



OFFICE OF THE CITY CIVIL REGISTRAR

External Services

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1. TIMELY REGISTRATION OF BIRTH

Registration of Birth Certificate within the reglementary period of 30 days.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.102 (4 original copies)			Civil Registrar's Office/Hospitals/Lying-in Clinics/Health Centers in Meycauayan	
2. Marriage Contract (1 original and 1 photocopy) (for married parents)			Any Civil Registrar offices, PSA Offices/outlets	
3. Community Tax Certificate of Parents (Cedula)			Any City/Municipal Treasury offices/Barangay Hall	
4. Notarized Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (for unmarried parents)			Any Legal Offices/Notary Public	
5. Notarized Affidavit of Acknowledgment/Admission of Paternity found at the back portion of Form No. 102 (for unmarried parents)			Any Legal Offices/Notary Public	
6. Government Issued Identification Card of Parents (1 photocopy each)			BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Birth Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and Issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I



3. Present the Official Receipt.	3. Attach receipt, prepare and register the certificate.	None	5 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Receive Certificate.	4. Release Certificate.	None	1 minute	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
TOTAL:		PHP 50	16 Minutes	

2. TIMELY REGISTRATION OF MARRIAGE

Registration of Marriage Certificate within the reglementary period of 15 days.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Solemnized in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.97 (4 original copies)			Civil Registrar's Office, Churches, Solemnizing Offices, other Religious Sectors in Meycauayan	
2. Request to Solemnize Marriage outside Church (if civil wedding) (1 photocopy)			Any Legal Offices/Notary Public	
3. Authority to Solemnize Marriage of Solemnizing Officer (if civil wedding) (1 photocopy)			Any Solemnizing Offices	
4. Marriage License (1 photocopy)			Any Civil Registrar Offices	
5. Actual Photo of Marriage Ceremony (1 original, 1 photocopy)			Provided by the client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Marriage Certificate with complete requirements.	1. Review the documents submitted.	None	3 Minutes	Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar



	2. Prepare and register the Certificate.	None	5 Minutes	Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Office of the City Civil Registrar Ma. Teresa M. Aguilar Asst. Registration Officer Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
2. Receive Certificate.	2.1. Release Certificate.	None	1 minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
	TOTAL:	None	9 Minutes	

3. TIMELY REGISTRATION OF DEATH CERTIFICATE

Registration of Death Certificate within the reglementary period of 30 days.

Office or Division:		Office of the City Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All (Deaths)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Municipal Form No.103 (4 original copies)		Civil Registrar's office/Hospitals/Funeral Services/Health Centers in Meycauayan		
2. Burial or Transfer or Cremation Permit		Office the City Health Officer of Meycauayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Death Certificate with complete requirements.	1. Review the documents submitted.	None	3 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
	2. Prepare and register the Certificate.	None	5 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar



				Asst. Registration Officer Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
2. Receive Certificate.	a. Release Certificate.	None	1 minute	Luzviminda S. Camba Administrative Assistant II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	None	9 Minutes	

4. LATE REGISTRATION OF BIRTH

Late Registration of Birth Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (Born in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.102 (4 original copies)		Civil Registrar's Office, Hospitals, Lying-in Clinics, Health Centers in Meycauayan	
2. Philippine Statistics Authority (PSA) -Certificate of No Record (for 3 years old-up) (1 original)		PSA Offices, PSA outlets	
3. Baptismal Certificate (1 original, 1 photocopy)		Church were the child/registrant was baptized	
4. Barangay Certification for Late Registration (1 original and 1 photocopy)		Barangay were the child/registrant was born	
5. School record (Form 137) (1 original, 1 photocopy)		School were the child/registrant studied	
6. Marriage Contract of Parents or Registrant		Any Civil Registrar offices, PSA Offices/outlets	
7. Community Tax Certificate of Parents or Registrant (if aged 18-up) (1 original, 1 photocopy)		Any Office of the City/Municipal Treasurer, Barangay Hall	
8. Voter's Certification (1 original, 1 photocopy) (for Registrant aged 18-up)		Comelec Office Meycauayan	
9. Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy) (for Registrant aged 18-up)		GSIS/SSS/Phillhealth Offices	



10. Passport (1 original, 1 photocopy)		DFA offices		
11. Mayor's/Police/NBI Clearance (1 original, 1 photocopy) (for Registrant aged 18-up)		Any LGU/PNP Offices/NBI offices		
12. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (if unmarried parents) (except those who was born from August 03, 1988 to March 18, 2004)		Any Legal Offices/Notary Public		
13. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)		Any Legal Offices/Notary Public		
14. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)		Any Legal Offices/Notary Public		
15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102		Any Legal Offices/Notary Public		
16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants		Any Legal Offices/Notary Public		
17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)		BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Birth Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 100	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present the Official Receipt.	3. Prepare the Certificate and issue claim stub.	None	10 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar



	3.1. Post the application form at the bulletin board.	None	10 days	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
	3.2 . Register the Certificate.	None	2 Minutes	Maricel C. Villacorta Asst. Registration Officer Ma. Teresa M. Aguilar Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Robert P. Geronimo Administrative Officer I Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present claim stub.	4. Release Certificate.	None	1 Minute	Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	PHP 100	23 Minutes + (10 days for posting)	

5. LATE REGISTRATION OF MARRIAGE

Late Registration of Marriage Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (solemnized in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original Copy or Certified Copy of Marriage Certificate (1 copy)		Civil Registrar’s Office	
2. Philippine Statistics Authority (PSA) -Certificate of No Record (1 original)		PSA Offices/ outlets	
3. Certificate of No Marriage (CENOMAR) (1 original copy each)		PSA Offices/outlets	



4. Affidavit of Late Registration of Marriage (1 original)			Any Legal Offices/Notary Public	
5. Wedding Pictures (original and photocopy)			To be provided by the client	
6. Certificate of Live Birth of Children (original and photocopy)			Any Civil Registrar's Offices	
7. Death certificate of spouse (if applicable) (original and photocopy)			Any Civil Registrar's Offices	
Note: Additional Requirements If there's NO Copy of Marriage Certificate				
1. Execute an Affidavit stating the complete details of marriage (1 original)			Any Legal Offices/Notary Public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Marriage Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Ma. Rowena F. Raroque Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 100	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present the Official Receipt.	3. Prepare the Certificate and issue claim stub.	None	10 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	3.1. Post the application form at the bulletin board.	None	10 days	Ma. Teresa M. Aguilar Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
	3.2. Register the Certificate.	None	2 Minutes	Ma. Rowena F. Raroque Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Julieta Conquilla-Montevilla



				City Civil Registrar Office of the City Civil Registrar
4. Present claim stub.	4. Release Certificate.	None	1 Minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar Or Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	PHP 100	23 Minutes + (10 days for posting)	

6. LATE REGISTRATION OF DEATH CERTIFICATE

Late Registration of Death Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the City Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All (Deaths in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.103 (4 original copies)			Civil Registrar's Office, Hospitals, Funeral Services in Meycauayan	
2. Affidavit of Late of Registration of Death (1 original)			Any Legal Offices/Notary Public	
3. Philippine Statistics Authority (PSA) -Certificate of No Record (1 original)			PSA Offices/outlets	
4. Picture of Tombstone (Lapida) (1 copy)			Cemetery where the cadaver buried	
5. Community Tax Certificate (Cedula) of the Petitioner (1 original, 1 photocopy)			Any Barangay Hall, Office of the City/Municipal Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Death Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 100	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo



				Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present the Official Receipt.	3. Prepare the Certificate and issue claim stub.	None	10 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
	3.1. Post the application form at the bulletin board.	None	10 days	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
	3.2. Register the Certificate.	None	2 Minutes	Ma. Rowena F. Raroque Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Luzviminda S. Camba Administrative Assistant II Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present claim stub.	4. Release Certificate.	None	1 minute	Luzviminda S. Camba Administrative Assistant II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	PHP 100	23 Minutes + (10 days posting)	



7. ISSUANCE OF CERTIFIED TRUE COPY/PHOTOCOPY OF BIRTH/MARRIAGE/DEATH CERTIFICATE

The copy of civil registry document from the Office of the Local Civil Registrar is being certified.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Birth, Marriage, Death in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Government Issued Identification Card of owner of the document, nearest kin/authorized person (if the requester is not the owner of the requested document)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec and the same	
2. Authorization Letter or Special Power of Attorney from the authorizing person (1 original copy)			Handwritten Letter from the authorizing person, Legal Offices	
3. For Death Certificates, Original Authorization letter with 1 photocopy of the valid ID of the nearest keen and of the person being authorize if the nearest keen is not available.			Provided by client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-up verification slip/query slip.	1. Search and verify requested document/s and issue order of payment.	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present Official Receipt at the Receiving Window	3. Prepare the Certified True Copy/Photocopy	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Robert P. Geronimo



at the Civil Registrar.	of Certificate for signature.			Administrative Officer I Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Receive Certified True Copy/Photocopy of Certificate.	4. Release the Certified True Copy/ Photocopy of Certificate.	None	1 Minute	Nomer D. Nolasco Administrative Aide II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
TOTAL:		PHP 50	16 Minutes	

8. REGISTRATION OF LEGITIMATION/ACKNOWLEDGEMENT OF PATERNITY

The process of changing a child's status from being illegitimate (born out of wedlock) to legitimate.

Office or Division:	Office of the City Civil Registrar		
Classification:	Complex		
Type of Transaction:	G2C		
Who may avail:	All (Born in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of No Marriage of Parents (CENOMAR) (1 original)		PSA Offices/outlets	
2. Certificate of Marriage of Parents (PSA copy) (1 original)		PSA Offices/outlets	
3. Affidavit of Legitimation executed by both parents (1 original)		Any Legal Offices/Notary Public	
4. Birth Certificate of Child (PSA copy) (1 original copy)		PSA Offices/outlets	
5. Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy)		GSIS, SSS, Philhealth	
6. Government issued ID of parents (1 original and 1 photocopy each)		BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec	
Note: Requirements For Acknowledgment of Paternity:			
1. Notarized Affidavit of Admission of Paternity (1 original copy)		Any Legal Offices/Notary Public	
2. Notarized Affidavit to use the surname of father (1 original copy)		Any Legal Offices/Notary Public	
3. Baptismal Certificate (1 original, 1 photocopy)		Church where the child was baptized	



4. Government issued ID of parents (1 original and 1 photocopy)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review the submitted documents, Issue order of payment.	None	10 Minutes	Luzviminda S. Camba Administrative Assistant II Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	Registration Fee - PHP 300 Certified True Copy of Birth/ PHP 100 (2 copies) Certified True Copy of Legitimation – PHP 150	5 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present Official Receipt.	3. Prepare Certificate of Registration of Legitimation and Endorsement letter for signature.	None	12 Minutes	Luzviminda S. Camba Administrative Assistant II Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Receive the requested document	4. Release the Certificate of Registration, Legitimation, and Endorsement Letter; advise client to send the documents to PSA thru a courier.	None	2 Minutes	Luzviminda S. Camba Administrative Assistant II Office of the City Civil Registrar
	TOTAL:	PHP 550	29 Minutes	



9. OUT OF TOWN REGISTRATION OF BIRTH CERTIFICATE

Out-of-town reporting occurs when the certificate is presented to the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the city or municipality where the vital event occurred and where it should be registered.

Office or Division:		Office of the City Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All (Meycauayan Residents)		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Municipal Form No.102 (4 original copies)			Civil Registrar's Office Meycauayan	
2. Philippine Statistics Authority (PSA) - Certificate of No Record (1 original)			PSA Offices/outlets	
3. Baptismal Certificate (1 original 1 photocopy)			Church where the child was baptized	
4. Voter's Affidavit (1 original, 1 photocopy)			Comelec Office Meycauayan	
5. Cedula (1 original, 1 photocopy)			City/Municipal Treasurer, Barangay Hall	
6. Barangay Clearance (1 original, 1 photocopy)			Barangay Halls in Meycauayan	
7. NBI/Police Clearance (1 original, 1 photocopy)			PNP Offices/NBI offices	
8. Two Government Issued Identification Card (original copy, 1 photocopy each)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec	
9. Marriage Certificate of Parents and/or Registrant (1 original, 1 photocopy) (if applicable)			Civil Registrar's Office where the marriage certificate was registered.	
10. SSS E-1 Form (1 original, 1 photocopy)			SSS Offices	
11. Philhealth Member Data Record (MDR) (1 original)			Philhealth Offices	
12. School Record (Form 137) (1 original, 1 photocopy)			School where the registrant studied	
13. Notarized Joint Affidavit of Two Disinterested Persons (1 original)			Legal Offices/Notary Public	
14. Notarized Affidavit of Late Registration (if Registrant aged 18-up) (1 original)			Legal Offices/Notary Public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review documents and prepare the birth certificate.	None	15 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
2. Receive the Certificate of Birth and attached requirements then mail through	2. Sign and issue the Birth Certificate with attached requirements and	None	3 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Julieta Conquilla-Montevilla City Civil Registrar



courier to concerned City/Municipal Civil Registrar.	advise client for mailing.			Office of the City Civil Registrar
	TOTAL:	None	18 Minutes	

10. ISSUANCE OF MARRIAGE LICENSE

A legal document that allows two people in their legal age to get married.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (at least one of the couple is a resident of Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Birth Certificate from PSA/NSO (1 original copy and 2 photocopies each)		Any Civil Registrar's Offices, PSA Offices/outlets	
2. Certificate of No Marriage (CENOMAR) (1 original copy and 2 photocopies each)		PSA Offices/outlets	
3. Certificate of Attendance for Pre-Marriage Counselling and Family Planning Seminar (every Thursday)		City Health Office and City Nutrition and Population Office	
4. Cedula (Address should be the place where you live for the last 6 months) (1 original copy and 2 photocopies each)		Office of the City/Municipal Treasurer, Barangay Hall	
5. If applicant is widow/widower, bring Certified True Copy (CTC) of Death Certificate of deceased spouse (1 copy)		Any Civil Registrar Offices	
6. 1x1 recent photo (2 copies each)		Photo Studios	
Note: If applicant's previous marriage is annulled, bring:			
1. Certificate of Finality (1 original and 2 photocopies)		Regional Trial Court	
2. Court Decision (1 original and 2 photocopies)		Regional Trial Court	
3. Annotated Marriage Certificate (1 original and 2 photocopies)		PSA Offices/outlets	
Note: Personal appearance of both applicants			
Note: Personal Appearance of parent/guardian for 18-24 years old applicants bring valid id (1 original).			
Note: If Foreign applicants (Personal appearance of applicants):			
1. Legal capacity from their Embassy in the Philippines (1 original and 2 photocopies)		Respective Embassy in the Philippines	



2. Certificate of Divorce (if applicable) (1 original and 2 photocopies)			Court in their respective country	
Note: For Foreign nationals who married and divorced a Filipino nationals bring:				
1. Approved Judicial Recognition of Foreign Decision (1 original and 2 photocopies)			Regional Trial Court	
2. Certificate of Finality of the Decision (1 original and 2 photocopies)			Regional Trial Court	
3. Annotated Marriage Certificate from the PSA (1 original and 2 photocopies)			PSA Offices/outlets	
4. Death Certificate of the deceased spouse if applicant is widow/widower (1 original and 2 photocopies)			Any Civil Registrar offices, PSA Offices/outlets	
5. Passport (1 original and 2 photocopies)			DFA Offices	
6. Latest arrival (1 original and 2 photocopies)			Provided by the client	
7. 1x1 most recent photo (2 pieces each)			Photo studios	
8. Certificate of Attendance for Pre-Marriage Counselling and Family Planning Seminar (every Thursday)			City Health Office and City Nutrition and Population Office of Meycauayan	
When a Foreigner has no Embassy or Consulate in the Philippines:				
1. Affidavit of Legal Capacity to Contract Marriage (1 original copy)			Notary Public (preferably within Meycauayan City)	
2. Certification that his/her country has no Embassy or Consulate in the Philippines from the Department of Foreign Affairs (1 original copy)			DFA	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application form and attach complete requirements.	1. Review entries of the documents submitted, And issue order of payment.	None	20 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Rodel A. Jurado Administrative Asst. II Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 300	5 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker



				Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present Official Receipt	3. Prepare Application for Marriage License and notify clients for the Pre-Marriage Counselling and Family Planning Seminar.	None	5 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
4. Receive Application for Marriage License and proceed to the Pre-Marriage Counselling and Family Planning Seminar.	4. Release Application for Marriage License.	None	2 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
5. Present the Pre-Marriage Counselling and Family Planning Seminar Certificates with other requirements; receive Claim Stub.	5. Prepare Notice of Posting, and issue claim stub.	None	3 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	5.1. Post Notice in bulletin board at Meycauayan City Hall.		2 minutes (10 days posting period)	Rodel A. Jurado Administrative Assistant II Office of the City Civil Registrar
6. Present claim stub and receive the Marriage License.	6. Release Marriage License.		1 Minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	TOTAL:	PHP 300	37 minutes + (10 days posting)	



11. ISSUANCE OF MARRIAGE AFFIDAVIT (ARTICLE 34)

Is intended to make it easy for couples who have actually cohabited as husband and wife for at least five (5) years to get married without the necessity of a marriage license.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Resident Only			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Birth Certificate of Applicants (1 original and 2 photocopies)			PSA Offices/outlets	
2. Certificate of No Marriage (CENOMAR) (1 original copy and 2 photocopies each)			PSA Offices/outlets	
3. Barangay Certification (Living together as husband and wife for 5 years and above)			Barangay Hall	
4. Birth Certificate or Baptismal Certificate of eldest child (1 original and 2 photocopies)			Church where the child was baptized, Civil Registrar offices	
5. If applicant is widow/widower, bring Certified True Copy (CTC) of Death Certificate of deceased spouse (1 original and 2 photocopies)			Any Civil Registrar Offices	
6. Latest Cedula (1 original and 2 photocopies each)			Barangay Hall/City/Municipal Treasurer	
7. 1x1 recent photo (2 copies each)			Photo Studios	
Note: If applicant's previous marriage is annulled, bring:				
1. Certificate of Finality (1 original and 2 photocopies)			Regional Trial Court	
2. Court Decision (1 original and 2 photocopies)			Regional Trial Court	
3. Annotated Marriage Certificate (1 original and 2 photocopies)			PSA Offices/outlets	
Note: Personal appearance of both applicants (must be 23 years old and above)				
Note: If Widow/Widower or annulled, the period of the computation of the time of death of the deceased spouse or the time of annulment should be more than five years.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review entries of the documents submitted, And issue order of payment.	None	20 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 200	5 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo



				Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Marriage Affidavit Form and inform the client to go to Notary Public.	None	5 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	TOTAL:	PHP 200	30 Minutes	

12. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF LIVE BIRTH)

Correction of an obvious mistake committed in clerical work, either in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as misspelled place of birth and the like, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (Born in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. PSA Copy of Birth Certificate (1 original, 2 photocopies)		PSA Offices, PSA accredited outlets	
2. Local Copy of Birth Certificate (1 original, 2 photocopies)		Civil Registrar’s Office	
3. Baptismal Certificate(1 original, 2 photocopies)		Church that the child was baptized	
4. Barangay Clearance (1 original, 2 photocopies)		Barangay Hall	
5. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)		Any Legal Offices/Notary Public	
6. Marriage Contract of the petitioner (if applicable) (1 original, 2 photocopies)		Any Civil Registrar offices, PSA Offices/outlets	
7. Latest Police Clearance (1 original, 2 photocopies)		PNP offices	



8. Marriage Contract of parents of the petitioner (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
9. Birth Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
10. Barangay Clearance of Mother/Father (if applicable) (1 original, 2 photocopies)	Barangay Hall			
11. Death Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
12. Birth Certificate of child/children (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
13. Birth Certificate of sibling/s (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
14. Certificate of Employment or Notarized Affidavit of Non-Employment (1 original, 2 photocopies)	Employer of the Petitioner/Any Legal Offices/Notary Public			
15. Government Issued ID of parents (if applicable)/registrant (1 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec			
16. MDR (Philhealth)/ SSS forms (if applicable) (1 original, 2 photocopies)	Philhealth and SSS offices			
17. Passport/Passport Application (if applicable) (1 original, 2 photocopies)	DFA			
18. Form 137 School Record (1 original, 2 photocopies)	School where the petitioner studied			
19. Barangay Residency of child (1 original, 2 photocopies)	Barangay Hall			
20. Cedula (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall			
21. Cedula of parents (if applicable) (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall			
22. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition	Any Legal Offices/Notary Public			
23. Cedula and ID of Petitioner (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall, BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements .	1. Review entries in the documents submitted and issue order of payment.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City	2. Receive payment and Issue official receipt.	PHP 1,000	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga



Treasurer for payment.				Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	10 Minutes (10 days posting period)	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present copy of Petition of clerical error.	4.1 Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.	None	5 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	4.2. Call/Text client upon affirmation of the Petition.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
5. Bring the Copy of the PSA that containing the clerical error.	5. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
6. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	6. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito



				Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
7. Present the Official Receipt.	7. Prepare Certificate of Finality and Certify Petition Documents.	None	20 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
8. Received complete Finality documents.	8. Release Certificate of Finality and Certified Petition Documents; Advise client to handcarry the Finality to PSA.	None	1 Minute	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	TOTAL:	Correction of Clerical Error – PHP 1,000 Certificate of Finality Fee - PHP 150	1 hour and 13 minutes + (10 days posting period)	

13. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF MARRIAGE)

Correction of an obvious mistake committed in clerical work, either in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as misspelled place of birth and the like, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Married in Meycauayan)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Marriage Certificate (1 original, 2 photocopies)	PSA Offices, PSA accredited outlets
2. Local Copy of Marriage Certificate (1 original, 2 photocopies)	Civil Registrar's office of Meycauayan



3. Birth Certificate of Husband/Wife (1 original, 2 photocopies)		Any Civil Registrar offices , PSA Offices/outlets		
4. Birth Certificate of child/children (if applicable) (1 original, 2 photocopies)		Any Civil Registrar offices , PSA Offices/outlets		
5. Birth Certificate of sibling/s (if applicable) (1 original, 2 photocopies)		Any Civil Registrar offices , PSA Offices/outlets		
6. Birth Certificate of Mother/Father (1 original, 2 photocopies)		Any Civil Registrar offices , PSA Offices/outlets		
7. Death Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)		Any Civil Registrar offices , PSA Offices/outlets		
8. Latest NBI Clearance (1 original, 2 photocopies)		NBI Offices		
9. Latest Police Clearance (1 original, 2 photocopies)		PNP Offices		
10. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)		Any Legal Offices/Notary Public		
11. Government Issued ID (1 original, 2 photocopies)		BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec		
12. Passport/ Passport Application (1 original, 2 photocopies)		DFA offices		
13. Barangay Clearance (1 original, 2 photocopies)		Barangay Hall where they live		
14. Cedula (1 original, 2 photocopies)		Any City/Municipal Treasurer, Barangay Hall		
15. Cedula and ID of Petitioner (if the owner is not available) (1 original, 2 photocopies)		City/Municipal Treasurer, Barangay Hall, BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec		
16. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition		Any Legal Offices/Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review entries in the documents submitted and issue order of payment.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Issue official receipt.	PHP 1,000	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III



				Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	10 Minutes (10 days posting period)	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present copy of Petition of clerical error.	4. Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.	None	5 Minutes	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	4.1. Call/Text client upon affirmation of the Petition.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
5. Bring the Copy of the PSA that containing the clerical error.	5. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
6. Proceed to the Cashier Window at the Office of the City	6. Receive payment and	PHP 150	5 minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II



Treasurer for payment.	issue Official Receipt.			Office of the City Civil Registrar
7. Present the Official Receipt.	7. Prepare Certificate of Finality and Certify Petition Documents.	None	20 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
8. Received complete Finality documents.	8. Release Certificate of Finality and Certified Petition Documents; Advise client to hand-carry the Finality to PSA.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	TOTAL:	Correction of Clerical Error – PHP 1,000 Certificate of Finality Fee - PHP 150	1 hour and 13 Minutes + (10 days posting period)	

14. CORRECTION: CHANGE OF FIRST NAME (R.A. 9048) AND CHANGE OF MONTH AND DAY OF BIRTH, CHANGE OF GENDER (R.A. 10172)

Refers to a mistake committed in the entry in the civil register on the entry of First name or day and month in the date of birth or the sex of the person, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (Born in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. PSA Copy of Birth Certificate (1 original, 2 photocopies)		PSA Offices/outlets	
2. Local Copy of Birth Certificate (1 original, 2 photocopies)		Civil Registrar's office of Meycauayan	
3. Baptismal Certificate (1 original, 2 photocopies)		Church that the child was baptized	
4. Barangay Clearance (1 original, 2 photocopies)		Barangay Hall	
5. Birth Certificate of Child/Children (at least 2) (1 original, 2 photocopies) (For Change of Name)		Any Civil Registrar offices, PSA Offices/outlets	



6. Marriage Contract (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices , PSA Offices/outlets
7. Latest NBI Clearance (1 original, 2 photocopies)	NBI Offices
8. Latest Police Clearance(1 original, 2 photocopies)	PNP Offices
9. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)	Any Legal Offices/Notary Public
10. Certificate of Employment or Affidavit of Non-Employment (1 original, 2 photocopies)	Any Legal Offices/Notary Public
11. Government Issued Identification Card (2 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec
12. Passport/ Passport Application (1 original, 2 photocopies) if applicable	DFA
13. Form 137 School Record (1 original, 2 photocopies)	School
14. Barangay Residency of child	Barangay Hall
15. 15.Cedula (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall
16. MDR (Philhealth)/ SSS forms (1 original, 2 photocopies) (if applicable)	Philhealth and SSS offices
17. Affidavit of Publication with newspaper (1 original)	Publication from national circulating newspaper company.
18. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition	Any Legal Offices/Notary Public

Note: Additional Requirements for Correction of Gender

1. Medical Records (1 original, 2 photocopies)	Any Medical Clinic
2. Medical Certification from City Health Office (1 original, 2 photocopies)	City Health Office of Meycauayan

Note: Publication from a national circulating newspaper for two (2) consecutive weeks.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Review entries in the documents submitted and issue order of payment.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Issue official receipt.	PHP 3,000	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito



				<p>Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer</p>
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and Notice of Publication post notice in the bulletin board at Meycauayan City Hall; advise client to secure an Affidavit of Publication.	None	10 Minutes (10 days posting period)	<p>Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar</p>
4. Submit Affidavit of Publication and copy of newspaper.	4. Advise client to return after 5 consecutive days posting period.	None	2 Minutes (5 days posting period)	<p>Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar</p>
5. Present copy of Petition of clerical error.	5. Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.		5 Minutes	<p>Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar</p>
	5.1. Call/Text client upon affirmation of the Petition.	None	1 Minute	<p>Jayson L. Delino Administrative Aide II Office of the City Civil Registrar</p>
6. Bring the Copy of the PSA that containing the clerical error.	6. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	<p>Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar</p>



7. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	7. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
8. Present the Official Receipt.	8. Prepare Certificate of Finality and Certify Petition Documents.	None	20 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
9. Received complete Finality documents.	9. Release Certificate of Finality and Certified Petition Documents; Advise client to hand-carry the Finality to PSA.	None	1 Minute	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	TOTAL:	<i>Correction of Birthdate/ Gender/Change of First Name – PHP 3,000 Certificate of Finality Fee - PHP 150</i>	1 hour and 19 minutes + (15 days posting period)	



15. SUPPLEMENTAL REPORT

A supplemental report is used to supply entries or information in the Certificate of Live Birth, Marriage, Death, and Certificate of Fetal Death, which are inadvertently omitted when the document was registered.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born, Married and Died in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Philippine Statistics Authority (PSA) – Certificate (1 original and 2 photocopies)			PSA Offices/outlets	
2. Certified True Copy (CTC) of Certificate (1 original)			Office of the Local Civil Registrar	
3. Baptismal Certificate (1 original and 2 photocopies)			Church where the child was baptized	
4. NBI/Police Clearance (1 original and 2 photocopies)			NBI Offices, Police offices	
5. Government Issued Identification Card of registrant and parents (2 original and 1 photocopy each)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec	
6. Voter's Affidavit (1 original and 2 photocopies)			Comelec Offices	
7. SSS E-1 Form (1 original and 2 photocopies)			SSS Offices	
8. School Records (Transcript of Records, Diploma, Form 137)			School	
9. Affidavit of Supplemental Report (2 Original copy)			Any Legal Offices/Notary Public	
10. Marriage and Birth Certificate of parents for Supplemental of Birth, Marriage (1 original and 2 photocopies)			PSA Offices/outlets	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review entries in the documents submitted and issue order of payment.	None	5 Minutes	Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III



				Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Certificate of Live Birth/Marriage/Death and Endorsement Letter.	None	15 Minutes	Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
	3.1. Release all the documents. Advise client to hand-carry to PSA thru a courier.	None	2 Minutes	Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
	TOTAL:	PHP 50	27 Minutes	

16. INDORSEMENT OF CIVIL REGISTRY DOCUMENTS

Indorsement is a procedure done to assist clients in having a PSA record or a clear PSA record.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born, Died and Married in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Local Copy of Certificate of Birth, Death, and Marriage (For Advance indorsement)			Civil Registrar’s Office of Meycauayan	
2. Blurred PSA Copy of Certificate of Birth, Death, and Marriage (For Indorsement of Clear Copy)			PSA Offices/outlets	
3. Philippine Statistics Authority (PSA) - Certificate of No Record (For Indorsement for Inclusion)			PSA Offices/outlets	
4. Authorization Letter (if the owner or nearest kin cannot process indorsement) or Special Power of Attorney			Authorizing person, Any Legal Offices/Notary Public	
Note: Feedback Form from PSA stating that the copy is blurred and in need to request an indorsement of clear copy.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For Advance indorsement, check the entries and details in the certificate for any	1.Prepare Indorsement Letter for Advance copy and Certificate	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Jayson L. Delino Administrative Aide II Robert P. Geronimo Administrative Officer I



discrepancies. then proceed to step no. 5	Civil Registry Document.			Office of the City Civil Registrar
2. For Indorsement of Inclusion, present the PSA Negative Result. While for Indorsement of Clear copy, present the blurred copy of PSA document.	2. Search and verify requested document and Issue order of payment.	None	10 Minutes	Nomer D. Nolasco Administrative Aide II Jayson L. Delino Administrative Aide II Robert P. Geronimo Administrative Officer I Office of the City Civil Registrar
3. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	3. Issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
	3.1. Prepare the Certified True Copy/Photocopy of Certificate and Indorsement Letter for Inclusion.	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Jayson L. Delino Administrative Aide II Robert P. Geronimo Administrative Officer I Office of the City Civil Registrar
4. Present Official Receipt.	4. Sign the Certified True Copy/ Photocopy of Certificate.	None	1 Minute	Julieta Conquilla-Montevilla City Civil Registrar Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
5. Receive the requested documents.	5. Release the Endorsement Letter and its attachment, advise client to send the documents to	None	1 Minute	Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar



	PSA thru a courier.			
	TOTAL:	PHP 50	5 Minutes (Advance) 22 Minutes (Inclusion/ Blurred)	

17. REGISTRATION OF COURT DECISION

A decision of a court regarding the rights and liabilities of parties in a legal action or proceedings. This includes Correction of Entries, Annulment, Recognition of Foreign Judgement (Divorce), Cancellation of Birth, Presumptive Death, Adoption

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born, Died and got Married in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. PSA Copy of Certificate of Birth, Death, and Marriage			PSA Offices, PSA accredited outlets	
2. Certificate of Finality and Court Decision (2 original copies)			City/Municipality where the Court Decision was made	
3. Certificate of Authenticity of the Court Decision/Finality (2 original copies)			City/Municipality where the Court Decision was made	
4. A Certification from the Civil Registrar of the City/Municipality where the Court Decision was made (2 original copies)			LCR of the City/Municipality where the Court Decision was made	
5. (if the petitioner is not available) Authorization/Valid ID of the Petitioner/SPA/ Valid ID of the Authorized Representative			Owner of the document; Legal Offices/Notary Public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for review.	1. Review documents presented. Issue order of payment to client. Prepare Court Decision Certification, Certified true copies.	None	10 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar



2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and Issue official receipt.	PHP 500 – Court Decision PHP 1,000 – Annulment PHP 1,000 – Divorce PHP 300 – Adoption PHP 300 – Presumptive Death PHP 50 – CTC PHP 50 – CXC	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt. Receive the Registration of Court Decision and submit to PSA Main Office for endorsement	3. Release Registration of Court Decision and advice client to send the documents to PSA thru a courier.	None	2 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	TOTAL:	<i>PHP 600 – Court Decision PHP 1,100 – Annulment PHP 1,100 – Divorce PHP 350 – Adoption PHP 350 – Presumptive Death</i>	17 minutes	