

*Carrascal, Ato ini!*



# Citizen's Charter

*Office of the* Civil Registrar

**Quick Quality Services  
to all Carrascalanons!**

Municipal Hall, Embarcadero  
8318 Carrascal, Surigao del Sur

For more information  
Please Contact:  
LUISITO Y. YUHIUTIAN  
Local Civil Registrar Officer  
09184771673



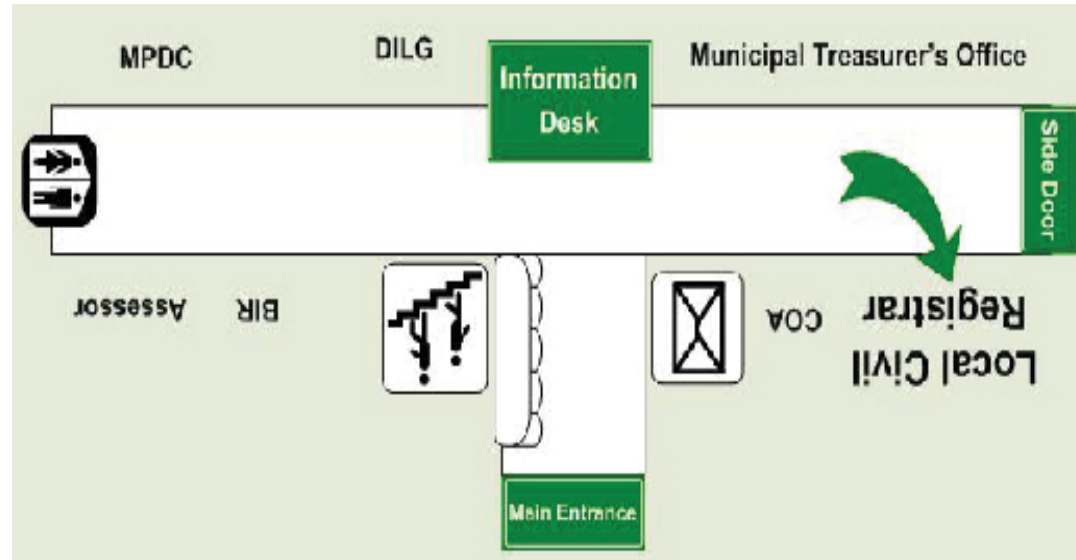
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# REQUESTING A CERTIFIED COPY OF BIRTH, MARRIAGE, DEATH RECORD & CIVIL REGISTRY DOCUMENTS ON SECPA (Security Paper)

## SKETCH MAP

Office of the Local Civil Registrar

### GROUND FLOOR



### SERVICE DESCRIPTION:

CIVIL REGISTRY documents such as birth, marriage and death may be availed of by securing a certified transcript or photocopy from the office.

The mode of issuance of such documents may also be done in Security Paper (SECPA). A Security Paper is a marked short size (8x11 1/2) paper that is being printed by the Bangko Sentral ng Pilipinas for official use of the National Statistics Office (NSO) in photocopying or printing registry documents. Foreign embassies require the submission of Security Papers by Visa applicants.

**REQUIREMENTS:** None

### FEES:

Birth Certificate Fee	P 100.00
Marriage Certificate Fee	100.00
Death Certificate Fee	100.00
SECPA	140.00

### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<b>1. Request</b> - Approach and tell Municipal Civil Registrar Personnel the service/s you need.	3 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>2. Verification</b> - Client waits, search of requested Civil Registry Documents is verified as to availability of records. (If record is not available in the files the record will be searched in the indexes for delayed registration.	5 to 15 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>  Imelda B. Arienza <i>Asst. Registration Officer I</i>

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>3. Payment of Fees</b> - If record is available, MCR/CRO I issues order of payment and instructs the client to pay at the Municipal Treasurer's Office (MTO) the required fees.	5 minutes	Rosalinda C. Diaz <i>RCC – II</i>
<b>4. Record of Request</b> - EIC records in the logbook the name of the requested documents and Official Receipts Number.	1 to 2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>5. Preparation of Requested Civil Registry Documents</b> - EIC prepares the certified copy of Requested Civil Registry Document/s. Client checks and reviews the correctness of the entries in the Civil Registry Documents	5 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>6. Issuances of Certified Copy</b> - MCR/CRO I signs the documents. - Client receives the requested Civil Registry Documents and signs in the logbook.	1 to 2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>

## REQUESTING CERTIFICATION ON THE AVAILABILITY OR NON-AVAILABILITY OF BIRTH, MARRIAGE & DEATH RECORD

**SERVICE DESCRIPTION:**

CIVIL REGISTRY documents such as birth, marriage and death may be availed of not just by securing a certified transcript or photocopy from the office, but also by requesting from the C/MCR office a certification as to the availability or non-availability of Marriage, Death and Marriage Records.

Form 1A is issued for Available Birth Records and Form 1B for non available Birth record. Form 2A is likewise issued for Available Death Record and Form 2B for non-available Death Record. Form 3A is also issued for Available Marriage Record and Form 3B is issued for non-available Marriage Record.

There are instances wherein some agencies, institutions would require the submission of such form aside from requiring the submission of Certified Copy of the civil registry documents.

**REQUIREMENTS:** None

**FEES:** Certification Fee P 100.00  
 Verification Fee P 100.00

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>1. Request</b> - Client approaches and tells EIC the service he/she needs.	1 to 2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>2. Search and Verification</b> - Client waits while EIC searches and verifies as to what Specific Page and Registry Book Number the document is being recorded.	5 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>3. Payment of Fees</b> - Client is advised to pay the required fees at the Municipal Treasurer's Office	5 minutes	Rosalinda C. Diaz <i>RCC – II</i>

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>4. Record of Request</b> - EIC records in the logbook the name of the requested document and Official Receipts Number.	1 to 2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>5. Preparation of Requested Civil Registry Form</b> - EIC prepares the certified copy of Requested Civil Registry Form Client checks and reviews the correctness of the entries in the Civil Registry Form.	5 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>6. Review, Signature and Release</b> - EIC makes the final review, signs and releases the requested Civil Registry Form to the client.	1 to 2 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>  Imelda B. Arienza <i>Asst. Registration Officer I</i>

## REGISTRATION OF BIRTH, MARRIAGE & DEATH CERTIFICATE

**SERVICE DESCRIPTION:**

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

The birth of the child, being a vital event of a person, shall be registered within (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; the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

**REQUIREMENTS:** Certificate of Live Birth (COLB) or Marriage Contract

**FEES:** None

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>1. Presentation of Document</b> - Present documents for registration	3 mins.	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>2. Examination of Document</b> - Wait while EIC examines the document, whether it is submitted on time/delayed and the entries are properly filled-up.	1 minute	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>3. Registration of Documents</b> - Client is advised to wait while the EIC registers the documents. Two copies of the registered documents are retained as file copy of the office and the other one for NSO, Manila	minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>4. Signature of Registered Documents</b> - MCR signs the registered civil registry documents and release to client.	2 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>

# REQUESTING PREPARATION & REGISTRATION OF BIRTH, DEATH & MARRIAGE CERTIFICATES

## SERVICE DESCRIPTION:

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 person shall be recorded.

The birth of a child, and/ or the death of a person being a vital event of a person shall be registered within thirty (30) days from the time of birth/death in the office of the Civil Registrar of the city/municipality where the birth/death 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; the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

- REQUIREMENTS:**
- For Birth Certificate of Parents - Marriage Certificate
  - For Death Certificate - Burial Permit
  - For Marriage Certificate - Marriage License

**FEES:** None

## • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<b>1. Presentation of Purpose</b> - Client approaches EIC and expresses the service he/she needs.	1 to 3 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>2. Providing the Necessary Information</b> - Client gives the necessary data to be entered into the documents.	5 to 10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>3. Encoding and Printing of the Document to be Registered</b> - Client is advised to wait while the document is being prepared by the EIC.	5 to 10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>

## • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<b>4. Review and Signing of the Document to be Registered</b> - Client is advised to thoroughly review the printed document before he/she and other signatories sign the same.	5 to 10 minutes	Joseph B. Ague,MD MCHM <i>Municipal Health Officer</i>
<b>5. Final Review and Signature of the Prepared Document</b> - MCR makes a final review and signs the civil registry document.	1 to 3 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>6. Registration of Document</b> - Client is advised to wait while the EIC registers the Document.	2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>

# REQUESTING ENDORSEMENT OF REGISTRY RECORDS TO THE CIVIL REGISTRAR-GENERAL

## SERVICE DESCRIPTION:

AS A RULE, all Civil Registrars shall submit civil registry documents to the Office of the Civil Registrar-General (OCRG) thru their respective NSO Provincial Offices.

There are instances when the NSO cannot issue copy/copies to the interested party because their Office have no available record in its archive, or the current document is still with the NSO provincial office being processed.

To facilitate the issuance of requested documents, the concerned Provincial Statistics Officer or Civil Registrar is required to submit or indorse the needed document on a piecemeal basis to the NSO.

**REQUIREMENTS:** NSO Negative Result Certification

**FEES:** None

### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. <b>Request</b> - Approach EIC and request for an endorsement of his record to NSO	1 to 3 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
2. <b>Verification</b> - EIC verifies from the archive whether the record for endorsement is available. Search is made in - in the regular files, and - in the indexes	3 to 5 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
3. <b>Submission of Requirements</b> - Client presents the NSO negative certification (updated issue not later than 6 months)	10 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i> Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
4. <b>Preparation of Endorsement</b> - EIC records the request - EIC makes a true copy of the document to be endorsed to the NSO together with an endorsement letter.	2 to 5 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
5. <b>Signature of the MCR</b> -MCR reviews then signs the documents.	10 to 15 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
6. <b>Release Client is given the true copy and endorsement letter</b> - Client is given the true copy and endorsement letter. - Client is given the option to mail all the documents to NSO Quezon City or just let the CRO I/MCR to endorse it through the PSO at Tandag.	3 to 5 minutes 5 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>

# DELAYED & /OR OUR-OF-TOWN PREPARATION & REGISTRATION OF CIVIL REGISTRY RECORDS

## SERVICE DESCRIPTION:

DELAYED and/or Out-of-Town REGISTRATION of birth, marriage, death and court decrees - like ordinary registration made at the time of the event - shall be filed at the office of the Civil Registrar of the place where the event occurred, following the lapse of the reglamentary period to register.

## REQUIREMENTS:

- NSO Negative Result
- Affidavit of Delayed Registration
- Affidavit of Two(2) Disinterested Persons
- Baptismal Certificate
- School Records
- Certified true copy of marriage or death certificate
- Community Tax Certificate

**FEES:** None

### • PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. <b>Presentation of Purpose/Documents</b> - Client approaches/expresses to the EIC the service he/she needs and presents the document for delayed registration. The document may be: • Certificate of Live Birth (COLB) • Marriage Contract • Death Certificate • Others - EIC verifies from the archive whether the record for late registration is available.	3 to 10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
2. <b>Submission of Requirements and Other Information</b> - Client ins instructed to submit supporting documents to the EIC. - Client waits while EIC examines the documents.	2 to 5 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>3. Payment of Fees</b> - Client is advised to pay the required Fees at the Municipal Treasurer's Office.	5 minutes	Municipal Treasurer's Office (MTO)
<b>4. Encoding and Printing of the Document to be Registered</b> - Client is advised to wait while the document is being prepared	5 to 10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>5. Review and Signing of the Document to be Registered</b> - Client is advised to thoroughly review the printed document before he/she and other signatories sign the same.	5 to 10 minutes	Joseph B. Ague, MD MCHM <i>Municipal Health Officer</i>
<b>6. Final Review and Signature of the Prepared Document</b> - MCR makes final review and signs the civil registry document.	5 to 10 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>  Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>7. Publication Record and Release of Document</b> - EIC records the document in the record book then advises the client to come back after the 10 day reglamentary publication period to claim the newly registered document.	3 to 5 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>

## REGISTRATION FOUNDLING/ABANDONED CHILDREN

### SERVICE DESCRIPTION:

A **FOUNDLING** is a deserted or abandoned infant or child found, with parents, guardian, or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown facts or birth and parentage.

#### Reglamentary Period and Place of registration

The finder/charitable institution within thirty (30) days shall make registration of the foundling in the Office of the Civil Registrar of the city/municipality where the child was found from the date of finding/commitment of the child.

#### Persons Responsible to Report the Event

Immediately after finding a foundling, the finder shall report the case to the barangay captain of the place where the foundling was found, or to the police headquarters, whichever is nearer or convenient to the finder. When the report is duly noted, either by the barangay captain or by the police authority, the finder shall commit the child to the care of the Department of Social Welfare and Development or to a duly licensed orphanage or charitable or similar institution. Upon commitment, the finder shall give to the charitable institution his copy of the Certificate of Foundling, if he had registered the foundling.

In case the finder is awarded the custody of the foundling by the proper authority, he shall give a name to the child and shall report the same to the civil registrar of the city/municipality where the child was found. Otherwise, the giving of name to the child and its registration as foundling shall be the responsibility of the Department of Social Welfare and Development or of the orphanage or charitable or similar institution

### REQUIREMENTS:

- Certification issued by the concerned Barangay Captain
- Police blotter/report
- Affidavit of the Finder

**FEES:** None

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>1. Presentation of Documents</b> - Client approaches the EIC and presents the documents.	2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>2. Examination of Documents</b> - EIC examines the presented documents. EIC prepares the certificate of foundling per data supplemented by the informant.	10 to 15 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i> Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>3. Evaluating/Review and Approval by MCR</b> - Documents are handed to the MCR for evaluation and approval.	5 to 10 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>4. Release of the Certificate</b> - Client receives his/her personal copy. Client is made to sign the receiving logbook.	2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>

## REGISTRATION OF LEGAL INSTRUMENTS/LEGITIMATION OF NATURAL CHILD

**SERVICE DESCRIPTION:**

AS A GENERAL RULE, all legal instruments shall be registered in the civil registry of the place where they were executed except the following:

- Affidavit of Reappearance - where the parties to be subsequent marriage are residing;
  - Marriage Settlement - where the marriage was recorded
  - Admission of Paternity ; and
  - Acknowledgement; Legitimation; Voluntary Emancipation of Minor; Parental Authorization or Ratification of Artificial Insemination - where the birth of the child was recorded
- Not falling under the aforementioned exception are the following registrable instruments:
- Acknowledgement
  - Acquisition of citizenship
  - Certificate of legal capacity of contract marriage
  - Option to elect Philippine citizenship
  - Partition and distribution of properties of spouse and delivery of the children's legitime; and
  - Waiver of rights interest of absolute community

All legal instruments executed abroad shall be registered in the civil registry office of Manila.

**REQUIREMENTS:**

- LEGAL INSTRUMENT
- LEGITIMATION OF NATURAL CHILD
  - Marriage Contract of Parents
  - Birth Certificate of the child
  - Affidavit of Legitimation of the parents
  - Legitimation Fee

**FEES:** P 300.00

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>1. Presentation of Document</b> - Present the required documents to EIC.	1 minute	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>2. Examination of Documents</b> - EIC examines the presented documents for registration and annotation.	5 to 10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>3. Payment of Fees</b> - Client is advised to pay the required fees at the MTO.	5 minutes	License Division <i>MTO</i>
<b>4. Records the Request</b> - EIC records the request to logbook	1 minute	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>5. Registration of the Legal Instruments and Annotation to the Affected Civil Registry Record.</b> - Client is advised to wait while EIC enters the legal instrument to Registry Book and annotates the same to the affected record.	10 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>6. Preparation of Annotated Record</b> - EIC prepares the annotated civil registry Record.	5 to 10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>7. Release of Documents</b> - EIC released the documents to the client.	1 minute	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>

## FILING AUTHORIZATION TO ALLOW ILLEGITIMATE CHILDREN TO USE SURNAME OF FATHER ACCORDING TO R.A. 9255

**SERVICE DESCRIPTION:**

Republic Act No. 9255 (An Act Allowing Illegitimate Children to Use the Surname of their Father, Amending for the Purpose Article 176 of Executive Order 209 Otherwise Known as the Family Code of the Philippines) was signed by President Gloria Macapagal Arroyo on 24 February 2004 and took effect on 19 March 2004, 15 days after its publication in The Manila Times and Malaya on 4 March 2004. This law is a consolidation of House Bill No. 4437 and senate No. 2510 of the Twelfth Congress of the Philippines.

The law applies to illegitimate children whose birth are either not yet registered or were previously registered under the surname of the mother whether born before or after the effectivity of R.A. 9255.

**REQUIREMENTS:**

- Certificate of Live Birth of the Child
- Public Document/Private Instrument manifesting that the child is really his
- Affidavit to Use Surname of the Father

**FEES:** None

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>1. Presentation of Documents</b> - Client approaches EIC and presents the required documents	2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i> Luisito Y. Yuhjutian <i>Municipal Civil Registrar</i>
<b>2. Examination of Documents</b> - EIC examines the presenter documents for review/ examination	5 to 10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>
<b>3. Records the Request</b> - EIC records the request to logbook	1 to 2 minutes	Luisito Y. Yuhjutian <i>Municipal Civil Registrar</i>
<b>4. Registration of the Legal Instruments and Annotation to the Affected Civil Registry Record.</b> - Client is advised to wait while EIC enters the legal instrument to Registry Book and annotates the same to the affected record.	10 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i> Imelda B. Arienza <i>Asst. Registration Officer I</i> Luisito Y. Yuhjutian <i>Municipal Civil Registrar</i>
<b>5. Preparation of Annotated Record</b> - EIC prepares the annotated civil registry record.	10 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i> Luisito Y. Yuhjutian <i>Municipal Civil Registrar</i>
<b>6. Release of Documents</b> EIC releases the documents to the client.	1 minute	Imelda B. Arienza <i>Asst. Registration Officer I</i>

## APPLYING FOR A MARRIAGE LICENSE

### SERVICE DESCRIPTION:

WHERE A MARRIAGE license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both contracting parties reside.

The local civil registrar concerned shall enter all applications for marriage license filed with him in a registry book strictly in the order in which the same are received.

When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of the said period if the contracting parties have not made use of it.

### REQUIREMENTS:

- Certified True/Xerox copy of birth certificate of applicants
- Pre-Marriage counseling Certificate
- Parental consent if applicant is 18 yrs. old but below 21 yrs. old
- Parental Advice if applicant is 21 yrs. old but below 25 yrs. old
- At least one of the contracting parties must be a resident of the place where the local civil registry office is located
- Certification of No Marriage Record (CENOMAR)

### FEES:

- Application Fee - P 200.00
- Marriage Cert. Fee - 50.00
- Pre-Marriage Counseling Fee - 200.00
- Marriage License Fee - 2.00

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>1. Application</b> - Applicants present required supporting documents	5 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>2. Examination of Requirements</b> - EIC examines submitted supporting documents.	5 to 10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>3. Preparation of Application</b> - EIC types the application. Client is advised to review and check the information on the prepared application by the EIC. Applicants sign in the application.	5 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>4. Payment of Fees</b> - Client is advised to pay the required application fee.	5 minutes	Municipal Treasurer's Office <i>(MTO)</i>
<b>5. MCR Subscribes the Application Documents are handed to MCR.</b> - MCR interviews the applicant s and parents and subscribes the application. MCR advises the client to come back after ten (10) days publication period.	5 to 10 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>6. Release of License</b> - MCR signs the license and releases it to the applicants.	2 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i>  Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>

## FILING PETITION FOR CHANGE OF FIRST NAME (Cfn) OR CORRECTION OF CLERICAL ERROR/S (Cce)

**SERVICE DESCRIPTION:**

REPUBLIC ACT No. 9048 authorizes the City or Municipal Civil Registrar or the Consul General to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order.

And administrative remedy in nature, it is a departure form the usual judicial process in correction clerical errors or changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in his record.

**REQUIREMENTS:**

1. Certificate machine copy of birth certificate erroneously (NSO)
2. Original copy of certification of employment
3. Certificate machine of NBI clearance & Police clearance
4. Certificate machine copy of Diploma's
5. Certificate machine copy of ID's
6. Affidavit of publication, Notice of Publication and Clippings Newspapers
7. Original copy of Notice of Posting and Certificate of Posting
8. Certificate Machine Copy or O.R.

**FEES:**

- Filling Fee for CFN - P 3,000.00 (+ P1,000.00 service fee for migrant petitioner)
- Filing Fee for CCE - P 1,000.00 (+500.00 service fee for migrant petitioner)

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>1. Presentation of Problem</b> - Petitioner presents his problem about his registry record to the EIC	10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i> Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>2. Remedies</b> - Petitioner is informed by the EIC or by the MCR of the remedy available for him-whether to file Petition for Change of First Name or Petition for Correction of Clerical Error.	10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i> Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>3. Requirements</b> - Petitioner is advised to submit supporting documents before filing a petition. EIC hands over a list of supporting document being required in filing the petition.	10 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i> Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>4. Submission of Requirements</b> - Petitioner submits all the listed supporting documents to the EIC. EIC or MCR examines if the documents are authentic, complete and duly certified.	10 to 15 minutes	Imelda B. Arienza <i>Asst. Registration Officer I</i> Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>5. Payment of Fees</b> - Once supporting documents are completed, the petitioner is advised to pay the appropriate filing fee at the MTO.	5 minutes	Lilian D. Frias <i>Municipal Treasurer</i>
<b>6. Preparation of Petition</b> - Petitioner submits the official receipt to the EIC. Petitioner is advised to wait while his petition is being prepared by the EIC. The EIC prepares the petition then ask Petitioner to sign his petition.	15 to 20 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>7. Signature of the MCR</b> - Petition and supporting documents handed to the MCR for review and notarization. The MCR, after reviewing the petition, administer the oath of the petitioner.	10 to 30 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>

**• PROCEDURES TO AVAIL THE SERVICE •**

Follow these steps	It will take you	Please Approach
<b>8. Publication and Posting</b> - EIC prepares the Publication for CFN and/ or Posting for Collection of Clerical Error.	2 weeks for CFN 10 days for CCE	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>
<b>9. Transmittal to Petition to NSO</b> - The petition after the approval by the MCR is submitted to NSO Manila for review and affirmation/ impugment. Client is advised to call back or follow up after two months.	10 to 15 minutes	Luisito Y. Yuhiutian <i>Municipal Civil Registrar</i>