

Issuance of Certification/True Copy of Civil Registry Documents

ABOUT THE SERVICE

CIVIL REGISTRY documents such as birth, marriage & death certificates may be availed of, by securing a certified transcript or photocopy from the office.

FEES

- Birth Certificate Fee - P50.00
- Marriage Certificate fee - P50.00
- Death Certificate Fee - P50.00

HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
SERVICE PROVIDER	CLIENT		
1.	Request for a certification/true copy		
2. Entertain client	Fill up Request Slip (vital date ex. Name, date of occurrence of event like birth, death or marriage)	30 seconds	Elizabeth G. Cadalo/ Alexander C. Cagasan
3. Search and verify the record		10 minutes	Elizabeth G. Cadalo/ Alexander C. Cagasan
4. Instruct client to pay	Client pay to Melba A. Bucog	5 minutes	Melba A. Bucog
5. Prepare and issue the: certification true copy, then review	Give the Official Receipt	5 minutes 12 minutes	Elizabeth G. Cadalo/ Alexander C. Cagasan
6. Log the document for release	Affix signature in the logbook	15 minutes	Elizabeth G. Cadalo/ Alexander C. Cagasan
Total		47 min. & 30 sec.	