
	1.c.) Prepares the Certificate of Registration and annotated civil registry documents subject of the Court Order/Decree			
	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.			
1. Clients received a copy of the annotated civil registry documents subject of the Court Action.				
<b>Total</b>		<b>P300.00</b>	<b>20 minutes</b>	

## 14. Supplemental Report

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

<b>Office or Division:</b>	Archives Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public, Clients/Applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certified copy of the LCRO and OCRG birth, death and marriage certificate		1. LCLRO and PSA		
2. Subscribed Affidavit of Supplemental Report stating the reason why the entry was not properly filled up during registration		2. LCRO or Notary Public		
3. Any document bearing the correct information for the item to be supplemented/added		3. Issuing Office/agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	1. Evaluate the document submitted and prepare the supplemental item in Municipal Form No. 1A.	<u>P150.00</u> (Supplemental Fee)	20 Minutes/ application	City Civil Registrar OCCR Legazpi City  or Chief of Archives
2. Payment of the required fees and Clients received his/her annotated Civil Registry	2. Prepare the annotated civil registry records and endorsement to			





documents with supplemental information	PSA for the needed up-dating in PSA data base effecting the supplemental data/items.			
<b>Total</b>		<b>P150.00</b>	<b>20 minutes</b>	

## 15. Issuances of Other Certificates Relative to Civil Registration

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

<b>Office or Division:</b>	Birth, Marriage, Death and Archives Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	General Public, Clients/Applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application/Verification Form		1.LCRO		
2. Requesting Letter (if any)		2.Government/Private agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filling of Application Form	1.1 Searching of records	P50.00 (Service Fee)	30 minutes/application	<i>City Civil Registrar OCCR Legazpi City</i>  and  <i>Chief of Archives</i>  <i>Chief of Birth Registration Section</i>  <i>Admin. Officer I</i>
	1.2 preparation of certification			
2. Payment of the required fees at City Treasurer's Office	2. Local Civil Registrar/ Authorized signatory signs the certification			
3. Receives the certification/document	3. Release the document to client			
<b>Total</b>		<b>P50.00</b>	<b>30 minutes</b>	



<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
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. Priscilla L. Galicia(OIC-CCR)- 09276463610 2.Juan B. Yuson (ROIII) - 09358185300 3.Corazon Kim E. Nemir(Admin. Officer I )- 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