



## REGISTRATION OF BIRTH



### Who May Avail of the Service:

Parents, guardians or concerned individual, hospital, lying-in

### Schedule of Availability Of Service:

Monday to Friday excluding Holidays  
8:00 AM to 5:00 PM (No Noon Break)



### Requirements:

- A. Certificate of Marriage of Parents
- B. Current year Cedula(CTC) of Parents

\*If illegitimate:

- A. Current year Cedula(CTC) of both parents
- B. Valid ID's

### Procedures:

Step	Applicant/Client	Service Provider	Duration of Activity <small>(under normal circumstances)</small>	Person in Charge	Fees	Form
1	Present the Prepared Municipal Form No.102 (Certificate of Live Birth) prepared and submitted by Midwife/Hospital etc...	Interview the registrant/informant about the details of the event to be reported.	10 minutes	Officer of the Day		Municipal Form No.102
2		Review / Examination of every entry in the document prepared. Assigning of registry number & Putting of corresponding codes.	10 minutes	Susana S. Salosa Admin. Aide III		Municipal Form No.102
3	Receive the original copy of the document	Affixing of signatures on the document & etching of official seal of the City Civil Registry. Register the document and issue/release the original copy of registered document to the informant/ authorized institution.	10 minutes	TOMAS IGNACIO C. MANABAT City Civil Registrar		Municipal Form No.102
<b>END OF TRANSACTION</b>						

## APPLICATION FOR MARRIAGE LICENSE



### Who May Avail of the Service:

Concerned individuals

### Schedule of Availability Of Service:

Monday to Friday excluding Holidays  
8:00 AM to 5:00 PM (No Noon Break)



### Requirements:

- A. Birth certificate of both applicants
- B. Certificate of No Marriage(CENOMAR from NSO) of applicants
- C. Family Planning Certificate- From the population Office(as schedule)
- D. Consent of Parents-If applicant is 18 yrs but below 21 yrs of age
- E. Advice of Parents-If applicant is 21 yrs but below 25 years of age
- F. Certificate of Legal Capacity to marry-if applicant is foreigner
- G. Photocopy of Passport (arrival stamp)

### TAXES AND FEES:

Civil Wedding – P398.00  
Church Wedding - P248.00  
License fee – P10.00

### Procedures:

Step	Applicant/Client	Service Provider	Duration of Activity <small>(under normal circumstances)</small>	Person in Charge	Fees	Form
1	Present the Submit requirements.	Interview the client. CCR Staff examine the submitted supporting documents.	15 minutes	Rogelio Capili, II, Fernan De Castro		Municipal Form No.102
2	Fill-up the forms by the applicants. Afterwards sign the same. Parents must also sign the form for Parental consent/ Advice as required by law.  NOTE: Proceed to the Population Office for the Family Planning Seminar.	The Municipal Form No.90 (Application for Marriage License Form) is prepared.  Review the information written on the forms.	20 minutes	Ma. Celeste E. Reyes		Municipal Form No.90 (Application for Marriage License Form)
3	Pay the corresponding Fee for the Application for Marriage License at City Treasurer's Office.		5 minutes	Cashier at the Treasurer's Office	Civil Wedding - P398.00 Church Wedding - P248.00	Official Receipt
4	Publication - Come back after 10 working days.  Pay the additional fee of 10.00 for License Fee .	Review and Approval. Affixing of signatures and assigning of registry number on the Application Form.	5 minutes	Tomas Ignacio C. Manabat City Civil Registrar  Cashier at the Treasurer's Office	License fee - P10.00	
5		CCR Staff releases the prepared and duly \signed Marriage License to the applicants/ authorized representative.	3 minutes	Officer of the Day		
<b>END OF TRANSACTION</b>						