

LOCAL CIVIL REGISTRAR

Address: 2nd Floor, City Library Bldg., Lapu-Lapu City Government Center;

Cellphone Number: +63993-268-4626

landline: 032+340-0019

Email: lcr.lapulapucity.ceb@gmail.com

Head of Office: Mrs. Melissa P. Augusto - CITY CIVIL REGISTRAR




To strengthen public awareness and facilitate the timely registration of vital events and civil documents, while enhancing an IT-driven records management system for efficient storage and retrieval of civil registry records. This aims to ensure a complete, accurate, and up-to-date civil registry database in Lapu-Lapu City, deliver efficient and accessible services to the public, and support the City Government's development goals and contribution to national growth.

Frontline Service:

A. CIVIL REGISTRATION SERVICES: (TIMELY)

1. Certificate of Live Birth
2. Certificate of Marriage
3. Certificate of Death

WHO MAY AVAIL OF THE SERVICE:

-  Applicant (document owner who is 18yrs & above)
-  Parent/s / Spouse of applicant
-  Child/Brother/Sister/Attorney-in-fact for absentee applicant

REQUIREMENTS FOR TIMELY:

Certificate of Live Birth	Certificate of Marriage	Certificate of Death
*ALL DOCS MUST BE ORIGINAL		
<ol style="list-style-type: none"> 1. Four (4) original copies of the Certificate of Live Birth 2. Muslim Form for Islam 3. For Unmarried Parents who will use the Surname of the Father attached <ul style="list-style-type: none"> • Certificate of Live Birth (<i>back part</i>) “Paternity Portion” must be signed by both parents and duly Notarized) <u>For Minor Father</u>, his parent will affix his/her signature in the COLB • Notarized Affidavit Using Surname of the Father (AUSF) signed by the Mother <u>For Minor Mother</u>, her parent will affix his/her signature in the AUSF • Valid ID of the Parents, Grandparent (<i>for minor father/ mother</i>) 	<ol style="list-style-type: none"> 1. Four (4) original copies of the Certificate of Marriage duly signed by Solemnizing Officer, husband and wife, all witnesses. 2. Copy of the applicants Marriage License when the Marriage License was issued by another city or municipality. 	<ol style="list-style-type: none"> 1. Certificate of Death properly filled in from the Funeral or hospital and must be signed by the doctor who attended the deceased and CHO Officer 2. Certification of informant is properly filled up, with signature from the relative/s of the deceased. 3. LCR personnel in-charge in receiving the Certificate of Death must sign and stamped registry number on the intended portion. 4. Submit to the City Civil Registrar for final review and his/her signature

REQUIREMENTS FOR LATE REGISTRATION:

Certificate of Live Birth	Certificate of Marriage	Certificate of Death
*ALL DOCS MUST BE ORIGINAL		
<ol style="list-style-type: none"> 1. PSA Negative Result (For Age 1 Year Old and ABOVE) 2. <u>Any two (2)</u> of the following documentary evidence <ul style="list-style-type: none"> ❖ Baptismal Cert ❖ School Record ❖ Income Tax Return ❖ Insurance Policy ❖ Medical Records / Immunization ❖ Record (Certified True Copy by the Issuing Health Center) ❖ Voter Registration Record ❖ Senior Citizen Record ❖ SSS E-1 / GSIS / Pag-IBIG / ❖ PhilHealth-MDR ❖ Live Birth of his/her Child/ren 3. MARRIAGE CONTRACT OF PARENTS 4. MARRIAGE CONTRACT OF APPLICANT ~ (IF MARRIED) 5. NATIONAL* I.D. (Subject Person) 6. Barangay Certification as proof of Residence 7. Unedited front facing 2x2 colored photo w/white background 8. Valid ID of parents, FOR Foreigner: Passport / (BI Clearance Certificate or ACR-I Card) 9. Birth Certificate of parents 10. Affidavit of Delayed Registration (back of the COLB) <p>Additional Requirements for Registrants w/ Unmarried Parents</p> <ol style="list-style-type: none"> 11. Affidavit of Paternity OR at the back of COLB 12. Affidavit to Use Surname of the Father 13. Affidavit to Use Surname of the Father by the child (7-17yrs old) w/ his/her Valid ID w/ his/her signature 14. With the Attestation of the Mother/Guardian (7-17yrs old) 15. Affidavit of Two Dis-interested persons for late registration (re: Facts of Birth) 16. AFFIDAVIT OF DISCREPANCY 17. AFFIDAVIT FOR OUT OF TOWN APPLICATION FOR LATE REGISTRATION w/ Two Corroborators <p>APPEARANCE OF THE REGISTRANT IS REQUIRED FOR APPLICANT AGES 18 YEARS OLD ABOVE</p>	<ol style="list-style-type: none"> 1. Negative result from PSA, Manila (1 year & beyond from the date of marriage) 2. Original Copy of the Certificate of Marriage or Issuance from Church or Civil Wedding. 3. Affidavit re: facts of Marriage, state the cause of the non-registration & for late registration purposes to be executed by: <ul style="list-style-type: none"> • Couple; • Spouse “state the whereabouts of the (husband / wife) and supporting doc” <ul style="list-style-type: none"> • Surviving child/ren plus birth certificate with parents name 4. Valid ID of couple / spouse / Informant 5. Affidavit of Kinship (absence of the couple) 6. Affidavit of two-disinterested persons re facts of Marriage for late Registration (with Photocopy of ID of the witnesses) 7. Affidavit of Out of Town Application of Late Registration of Death w/ two Corroborators 	<ol style="list-style-type: none"> 1. Negative result from PSA, Manila (1 year & beyond from the date of death) 2. Original Copy of the Certificate of Death signed by the City Health Office 3. Medical Cert from Hospital / Burial / Cremation Certificate from the Church / Cemetery / Crematorium 4. Affidavit re facts- of Death, state the cause of non-registration & for late Registration purposes to be executed by nearest Kin such as Spouse / Children/ Parents / Sibling (w/ docs indicating their relationship w/ the deceased) 5. Affidavit of Kinship 6. Valid ID of the nearest kin (informant) 7. Affidavit of two dis-interested persons for late Registration (state the facts of death, cause of non-registration) with ID of the two witnesses. 8. Affidavit of Out of Town Application of Late Registration of Death w/ two Corroborators

FEES/CHARGES:

- | | |
|--------------------------------------|--------------------------------------|
| 1. Registration (TIMELY) | - FREE |
| 2. For those who will avail the AUSF | - P 100.00 to be paid at the cashier |
| 3. Registration (LATE) | - P 100.00 to be paid at the cashier |
| 4. Cert. of No Record (LATE) | - P 80.00 to be paid at the cashier |
| 5. LCR Service Fee (Out of Town) | - P 100.00 to be paid at the cashier |

SCHEDULE OF SERVICE AVAILABILITY
Monday to Friday, 8:00 am to 5:00 pm

HOW TO AVAIL OF THE SERVICE

Steps	Follow These Steps		It Will Take You	LCR Staff In-charge
	Client	Personnel		
1	Submit the requirements	<p>Assess the completeness and correctness of submitted requirements and;</p> <p>If compliant, direct the client to proceed with payment of applicable fees at the Cashier inside LCR Office or City Treasurer's Office (CTO)</p>	<p>10 mins – (timely)</p> <p>20 mins – (late)</p>	<ul style="list-style-type: none"> ▪ Manuel Pacilan – birth (timely) ▪ Crestore Ngujo – birth (late) ▪ Maria Faye Amoin – marriage (timely & late) ▪ Marvin Pino – death (timely & late)
2	Submit OR	<p>(timely)</p> <p>Receive and verify the Official Receipt (O.R.), then process the request for timely registration in accordance with prescribed procedures.</p>	3 day	<ul style="list-style-type: none"> ▪ Manuel Pacilan – birth ▪ Maria Faye Amoin – marriage (timely & late) ▪ Marvin Pino – death (timely & late)
		<p>(late)</p> <p>Receive and verify the Official Receipt (O.R.), then process the request for late registration in accordance with applicable requirements and procedures.</p>	To be posted for 10 consecutive days	<ul style="list-style-type: none"> ▪ Crestore Ngujo – birth (late) ▪ Maria Faye Amoin – marriage (timely & late) ▪ Marvin Pino – death (timely & late)
3	Return to L.C.R.O. on the agreed date and claim documents	Release the processed document(s) to the client upon presentation of the claim stub and/or valid identification, in accordance with release procedures.	5 mins (Timely & late)	<ul style="list-style-type: none"> ▪ Manuel Pacilan – birth (timely) ▪ Crestore Ngujo – birth (late) ▪ Maria Faye Amoin – marriage (timely & late) ▪ Marvin Pino – death (timely & late)

LEGAL AND COURT ORDER REGISTRATION SERVICES:

1. Legitimation
2. R.A. 9858 (Legitimation to Minor Parent/s)
3. R.A. 9255 (Using Surname of the Father)
4. Supplemental Report
5. R.A. 9048 (Correction for Clerical Error / Change of First Name) THROUGH APCAS
6. R.A. 10172 (Correction on Gender / Correction of Birth Day & Month) THROUGH APCAS
7. Court Decrees:
 - Correction of Entries
 - Declaration of Nullity of Marriage
 - Presumptive Death
 - Recognition of Foreign Judgement
 - Adoption
8. Foundling
9. Pre-Nuptial Agreement

WHO MAY AVAIL OF THE SERVICE:

1. Applicant (document owner who is 18yrs & above)
2. Parent/s / Spouse of applicant/petitioner
3. Child/Brother/Sister/Attorney-in-fact for absentee applicant/petitioner

REQUIREMENTS:

REGISTRATION OF COURT DECREE (IF HEARING IS OUTSIDE LAPU-LAPU CITY & the Place of Event is in Lapu-Lapu City)	REGISTRATION OF COURT DECREE (IF HEARING IS WITHIN LAPU-LAPU CITY & THE PLACE OF EVENT IS OUTSIDE LAPU-LAPU CITY)	REGISTRATION OF COURT DECREE (IF BOTH HEARING & PLACE OF EVENT IS WITHIN LAPU-LAPU CITY)
<ol style="list-style-type: none"> a) 3 sets of CERTIFICATE OF FINALITY, COURT DECISION & PETITION – from RTC Br. where the hearing was held and CERTIFIED TRUE COPY by its Clerk of Court b) 3 copies of CERTIFICATE OF AUTHENTICITY – from LCR where the court is functioning c) 3 copies of CERTIFICATE OF REGISTRATION – from LCR where the court is functioning d) PSA Copy of the Civil Registry Document 	<ul style="list-style-type: none"> • 4 sets of CERTIFICATE OF FINALITY, COURT DECISION & PETITION – from RTC Br. where the hearing was held and CERTIFIED TRUE COPY by its Clerk of Court 	<ol style="list-style-type: none"> a) 3 sets of CERTIFICATE OF FINALITY, COURT DECISION & PETITION – from RTC Br. where the hearing was held and CERTIFIED TRUE COPY by its Clerk of Court b) PSA Copy of the Civil Registry Document

LEGITIMATION & R.A. 9858 (Legitimation to Minor Parent/s) (Place of Event is in Lapu-Lapu City)

1. PSA Copy of the Cert. of Live Birth
2. Cert. of Live Birth duly Certified True Copy by the LCR
3. Cert. of CeMar (Advisory of Marriages) of both Parents (mother & father)
4. Parents' Marriage Contract / Certificate (certified true copy / PSA Copy)
5. Death Certificate of (if one of the parent is deceased)
6. Valid ID of Parent/s
7. Birth Document of Child duly acknowledged by his/her Father's Name
8. Affidavit of Acknowledgement by Father
9. Affidavit of Legitimation by Parents
10. Joint Supplemental Affidavit of Parents stating the minority of one / both party/ies (RA 9858)
11. Out of Town Application w/ two corroborators (for child born outside Lapu-Lapu City)
10. Mailing Fee to PSA, Quezon City OR to other Municipality

(All documents must be Original Copy or Certified True Copy by the issuing office w/ Two (2) photocopy)

R.A. 9255 (Using Surname of the Father)

1. PSA Copy of the Cert. of Live Birth
2. Certified True Copy of the Cert. of Live Birth
3. Valid ID of Parent/s and/or Child
4. Birth Document of Child duly acknowledged by his/her Father's Name
5. Affidavit of Acknowledgement by Father
6. Affidavit to Use the Surname of the Father by Mother
7. Affidavit to Use the Surname of the Father by Child
Affidavit of Attestation by the Mother / Guardian
8. Out of Town Application w/ two corroborators (for child born outside Lapu-Lapu City)
9. Mailing Fee to PSA, Quezon City OR to other Municipality

(All documents must be Original Copy or Certified True Copy by the issuing office w/ Two (2) photocopy)

Supplemental Report

1. PSA Copy of the Cert. of Live Birth / Marriage / Death
2. Certified True Copy of the Cert. of Live Birth / Marriage / Death
3. Documents needed Depends on the Omitted Entry/ies
 - ❖ Baptismal Certificate of Child / Mother / Father
 - ❖ Birth Certificate of Child / Mother / Father
 - ❖ Certificate of Live Birth of Sibling (Igsoon)
 - ❖ School Record of Subject Person (Elementary Form 137)
 - ❖ Voter Registration Record (Comelec)
 - ❖ Self / Parents' Marriage Contract/Certificate
4. Supplemental Affidavit executed by the Mother/Father/Subject Person/Spouse/Children
5. Out of Town Application w/ two corroborators (for child born outside Lapu-Lapu City)
6. Valid ID of Parent and/or Subject Person
7. Mailing Fee to other Municipality

(All documents must be Original Copy or Certified True Copy by the issuing office w/ Two (2) photocopy)

R.A. 9048 (Correction for Clerical Error) THROUGH APCAS – Online (Applicable to Born in Lapu-Lapu City)

1. PSA Copy of the Cert. of Live Birth / Marriage / Death
2. Certified True Copy of the Cert. of Live Birth / Marriage / Death
3. Documents needed Depends on the Data to be corrected
 - ❖ Birth Certificate of Subject Person / Mother / Father
 - ❖ Baptismal Certificate of Subject Person / Mother / Father
 - ❖ School Record of Subject Person (Elementary Form 137) or Transcript of Record
 - ❖ Voter Registration Record (Comelec)
 - ❖ NBI Certificate
 - ❖ Police Clearance
 - ❖ Marriage Certificate of Parents / Subject Person (if married)
 - ❖ Certificate of Live Birth of Sibling (Igsoon)
4. Valid ID of the Petitioner
5. Mailing Fee to other Municipality

(All documents must be Original Copy or Certified True Copy by the issuing office w/ Two (2) photocopy)

R.A. 9048 (Change of First Name) & R.A. 10172 (Correction on Sex / Date & Month of Birth) THROUGH APCAS – Online (Applicable to Born in Lapu-Lapu City)

1. PSA Copy of the Cert. of Live Birth
2. Certified True Copy of the Cert. of Live Birth
3. Birth Certificate of Subject Person
4. Baptismal Certificate of Subject Person
5. School Record of Subject Person (Elementary Form 137)
6. Voter Registration Record (Comelec)
7. Marriage Certificate of Subject Person (if married)
8. For Correction of Sex:
 - ❖ Medical Record
 - ❖ Medical Certificate from accredited government Physician that the petitioner has not undergone sex change or sex transplant
9. Clearance or a certification that the owner of the document has no pending administrative, civil or criminal case, or no criminal record, which shall be obtained from the following:
 - Employer (if employed)
 - **If unemployed** - Affidavit of Unemployment
 - NBI Certificate
 - Police Clearance
10. The Petition shall be published at least once a week for two (2) consecutive weeks in a newspaper of general (born in Lapu-Lapu City) and national circulation (born in other Municipality). As proof of the publication, the petitioner shall be required to submit the following:
 - Affidavit of Publication from the Publisher
 - Copy of the newspaper clippings of the published petition
11. Valid ID of the Petitioner
12. Mailing Fee to other Municipality

(All documents must be Original Copy or Certified True Copy by the issuing office w/ Two (2) photocopy)

PRE NUPTIAL AGREEMENT

- 1) Pre-Nuptial Agreement or Marriage Settlement must be executed by the couple and duly notarized prior to their wedding day.
- 2) Pre-Nuptial Agreement or Marriage Settlement must be submitted together with the Certificate of Marriage to the registering LCR.
- 3) Valid IDs of the Couple

(All documents must be Original Copy or Certified True Copy by the issuing office w/ Two (2) photocopy)

FOUNDLING

If found in the Philippines:

1) Infant/Child

- Four (4) copies of the correctly and completely accomplished COLB (OCRG Form No. 101);
- Affidavit of the finder;
- Certification/blotter from the barangay captain or police authority on the circumstances surrounding the foundling's discovery: Provided, that, if the child is found in a different barangay from the residence of the finder, both barangay officials shall issue a certification/blotter;
- NACC Report duly signed by the authorized officer.
- Valid ID of the Finder & NACC Officer

2) Adult foundling:

- Four (4) copies of the correctly and completely accomplished COLB (OCRG Form No. 101);
- Affidavit of the finder
- LSWDO Report on the foundling's background, including the estimated age of the foundling, and qualifications as a foundling under the Act.
- Valid ID of the Finder & LSWDO Officer

(All documents must be Original Copy or Certified True Copy by the issuing office w/ Two (2) photocopy)

FEES/CHARGES:

Legitimation & R.A. 9858 (Legitimation to Minor Parent/s)	R.A. 9255 (Using Surname of the Father)	Supplemental Report	R.A. 9048 (Correction for Clerical Error)	• R.A. 9048 (Change of First Name) • R.A. 10172 (Correction on Gender / Correction of Birth Day & Month)	Court Decrees: a) Correction of Entries b) Declaration of Nullity of Marriage c) Presumptive Death d) Recognition of Foreign Judgement e) Adoption	• Foundling • Pre-Nuptial Agreement
Acknowledgement P100.00	Acknowledgement P100.00	Supplemental P100.00	CCE P1,000.00	CFN/RA 10172 P3,000.00	• Correction of Entries P100.00	• Foundling (No Fee) • Pre-Nuptial
Legitimation P100.00	AUSF P100.00	Endorsement P100.00	Migrant P500.00	Migrant P1,000.00	• Declaration of Nullity of Marriage P500.00	• Agreement P100.00
Endorsement P100.00	Endorsement P100.00	Birth Cert P100.00	Endorsement P100.00	Endorsement P100.00	• Presumptive Death P100.00	
Birth Cert P100.00	Birth Cert P100.00	Doc.Stamp P60.00	Birth Cert P100.00	Birth Cert P100.00	• Recognition of Foreign Judgement P500.00	
Doc.Stamp P60.00	Doc.Stamp P60.00		Doc.Stamp P60.00	Doc.Stamp P60.00	• Adoption P400.00	
					• All Court Decrees Issued Documents is subject to Certified True Copy by our Office @ P60.00/page	

SCHEDULE OF SERVICE AVAILABILITY

- Monday to Friday, 8:00 am to 5:00 pm
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HOW TO AVAIL OF THE SERVICE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Submit requirements	Assess the completeness and correctness of submitted requirements and; If compliant, direct the client to proceed with payment of applicable fees at the Cashier inside LCR Office or City Treasurer's Office (CTO)	20 mins	<ul style="list-style-type: none"> ▪ Reina Laus ▪ Mery Christine Naul ▪ Heather Lorraine Ramirez ▪ Marcial Matidios
2	Submit OR	Receive and verify the Official Receipt (O.R.), then process the request for appropriate legal/court service in accordance with prescribed procedures. FOR CCE: Prepare Petition for Correction and Verification then advised client to have it notarized and to submit the notarized documents to LCR staff in-charge.	30 mins	<ul style="list-style-type: none"> ▪ Reina Laos ▪ Marcial Matidios ▪ Mery Christine Naul ▪ Heather Lorraine Ramirez
		Submit docs (online) for APCAS if CCE/CFN/10172	3 days	
			R.A. 9048 & R.A. 10172 To be posted for 10 consecutive days	
		For CFN & 10172	To be published in a Local Newspaper (born in LLC) & National Newspaper (born to other municipality) for 2 consecutive weeks	
		Once approved: Process the request and put proper annotation on the civil registry records, or perform task under APCAS photocopy and authenticate supporting documents	10 working days upon receipt of the approved petition	
3	Return to L.C.R.O. on the agreed date and claim documents	Release processed documents	5 mins	<ul style="list-style-type: none"> ▪ Melissa Augusto ▪ Jully Venus Cabahug ▪ Reina Laus ▪ Mery Christine Naul ▪ Heather Lorraine Ramirez ▪ Marcial Matidios

B. INFORMATION AND RECORDS MANAGEMENT:

Issuance and Certified True copy of the Birth, Marriage & Death Certificates

WHO MAY AVAIL OF THE SERVICE:

1. Parents
2. Person Concerned/Owner
3. Authorized Representative
4. Courts with court orders

REQUIREMENTS:

1. Accomplished request form from Local Civil Registrar employee-in-charge
2. Present any valid ID with picture and signature such driver's license, school ID, Office ID, GSIS, SSS, Passport
3. Original or photocopy of the valid ID of the document owner and the duly authorized representative must be presented,
4. Authorization Letter/notarized SPA executed & signed by the document owner for person representing the owner, SPA/ Authorization letter must be specific on what type of civil registry document is requested.
5. Letter from a public office requesting copy for administrative purposes

FEES/CHARGES:

- | | |
|---|----------------------------------|
| ➤ Certified True Copy of Civil Registry or Form 102
plus documentary stamp | - P 30.00/copy
- P 30.00/copy |
| ➤ Issuance of Civil Registry 1A
plus documentary stamp | - P 50.00/copy
- P 30.00/copy |

SCHEDULE OF SERVICE AVAILABILITY

Monday to Friday, 8:00 am to 5:00 pm

HOW TO AVAIL OF THE SERVICE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Submit the duly accomplished form with the OR	Receive the request form with O.R. and verify ID and authorization letter.	5 mins	<ul style="list-style-type: none"> ▪ Irish B. Paquibot
		Forward to Record Section: A. PSA B. Local		
		Search/verify records for printing and reproduction	30 mins	<ul style="list-style-type: none"> ▪ Ma. Faye Amoin ▪ Junrey ▪ Sweet Lovella Solante ▪ Carolina Remorosa
3	Claim documents	Release documents	5 mins	<ul style="list-style-type: none"> ▪ Irish B. Paquibot

C. MARRIAGE LICENSE ISSUANCES SERVICES



WHO MAY AVAIL OF THE SERVICE:

1. Male and Female persons desirous of getting married
2. Both applicants must be 18 years of age or above
3. Must be either single, widow / widower, annulled or divorced
4. One or both applicants is/are residents of Lapu-Lapu City



REQUIREMENTS:

1. Certificate of Live Birth (PSA copy) (with blurred entries - attach recent local issuance)
2. CENOMAR / Certificate of No Marriage – **(3 months validity)**
3. Certificate of Residency (stating the number of months/years of residency) issued by the Barangay where the applicants resides for at **least six (6) months** and onward.
4. Certificate of Marriage Counseling Seminar to be secure at LAPU-LAPU CITY CSWDO)
5. Parents Consent & Advice for Applicants below 25 yrs old.
Parents w/ valid ID must personally appear & sign the Form in our Office during the couples application.
6. WIDOW or WIDOWER applicant must submit Death Certificate of their spouse (issued by Local Civil Registrar/PSA copy)
7. ANNULLED applicants must present previous CERT. OF MARRIAGE w/ annulment annotation and their Certified True Copy of their Annulment Decision & Finality.
8. Valid ID (**bears address in Lapu-Lapu City**) & Cedula of the Applicants
9. **Additional requirements FOR FOREIGNER APPLICANTS**
 - a. LEGAL CAPACITY TO MARRY or NO IMPEDIMENT TO MARRY issued by their Consulate or Embassy based in the Philippines.
 - b. DIVORCED DECREE (English version)
 - c. PASSPORT (with latest entry stamp in the Philippines)
 - d. CENOMAR – Issued by PSA
 - e. Birth Certificate – English Version



FEES/CHARGES:

Marriage Application - P 100.00
 License Service Fee - P 50.00
 Marriage License Fee - P 2.00



SCHEDULE OF SERVICE AVAILABILITY

Monday to Friday, 8:00 am to 5:00pm



HOW TO AVAIL OF THE SERVICE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Accomplish application form and submit with the requirements	a) Review the application, if compliant Inform applicants to pay the fees at Cashier or CTO	10 mins	<ul style="list-style-type: none"> ▪ Gina Pilapil ▪ Marvin Pino ▪ Jayne Pino
2	Present the Official Receipt	Inform the applicant to proceed to either Melissa Augusto / July Venus Cabahug / Manuel Pacilan Jr. for a short interview	5 mins	<ul style="list-style-type: none"> ▪ Gina Pilapil ▪ Marvin Pino ▪ Jayne Pino
3	Answers queries by City Civil Registrar	a) Interviews the applicants b) Signs the application for marriage license form and parental consent or advice (if necessary)	10 mins	<ul style="list-style-type: none"> ▪ Melissa Augusto ▪ July Venus Cabahug ▪ Manuel Pacilan, Jr.
4	a) Return the application form to Marriage Section b) Signs on the Logbook	a) Logs the application b) Inform the applicants when to collect the Marriage License c) Issues a Claim Stub	10 mins	<ul style="list-style-type: none"> ▪ Gina Pilapil ▪ Marvin Pino ▪ Jayne Pino
		Publish Notice of Application for Marriage License on the Bulletin Board	10 days	<ul style="list-style-type: none"> ▪ Gina Pilapil ▪ Marvin Pino
		Sign and approve Marriage License	10 mins	<ul style="list-style-type: none"> ▪ Melissa Augusto ▪ July Venus Cabahug ▪ Manuel Pacilan, Jr.
5	Claim Marriage License	Release Marriage License and record issuance	5 mins	<ul style="list-style-type: none"> ▪ Gina Pilapil ▪ Marvin Pino

D. BREQ SERVICES:

➤ ISSUANCE OF SECURITY PAPERS

- A. CENOMAR /CEMAR
- B. BIRTH
- C. MARRIAGE
- D. DEATH



WHO MAY AVAIL OF THE SERVICE:

1. Parents
2. Person Concerned/Owner
3. Authorized Representative
4. Court order



REQUIREMENTS:

1. Accomplished request form from Local Civil Registrar employee-in-charge.
2. Any valid ID with picture and signature such as driver's license, school ID, Office ID, GSIS, SSS, Passport
3. Authorization letter for person representing owner and valid I.D. of owner and representative
4. Letter from a public office requesting copy for administrative purposes



FEES/CHARGES:

PSA fee for Birth, Marriage and Death Certificates	- P155.00/ copy
CENOMAR/CEMAR	- P210.00/ copy
Processing fee	- P 50.00/ copy



SCHEDULE OF SERVICE AVAILABILITY

Monday to Friday, 8:00 am to 5:00 pm



HOW TO AVAIL OF THE SERVICE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Submit duly accomplished request form to the LCR employee-in-charge	Verify/accept request form, issue O.R. & BREQS temporary receipt after receiving the PSA fee from the requester	5 mins/copy	<ul style="list-style-type: none"> ▪ Lorna Manlosa ▪ Marcial Matidios, Jr.
		Encode PSA BREQS requests	5 mins/copy	<ul style="list-style-type: none"> ▪ Marcial Matidios, Jr.
		Prepare transmittal and bank deposits for PSA requests received	1 hour	<ul style="list-style-type: none"> ▪ Marcial Matidios, Jr. ▪ Melissa Augusto
		Submit request to PSA after depositing the exact amount that coincides the number of requests received.	1 day	<ul style="list-style-type: none"> ▪ Benjamin Torres Jr.
		Claim the process PSA BREQS and release the documents to LCR employee-in-charge	After 5 working days (Case to case basis)	<ul style="list-style-type: none"> ▪ PSA personnel ▪ LCR personnel <ul style="list-style-type: none"> ➤ Benjamin Torres, Jr. ➤ Carolina Remorosa ➤ Jayne Pino
2	Claim Security Papers	Release Security Papers	10 mins	<ul style="list-style-type: none"> ▪ Vilma Taghoy

E. ELECTRONIC ENDORSEMENT SERVICES:



WHO MAY AVAIL OF THE SERVICE:

- Applicant (document owner who is 18yrs & above)
- Parent/s / Spouse of applicant
- Child/Brother/Sister/Attorney-in-fact for absentee applicant



REQUIREMENTS:

1. Registered Certificate of Live Birth, Marriage and Death
2. (Newly Registered)
 - Letter Request for Electronic Endorsment Address to PSA, Regional Director
 - Proof of Urgency
3. (For negative in PSA and yet with record in LCR)
 - PSA Negative Certificate
 - Mail Fee
4. Any valid ID with picture and signature such as driver's license, school ID, Office ID, GSIS, SSS, Passport
5. Authorization letter for person representing owner and valid I.D. of owner and representative
6. Letter from a public office requesting copy for administrative purposes



FEES/CHARGES:

(Newly Registered)
Endorsement Fee P 100.00

(Negative in PSA Manila yet with Record in LCR)
Endorsement Fee P 100.00
Issuance of Civil Registry - P 50.00
plus documentary stamp - P 30.00



SCHEDULE OF SERVICE AVAILABILITY

Monday to Friday, 8:00 am to 5:00 pm



HOW TO AVAIL OF THE SERVICE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Present the Official Receipt and requirements	Verify and check the Official Receipt and requirements	5 mins	<ul style="list-style-type: none"> ▪ Manuel Pacilan, Jr. ▪ Marvin Pino ▪ Maria Faye Amoin
		<ul style="list-style-type: none"> ✓ Schedule mailing "For negative in PSA and yet with record in LCR" to PSA, Manila ✓ For "Timely Registered" advised client to follow-up one (1) month later for update 	5 mins	<ul style="list-style-type: none"> ▪ Manuel Pacilan Jr.
2	Return to L.C.R.O. on the agreed date and claim documents	Release processed documents and instructed client with the mailing procedure "For negative in PSA and yet with record in LCR".	10 mins	<ul style="list-style-type: none"> ▪ Manual Pacilan Jr.