

We the employees of the Municipal Civil Registrar commit to maintain the highest degree of honesty, integrity, competence, hard work, responsiveness, innovativeness, teamwork, open-minded and respect in the performance of our duties.

FRONTLINE SERVICES

1. A. ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATE
2. B. REGISTRATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATES
 - 2.1 Registration of Birth
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3. Delayed Registration of Birth, Marriage and Death Certificate
4. Application of Marriage License
5. Change of First Name / Clerical Error (R.A. 9048 / R.A 10172)
6. Petition for Legitimation of a Natural Child
7. Preparation of Anotated Birth Certificate of an Illegitimate Child to use the Surname of the Father
8. Registration and Annotation of Court Decision and Legal Instruments
9. Endorsement of Registry Records to the Civil Registrar General (PSA)
10. Issuance of Supplemental Report

1. A. ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATE			
CERTIFICATE - Civil Registry documents such as birth, marriage and death certificates may be availed by securing a certified transcript from the Municipal Registry Office.			
Requirements: Valid ID Authorization Letter of the document doesn't belong to the requester			
Fees: Certified Copy of Birth Marriage Certificates and Death Certificate Php 150.00 (Abroad) 50.00 (Local) Documentary Stamp 15.00 Research Fee - Php 25.00/ year			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit the request	Receive the request and interview the client	7 minutes	Joy Rante Elvie Rivera
Wait for feedback on the verification of the document	Verify the availability of the civil registry documents in the database	5 minutes	Joy Rante Elvie Rivera
Pay the required fee at the Municipal Treasury Office	Issue official receipt	6 minutes	Treasury Personnel

	Prepare the requested document and print the number of requested copies	6 minutes	Joy Rante Elvie Rivera
Present the official Receipt	Receive & record the official receipt. Present the requested document to the Municipal Civil Registrar or authorized personnel for signature	5 minutes	Joy Rante Elvie Rivera Leila Anden Eumelia E. Mendoza
Receive the requested document	Release the document being requested	2 minutes	Joy Rante Elvie Rivera
Total Processing Time:		31 Minutes	
END OF TRANSACTION			

<p>2.B REGISTRATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATES <i>Republic Act 3753 mandates that acts, events, legal instruments and court orders/decrees concerning the civil status of persons shall be recorded. The birth of a child must be registered within thirty (30) days from birth at the Municipal Civil Registry Office.</i></p> <p><i>The certificate of marriage of a civil or church wedding must be submitted within fifteen (15) days after the solemnization of marriage. Registration of birth and marriage is free of charge pursuant to Section 6, Presidential Decree 651.</i></p> <p><i>SERVICE SCHEDULE: MONDAY TO FRIDAY – 8:00 AM -5:00 PM</i></p> <p>Requirements: For Registration of Birth - Certificate of Live Birth (COLB - Form 102) For Registration of Death - Certificate of Death (COD - Form 103) For Registration of Fetal Death - Certificate of Fetal Death (COF - Form 103-A)</p> <p>Fees: <i>Php 50.00 if the client will request a copy</i></p> <p>HOW TO AVAIL THE SERVICE:</p> <p><i>B-1 Registration of Birth</i></p>			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		

Write and submit request	Receive the request and interview the client	7 minutes	Joy G. Rante Elvie B. Rivera
Wait for the document being prepared	Prepare the Certificate of Birth. Present the document to the client for review. Correction and signature	20 minutes	Joy G. Rante Elvie B. Rivera
Review and make necessary correction, if document is in order, affix signature on the document	Present the document to the MCR/ authorized personnel for review and signature. Get the duly signed document from the MCR or authorized personnel	5 minutes	Joy Rante Elvie Rivera Leila Anden Eumelia E. Mendoza
Receive the requested document	Release document	2 minutes	Joy G. Rante Elvie B. Rivera
END OF TRANSACTION	Total Processing Time:	34 minutes	

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B – 2 Registration of Death			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit request	Receive the request and interview the client	7 minutes	Joy G. Rante Elvie B. Rivera
Proceed to the Municipal Health Officer or Attendant of Death	Interview for the cause of death	5 minutes	Dra. Olga G. Estepa
Wait for the document being prepared	Prepare the Death Certificate. Present the document to the client for review and correction	10 minutes	Joy G. Rante Elvie B. Rivera
Review and make necessary corrections. If document is in order, affix signature on the document	MCR Staff affix her signature in the prepared portion of the Certificate of Death	5 minutes	Joy G. Rante Elvie B. Rivera
Proceed to the embalmer/autopsy (if needed) and Municipal Health Officer for certification	Review & certify the Death Certificate	5 minutes	Dr. Olga G. Estepa Embalmer
Pay the cemetery fee at the Municipal Treasury Office	Issue official receipt	6 minutes	Treasury Personnel
Wait for the duly signed document	Receive and record the official receipt. Issue Burial Permit. Present the document to the MCR for signature. Get the duly signed document from	5 minutes	Joy G. Rante Elvie B. Rivera

	MCR/authorized personnel		
Receive the document	Release the document	2 minute	Joy G. Rante Elvie B. Rivera
END OF TRANSACTION		Total Processing Time:	45 minutes

B-3 Registration Of Marriage			
Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Submit 4 copies (1 set) duly accomplished Marriage Certificate	Accept Marriage Certificate	5 minutes	Joy G. Rante Elvie B. Rivera
	Review, receive and sign the Certificate	5 minutes	Leila Anden Eumelia E. Mendoza
Wait for the Release of the document	Release owner's and solemnizing officer's copy	2 minutes	Joy G. Rante Elvie B. Rivera
END OF TRANSACTION		Total Processing Time:	12 minutes

<p><i>C. Delayed Registration of Birth, Marriage and Death Certificate</i> - <i>Delayed registration of birth, marriage or death must be filed at the Municipal Civil Registry Office following the lapse of the prescribed period of thirty (30) calendar days after the occurrence of the event.</i></p> <p>SERVICE SCHEDULE: <i>Monday to Friday – 8:00 AM – 5:00 PM</i></p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Negative Certification from PSA 2. Affidavit of two (2) disinterested persons 3. Birth <ol style="list-style-type: none"> a. Baptismal Certificate b. Voter Registration Record c. School Records, any valid ID d. any other document with date and place of birth <p>4.DEATH:</p> <ol style="list-style-type: none"> a. Certification of attending physician duly accomplished Certificate of Death (4 copies)

b. Certificate of Burial / Cremation or other means of corpse disposal

5. MARRIAGE:

a. Certification from the Church or Court where the event was solemnized

b. Affidavit of the Solemnizing Officer or the person reporting or presenting the Marriage Certificate for registration, stating the exact date and place of Marriage

Fees:Php 50.00 if client will request a copy

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit the request	Receive the request and interview the client. Advise the client to submit requirements	7 minutes	Eumelia E. Mendoza Joy Rante Elvie Rivera Leila Anden
Submit the requirements	Receive and check the completeness and correctness of the documents submitted. Prepare the document	8 minutes	Joy Rante Elvie Rivera Leila Anden
	Advise client to return after 10 working days.	10 days	Joy Rante Elvie Rivera Leila Andenl
Follow-up request after 10 working days	Advise client to pay the required fees at the Municipal Treasury Office	5 minutes	Joy Rante Elvie Rivera Leila Anden
Pay the required fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Present the official receipt	Receive and record the receipt. Check if document is properly signed and in order	5 minutes	Joy Rante Elvie Rivera Leila Anden Eumelia E. Mendoza
Receive the document	Release the document	2 minutes	Joy Rante Elvie Rivera Leila Anden
End of Transaction	Total Processing Time:	10 days and 32 minutes	

4. Application of Marriage License - All couples (either one or both must be resident of Bauang) of legal ages intending to get married must apply for marriage license at the Municipal Civil Registry Office. A marriage license is valid in any part of the Philippines for a period of One Hundred Twenty (120) days from the date of issue.

Service Schedule

Monday- Friday 8:00 – 5:00 PM

Requirements:

- a) CENOMAR from PSA
- b) Birth Certificate of the Contracting Parties
- c) Consent or Advice of Parents or Guardian if below 21 y/o and 25 y/o respectively
- d) Certificate of Legal Capacity to Contract Marriage for citizens of foreign country
- e) Death Certificate of deceased spouse, for widow/widower applicant
- f) Decree of Divorce or Annulment for applicant who has been previously married
- e) Pre-marriage Counseling and Family Planning Certificate
- h) I.D. and Cedula

Fees:

Application Fee - Php 300.00
 Marriage License Fee – Php 150.00
 Solemnization Fee (Mayor) – Php 250.00

HOW TO AVAIL THE SERVICE:

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit the request	Receive the request and interview the client. Give list of requirements	8 minutes	Joy Rante Elvie Rivera
Proceed to POPCOM, MSWDO or MHO for PreMarriage Counseling (Tues. & Thurs.)	Conduct pre-marriage counseling and family planning seminar license	3 hours	PMC TEAM Emma Ruth Cacdac Arlie A. Renon Florliza E. Nudo
Submit the requirements	Interview the applicants. Review the documents and prepare the application for marriage license	10 minutes	Joy Rante Elvie Rivera
Pay the required fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Present the official receipt and sign the marriage application	Witness the signing of the marriage application form. Advise applicants to return after 10 working days	3 minutes	Eumelia E. Mendoza Liela Anden
	Receive & record Application of Marriage License & set schedule for the issuance of License.	10 working days	Eumelia E. Mendoza Leila Anden
Return after 10 working days to the Municipal	Prepare the Marriage License. Pay for the	6 minutes	Eumelia E. Mendoza

Registry Office	Marriage License fee		Leila Anden
Wait for the release of the document	Release the Application and Marriage License	3 minutes	Joy Rante Elvie Rivera
END OF TRANSACTION		TOTAL Processing Time:	10 days, 3 hours & 37 Minutes

5. CHANGE OF FIRST NAME / CORRECTION OF CLERICAL ERROR (R. A. 9048 / R. A. 10172)

Republic Act No. 9048 and Republic Act 10172 authorizes the Municipal Civil Registrar to: a.) correct clerical or typographical errors in any entry, and b.) change of first name, sex and date of birth (month and day only) in the Civil Registry Office without need of a judicial order. However, any petition to correct error that would subsequently change the nationality and status of a person is not allowed and must be filed with the proper court.

SERVICE SCHEDULE:

Monday to Friday – 8:00 AM – 5:00 PM

Requirements:

1.CHANGE OF FIRST NAME

- a. Security Paper of Birth from PSA
- b. Police Clearance and NBI Clearance
- c. Certificate of Employment or affidavit of non-employment
- d. Baptismal Certificate
- e. School Records
- f. Employment Records
- g. Voter's Certification and Valid IDs
- h. Affidavit of publication for 2 consecutive weeks from local newspaper

2.Change of Gender and Date of Birth (month and day)

- a. Security Paper of the document containing the entry sought to be change from PSA
- b. Police Clearance and NBI Clearance
- c. Earliest School Records or Earliest School Documents
- d. Medical Records
- e. Medical Certificate
- f. Baptismal Certificate
- g. Voter Certification / Registration Record and Valid I.Ds
- h. Marriage Contract and Birth Certificate of Children
- i. Affidavit of publication for 2 consecutive weeks from local newspaper

3.CORRECTION OF CLERICAL ERRORS

- a. Security Paper of the document from PSA
- b. Baptismal Certificate
- c. School and Employment Records
- d. Voter Certification / Registration form
- e. Valid IDs

FEES:

Change of First Name - **Php 3,000.00**

Change of Gender/Date of Birth – **Php 3,000.00**

Correction of Clerical Error - **1,000.00**

Certification fee - **50.00/ document**

Service fee (Migrant Petition) - **CCE- 500.00 / CFN - 1,000.00**

HOW TO AVAIL THE SERVICE:

Steps oo Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit request	Receive the request and interview the client. Give list of requirements	7 minutes	Joy Rante Elvie Rivera Leila Anden Eumeli E. Mendoza
Submit requirements	Review the documents & verify the authenticity of requirements submitted.	8 minutes	Joy Rante Elvie Rivera Leila nden Eumelia E. Mendoza
Pay the corresponding fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Submit official receipt	Receive the petition, record in the log book and assign petition number.	25 minutes	Leila Anden
	Prepare the petition. Advise client to wait for 2-3 months for the affirmed petition	45 minutes	Joy Rante
Sign the petition	Post the notice at the bulletin board for 10 days (CCE). Publish the petition for change of name in a newspaper of general circulation once a week for 2 consecutive weeks. Render Decision on the petition after the completion of posting or publication in a newspaper. Forward Petition to the Office of the Civil Registrar General for Affirmation..	15 minutes	Eumelia E. Mendoza
Wait for 2-3 months for the affirmed Petition		2 - 3 monthns	
Receive the Affirmed Petition (owner's Copy)	Prepare, sign & issue the affirmed petition	35 minutes	Leila Anden

	together with its supporting documents to PSA Quezon City		Eumelia E. Mendoza
END OF TRANSACTION	TOTAL Processing Time:	<i>2-3 months, 2 hour & 20 minutes</i>	

6. Petition for Legitimation of a Natural Child

Legitimation is a remedy by which those who were born out of wedlock to be considered legitimate. Only children conceived and born outside of wedlock of parents who, at the time of conception of the former were not disqualified by any impediment to marry each other, may be legitimated. Legitimation of children by subsequent marriage of parents shall be recorded in the Civil Registry Office where the birth was recorded.

SERVICE SCHEDULE:

Monday – Friday -8:00 AM – 5:00 PM

Requirements:

- a. Affidavit of Legitimation of Parents
- b. Certificate of Live Birth (SECPA from PSA)
- c. Marriage Contract of Parents (SECPA from PSA)
- d. Affidavit of Paternity, if not acknowledged
- e. Certificate of No-Marriage (CENOMAR from PSA)

Fees:

Legitimation Fee Php 100.00
 Affidavit of Paternity 100.00
 Annotated Birth Certificate 50.00
 Certificate of Marriage 50.00

Steps Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit request	Receive the request and interview the client. Give list of requirements	<i>7 minutes</i>	Joy Rante Elvie Rivera Leila Anden
Submit required documents	Review the completeness and authenticity of the documents. Advise client to pay the corresponding fees at the Municipal Treasury Office.	<i>8 minutes</i>	Joy Rante Elvie Rivera Leila Anden

Pay the required fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Wait for the processing of the annotated registry document	Record the document and receipt. Make the necessary annotation on the registry document.	35 minutes	Leila Anden
	Sign and issue the annotated registry document	6 minutes	Leila Anden Eumelia Mendoza
Receive the annotated registry document	Record and release the document	3 minutes	Joy Rante Elvie Rivera Leila Anden
END OF TRANSACTION	Total Processing Time	1 hour & 4 minutes	

7. Preparation of Annotated Birth Certificate of an ILLIGITIMATE CHILD to use the SURNAME of the FATHER			
The Municipal Civil Registry Office processes petition of an illegitimate child to use the father's surname.			
SERVICE SCHEDULE: Monday – Friday -8:00 AM – 5:00 PM			
Requirements: a. Security Paper of live Birth from PSA b. Affidavit to use the surname of the father c. Residence Certificate			
Fees: Registration of AUSF - Php 100.00 Annotated Birth Certificate - 50.00			
HOW TO AVAIL THE SERVICE:			
	Steps or Process	Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit request	Receive the request and interview the client. Give list of requirements	7 minutes	Joy Rante Elvie Rivera Leila Anden
Submit requirements	Review the completeness and authenticity of the documents. Advise client to pay the required fees	8 minutes	Joy Rante Elvie Rivera Leila Anden
Pay the required fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel

Submit the official receipt	Record and prepare the annotated Civil Registry document and present to the MCR or authorized personnel for signature. Release the annotated registry document	35 minutes	Joy G. Rante Elvie B. Rivera Leila A. Anden Eumelia E. Mendoza
Receive the annotated registry document	Record the document	8 minutes	Joy G. Rante Elvie B. Rivera
END OF TRANSACTION	Total Processing Time	1 hour & 3 mins.	

8. Registration and annotation of COURT DECISION and Legal Instruments

Court Decisions/Order covering the status of a person must be registered in the Civil Registry Office where the court is functioning within ten (10) days after the court decree/order has become final and executory.

SERVICE SCHEDULE:

Monday to Friday – 8:00 AM – 5:00 PM

Requirements:

Court Decision (Bauang Court Decision)

- a. Certified true copy of the decision and certificate of finality and authenticity
- b. PSA copy of Marriage Contract

Court Decision (Outside Bauang)

- a. Certificate of Registration issued by the concerned Civil Registrar where the Court order was declared
- b. Court Decision and Certificate of Finality
- c. Legal Instruments - Affidavit of Sworn Statement
- d. PSA copy of Marriage Contract

Fees:

Correction of Entry - Php 100.00

Adoption - 500.00

Annulment - 5,000.00

Presumptive Death - 100.00

Certification Fee - 100.00 / copy

Legal Instrument Registration Fee - 100.00

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit request	Receive the request and interview the client. Give list of requirements	10 minutes	Joy Rante Elvie Rivera

Submit required documents/ needed for endorsement	Receive the documents submitted. Advise the client to pay the required fees at the Municipal Treasury	10 minutes	Joy Rante Elvie Rivera
Pay the required fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Submit the official receipt	Prepare the Certification and Registration of Court Orders or amendment of the affected documents.	1 hour	Joy G. Rante Elvie B. Rivera
	Present the document to the MCR for review and signature	10 minutes	Leila A. Anden Eumelia Mendoza
Receive the document	Release/record the requested form	3 minutes	Leila Anden Eumelia Mendoza
END OF TRANSACTION		Total Processing Time:	1 hr. & 38 mins.

9. Endorsement of Registry Records to the Civil Registrar General (PSA)

There are instances when Philippine Statistics Authority (PSA) does not have available records requested by clients, as the remedy, clients check the availability of records at the Municipal Civil Registry Office.

SERVICE SCHEDULE:

Monday to Friday – 8:00 AM – 5:00 PM

Requirements:

NSO - Negative Certification

Fees:

Birth / Marriage Certificate - Php 150.00

Death Certificate - 50.00

Certification - 50.00

Documentary Stamp – Php 15.00

HOW TO AVAIL THE SERVICE:

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit request	Receive the request and interview the client. Give list of requirements	7 minutes	Joy Rante Elvie Rivera
Submit the required documents	Review the completeness and authenticity of the documents submitted	6 minutes	

Pay the required fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Submit the official receipt	Prepare the documents. Present the documents to the MCR for review and signature	35 minutes 10 minutes	Joy Rante Elvie Rivera Leila A. Anden
Get the Documents	Issue the documents for endorsement Mail the documents to PSA, Quezon City or PSA, San Fernando City, La Union	3 minutes	Joy G. Rante Elvie B. Rivera Leila A. Anden
END OF TRANSACTION		Total Processing Time:	1 hr. & 6 mins.

10. Issuance of Supplemental Report

A supplemental report for birth, death and marriage may be filed to supply information inadvertently Committed when the document was registered. Every supplemental report shall contain the following items except in the case of Certificate of Marriage wherein items (f) and (g) are not applicable:

- a. Province
- b. City/Municipality
- c. Registry Number
- d. Information inadvertently omitted in the original registration
- e. Name (of child, deceased or containing parties, as the case may be)
- f. Informant (of the supplemental report)
- g. Prepared by
- h. Received at the Office of the Civil Registrar

SERVICE SCHEDULE:

Monday to Friday – 8:00 AM – 5:00 PM

Requirements:

- a. Security Paper from PSA of the affected Birth, Marriage or Death Certificate
- b. Affidavit of Supplemental Report
- c. At least 2 documentary evidences to support the supplemental report (voter certification, baptismal certificate, school records, passport, etc.)

FEES:

Registration of Legal Instruments (Supplemental Report) - php 100.00

HOW TO AVAIL THE SERVICE:

Steps or Process		Duration / Processing Time	Staff-in-Charge
Client	Service Provided		
Write and submit request	Receive the request and interview the client. Give list of requirements	8 minutes	Joy Rante Elvie Rivera

Submit documents	Review the completeness and authenticity of the documents. Advise the client to pay the required fees.	<i>7 minutes</i>	Joy Rante Elvie Rivera
Pay the required fee at the Municipal Treasury Office	Issue official receipt	<i>5 minutes</i>	Treasury Personnel
Submit the official receipt	Prepare the amended documents. Present the documents to the MCR for review and signature	<i>35 minutes</i>	Leila A. Anden Eumelia Mendoza
Receive document	Release / Record the documents issued	<i>2 minutes</i>	Joy G. Rante Elvie B. Rivera
END OF TRANSACTION	Total Processing Time	<i>57 minutes</i>	

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
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