# CITIZEN'S CHARTER

## Office: Local Civil Registry

2<sup>nd</sup> Floor, City Hall Building

### Schedule of Availability of Service:

Monday – Friday

8:00 a.m. to 5:00 p.m. without noon break

### Who may Avail of the Service?

Persons who failed to register their civil registry documents

## What are the Requirements?

✓ Duly accomplished and signed Certificate of Live Birth

## **Mandatory:**

✓ Certificate of No Registration from Philippine Statistics Authority (PSA)

### Additional:

- For 18 years old to 59 years old any two of the following documents, provided that one of the two is and old document:
- ✓ Baptismal Certificate
- √ Voter's Certification
- ✓ Form 137 School Records
- √ Residence Certificate/Cedula
- ✓ Passport
- ✓ Police or NBI Clearance
- ✓ SSS E-1 Form
- √ Philhealth Member's Data Record (MDR)
- ✓ Marriage Certificate (for married individual)

## For 8 years old to 17 years old:

✓ Baptismal Certificate

Frontline Service:

- ✓ Form 137 School Record
- For 1 year old to 7 years old:
- ✓ Baptismal Certificate
- ✓ Medical Certificate
- For 1 month to 11 months:
  - ✓ Medical Certificate from the Hospital or Attendant at Birth
- ✓ Immunization Card

## <u>Additional Requirements for Unmarried Parents:</u>

- ✓ Affidavit of Acknowledgement/Admission of Paternity
- ✓ Affidavit to use the Surname of the Father (RA 9255)
- For Senior Citizens any two of the following documents:
- ✓ Application Form for Senior Citizen
- ✓ Postal I.D.
- ✓ SSS E-1 Form
- ✓ Any old I.D.
- √ Residence Certificate/Cedula
- ✓ Affidavit of Two Disinterested Persons

Fees/Charges: Usual Late Registration - P250.00

Unmarried Parents – P710.00

Duration (under normal circumstances):

25 minutes processing time, 10 days posting period and 5 minutes releasing

#### Howto Avail of the Service

Delayed Registration of Certificate of Live Birth

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
	Submit the requirements	Receive and review the requirements and conduct interview to the Client		Receiving Clerk or Registration Officer	None	Accomplished Certificate of Live Birth Form
2		Issue Order of Payment to the Client and advise to proceed to City Treasurer's Office for payment		Receiving Clerk or Registration Officer	None	None
			5 minutes	Local Revenue Collection Officer	As stated in the Order of Payment	Order of Payment
	Registrar's Office and present the Official	Receive the Official Receipt and advise the Client that the information will be posted in 10 days	and the state of t	Receiving Clerk or Registration Officer	None	None
		Postin	ng Period of 10 do	ys		
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	Release the registered document	Releasing Clerk or Registration Officer	None	None

END OF TRANSACTION





