

Registration of Birth and marriage certificates

ABOUT THE SERVICE

Republic Act No. 3753 mandates the establishment of a civil register in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of a person shall be recorded.

The birth of a child, being a vital event of a person, shall be registered within thirty (30) days from the time of birth in the office of the Civil Registrar of the city/municipality where the birth occurred.

For ordinary marriage, the time for submission of the Certificate of Marriage is fifteen (15) days following the solemnization of marriage while for marriage exempt from license requirement (or under Article 34), the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

DOCUMENTARY REQUIREMENTS

- Certificate of Live Birth
- Marriage Contract

FEES

- Birth Registration - P 10.00

HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1.	Present the documents for registration		
2.	Examines the document whether it is submitted on time and the entries are properly filled-up	2 minutes	Elizabeth G. Cadalo / Alexander C. Cagasan
3.	LCR Personnel registers the document	1 minute	Elizabeth G. Cadalo / Alexander C. Cagasan
4.	Advise client to pay		Melba A. Bucog
5.	MCR signs the registered birth or marriage certificate and log the document for release - release the 1st copy to the client while retain the two copies for NSO-OCRG and office file	2 minutes	MA. LOVELLA E. ACEBES Mun. Civil Registrar

Total 5 minutes

