



E. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

1. ISSUANCE OF CERTIFIED TRUE COPY OF (BIRTH/DEATH/MARRIAGE CERTIFICATES)				
Issue authentic copy of documents.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid ID (1 original)				
Authorization letter & Valid ID's (3 original) (if the requesting party is not the document owner)			MCR Office	
Official Receipt (1 original)			Municipal Treasurer's Office - Window 1	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out verification slip for (birth/death/marriage record)	1.1 Check availability of document in the archive 1.2. Advise client to pay prescribed fee at the MTO	P 50.00 – certified copy /pc P 10.00 add. P 20.00 – machine copy P 10.00 add.	10 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Presents O.R.	2. Prepare document		30 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Receive copy of document	3. Sign document		5 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
TOTAL			45 minutes	



2. REGISTRATION OF CERTIFICATE OF LIVE BIRTH				
TIMELY REGISTRATION (CHILD IS 0-30 DAYS OLD)				
To established identity of every person for a variety of administrative and legal purposes.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Legitimate Child -Duly accomplished Certificate of Live Birth (4 copies original)		Bingawan RHU		
For Illegitimate Child -Affidavit of Admission of Paternity of the Father (4 copies original) -Valid ID/Current Community Tax Certificate of the father & mother -Affidavit to Use the Surname of the Father (AUSF) (6 copies original)		MCR Office MCR Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished & signed Certificate of Live Birth	1.1 Check COLBas to its completeness & accuracy, interview client, receive & signed		15 minutes	Elda V. Gener <i>Administrative Aide III</i>
	1.2. Examine carefully Certificate of Live Birth if filled-out correctly & completely, sign & register the same		10 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
2. Receives copy of Certificate of Live Birth	2. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
TOTAL				

*COLB – Certificate of Live Birth



3. REGISTRATION OF CERTIFICATE OF LIVE BIRTH				
<p style="text-align: center;">DELAYED REGISTRATION (CHILD IS OVER 30 DAYS OLD)</p> <p style="text-align: center;">To established identity of every person for a variety of administrative and legal purposes.</p>				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For Legitimate Child</p> <ul style="list-style-type: none"> -Negative Certificate from PSA -Any two (2) public or private documents bearing the correct name, date of birth & place of birth of the child -Joint Affidavit for Late Registration -Affidavit of Registrant attested by two (2) disinterested persons (in case of Out of Town Registration) -Marriage Contract of registrant -Marriage Contract of parents (if available) -Valid ID/CTC of registrant 				
<p>For Illegitimate Child</p> <ul style="list-style-type: none"> -Negative Certificate from PSA -Any two (2) public or private documents bearing the correct name, date of birth & place of birth of the child -Joint Affidavit for Late Registration -Affidavit of Registrant attested by two (2) disinterested persons (in case of Out of Town Registration) -Affidavit to Use the Surname of the father (AUSF) -Valid ID/CTC of father and mother 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for Certificate of Live Birth	1. Give requirements & explain the same to clients		5 minutes	Elda V. Gener <i>Administrative Aide III</i>



2. Submit requirements	2. Check requirements if complied, interview client & advice to pay prescribed fee at the MTO	P 70.00	30 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Presents O.R.	3. Prepare COLB & review the same for completeness & correctness of entries		23 minutes	Elda V. Gener <i>Administrative Aide III</i>
4. Checks, review & signs Certificate of Live birth	4. Examine carefully COLB if filled-out correctly & completely, post, sign & register COLB		After 10 days	Josephine C. Castro <i>Municipal Civil Registrar</i>
5. Receives copy of Certificate of Live Birth	5. Sign COLB & Release owner's copy		2 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
	TOTAL			

*COLB – Certificate of Live Birth

4. APPLICATION FOR MARRIAGE LICENSE	
To comply the requirements for marriage.	
Office/Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C, G2G
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Live Birth (both applicants) (1 original 1photocopy)	MCR Office
Certificate of No Marriage (CENOMAR from PSA) (2 original)	MCR Office
Certificate of Pre-Marriage Counseling (1 original)	PPO, Bingawan
For Applicant Ages 18-20 years old -Parental consent of father (2 original)	MCR Office
For Applicant Ages 21-24 years old -Parental advice of parents (2 original)	MCR Office
For Previously Married Applicant	



-Death Certificate of the deceased spouse (1 original) -Judicial Decree of Absolute Divorce (1 set original) -Judicial Decree of Annulment or Nullity of Previous Marriage (1 set original)		MCR Office RTC RTC		
If Applicant is a foreigner -Certificate of Legal Capacity to Contract Marriage issued by their respective diplomatic consular officials based in the Philippines (1		Office of the Consul, Manila		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies Marriage License	1. Gives requirements & explains the same		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Submits required documents	2. Check if requirements are complied, interview contracting parties & advice to pay the prescribed fee at the MTO	P250.00 (for both resident of the municipality) P300.00 (for one is non-resident of the municipality) P500.00 (for one is a foreigner)	20 minutes	Elda V. Gener Josephine C. Castro
3. Presents O.R.	3. Prepares Application for Marriage License, check & review for completeness & correctness of entries		20 minutes	Elda V. Gener <i>Administrative Aide III</i>
4. Reviews & signs Application for Marriage License	4.1 Examine application for Marriage License carefully if filled-out correctly & completely, sign& register 4.2 Post and issue Marriage License		15 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
			10 days	
5. Receives copy of Marriage License	5. Release copy of Marriage License		2 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>



5. PROCESSING OF BREQS REQUEST				
To receive request for SECPA copy of BIRTH/DEATH/MARRIAGE CERTIFICATE and CENOMAR.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (1 photocopy)		MCR Office		
Death Certificate (1 photocopy)		MCR Office		
Marriage Certificate (1 photocopy)		MCR Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for SECPA copy of document	1. Provides BREQS application form		2 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Fill-out application form	2. Review application form for completeness & correctness of entries & advice clients to pay prescribed fee at the MTO	P75.00 (for documents Registered in the municipality) P100.00 (for documents registered in other municipality)	5 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Presents O.R.	3. Encode application details		15 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
4.	4. Releasing of document in SECPA copy		14 working days	Elda V. Gener <i>Administrative Aide III</i>



6. REGISTRATION OF LEGAL INSTRUMENTS				
To Legitimate Birth of Illegitimate Child.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Birth Certificate (PSA copy) (1 original 8 photocopy)			MCR Office	
Marriage Contract of Parents (1 original 4 photocopy)			MCR Office	
Affidavit of Legitimation (4 original)			MCR Office	
Affidavit to Use Surname of the Father (AUSF) (6 original)			MCR Office	
Certificate of No Marriage (CENOMAR) (2 original)			MCR Office	
CTC/Valid ID of Parents (1 original 1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies registration of Legal Instruments	1. Gives requirements and explains		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Submits Requirements	2. Check if requirements are complied , interview client & advise to pay the prescribed fee at the MTO.	P200.00 (for Legitimation) P200.00 (for AUSF)	20 minutes	Elda V. Gener <i>Administrative Aide III</i> Josephine C. Castro <i>Municipal Civil Registrar</i>
3. Presents O.R.	3.1.Prepare Documents		25 minutes	Elda V. Gener <i>Administrative Aide III</i>
	3.2. Check & review documents for completeness & correctness of entries, sign& register		10 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
4. Receives copy of document	4. Release copy of document		2 minutes	Elda V. Gener <i>Administrative Aide III</i>



7. REGISTRATION OF MARRIAGE				
TIMELY REGISTRATION (WITHIN 15DAYS FROM DATE OF MARRIAGE)				
To establish marriage record of a person in this Municipality.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Certificate of Marriage (4 copies original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished & signed Certificate of Marriage	1.1. Check COM as to its completeness & accuracy, interview client, received document		15 minutes	Elda V. Gener <i>Administrative Aide III</i>
	1.2. Examine carefully COM if filled-out correctly & completely, sign & register the same.		10 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
2. Receives copy of Certificate of Marriage	2. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
	TOTAL			

*COM – Certificate of Marriage



8. REGISTRATION OF CERTIFICATE OF DEATH				
TIMELY REGISTRATION (WITHIN 30 DAYS FROM THE TIME OF DATE)				
To establish death record of a person who died in this Municipality.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Certificate of Death (4 copies original)		Bingawan RHU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished & signed Certificate of Death	1.1. Check COD as to its completeness & accuracy, interview client, received & sign document		15 minutes	Elda V. Gener <i>Administrative Aide III</i>
	1.2. Examine carefully COD if filled-out correctly & completely, sign & register the same.		10 minutes	Josephine C. Castro <i>Municipal Civil Registrar</i>
2. Receives copy of Certificate of Death	2. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>
	TOTAL			

*COD – Certificate of Death



9. REGISTRATION OF MARRIAGE				
DELAYED REGISTRATION (MORE THAN 15DAYS FROM DATE OF MARRIAGE)				
To establish marriage record of a person in this Municipality.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly Accomplished Certificate of Marriage (4 copies original)				
Affidavit for delayed Registration (1 original)				
Application for Marriage License (1 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished & signed Certificate of Marriage	1.1. Give requirements and explain the same to clients		5 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Submits Requirements	2. Check requirements if complied, interview clients		30 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Presents O.R.	3. Examine carefully COM if filled-out correctly & completely, post sign & register the same		10 days	Josephine C. Castro <i>Municipal Civil Registrar</i>
4. Receives copy Certificate of Marriage	4. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>

*COM – Certificate of Marriage



10. REGISTRATION OF CERTIFICATE OF DEATH DELAYED REGISTRATION (MORE THAN 30DAYS FROM TIME OF DEATH)				
To establish marriage record of a person in this Municipality.				
Office/Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Certificate of Death (4 copies original)		RHU, Bingawan		
Affidavit for delayed Registration (4 original)				
Authenticated copy of Certificate of Burial, Cremation or other means of corpse disposal (1 original 2 photocopy)		MTO, Bingawan		
Approval for registration by the Municipal Health Officer		RHU, Bingawan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished & signed Certificate of Death	1.1. Give requirements and explain the same to clients		5 minutes	Elda V. Gener <i>Administrative Aide III</i>
2. Submits Requirements	2. Check requirements if complied, interview clients & advise to pay prescribed fee at the MTO	P 70.00	30 minutes	Elda V. Gener <i>Administrative Aide III</i>
3. Presents O.R.	3. Examine carefully COD if filled-out correctly & completely, post sign & register the same		10 days	Josephine C. Castro <i>Municipal Civil Registrar</i>
4. Receives copy Certificate of Death	4. Release owner's copy		3 minutes	Elda V. Gener <i>Administrative Aide III</i>

*COD – Certificate of Death