



OFFICE OF THE CITY CIVIL REGISTRAR
 G/F Old City Hall Building, Tabaco City
 Contact No. 487-5242/ 0930 178 4332 (Globe)

SERVICE	STEPS		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
REGISTRATION OF BIRTH For Timely Birth Registration: Strictly within one (1) month upon the occurrence of birth only For Delayed Birth Registration: I. Within 6 months to 1 year after birth II. Beyond 1 year after birth	1	CCR checks the completeness and authenticity of the requirements/ documents submitted by the client.	10 minutes for timely birth registration	Requirements for Timely Birth Registration: 1. Duly accomplished Municipal Form No. 102 (to be secured at the City Civil Registrar's Office or hospital where the child was born) 2. Marriage Contract/ Certificate of the parents of the child (if married) 3. Acknowledgment or Affidavit of Admission of Paternity (if parents are not married, R.A. 9255), current Community Tax Certificate (Cedula) of the father 4. Barangay Certification (stating the name, birthdate, place of birth and name of child's parents) 5. Official receipt from the City Treasurer's Office as	<ul style="list-style-type: none"> • Ma. Dolores B. Burce • Melanie Belen • Rechelle Rebutillo • Bonifacio B. Borlasa Jr. 	Php 50.00 for timely birth registration Php 200.00 for delayed birth registration – Clause I. Php 300.00 for delayed birth registration – Clause II.	G2C	Simple for Timely Registrations Highly Technical for Delayed Registrations
	2	CCR signs the birth's document to be registered and cause the placement of the registry number.	10 days for delayed birth registration					
	3	CCR releases the owner's copy to the client.						



				<p>proof of paid fees</p> <p><i>Additional requirements for delayed registrations; Clause I (aside from those listed under timely registration):</i></p> <ol style="list-style-type: none">1. Duly notarized joint affidavit of two (2) disinterested persons2. Current Community Tax Certificate (Cedula) of the applicant <p><i>Additional requirements for delayed registrations; Clause II (aside from those listed under timely registration):</i></p> <ol style="list-style-type: none">1. PSA and local birth record if the child is 18 years old & above2. Baptismal Certificate3. Duly notarized joint affidavit of two (2) disinterested persons4. Affidavit to Use the Surname of the Father (Revised R.A. 9255 Form No. 1)5. Current Community Tax Certificate (Cedula) of the applicant6. School records, medical records, Voter's record,			
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				SSS, BIR, Driver's License 7. Other valid records if those listed above are not available				
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REGISTRATION OF DEATH For Timely Death Registration: Strictly within One (1) Month upon the occurrence of death only For Delayed Death Registration: I. Within 2 months to 1 year after death II. Beyond 1 year after death	1	CCR checks the completeness and authenticity of the requirements/ documents submitted by the client.	10 minutes for timely death registration 10 days for delayed death registration	Requirements for Timely Death Registration: 1. Duly accomplished Municipal Form No. 103 (to be secured at the City Civil Registrar's Office, City Health Office or hospital where the person died) 2. Request to transfer the cadaver, if not to be buried in Tabaco City 3. Official Receipt from the City Treasurer's Office as proof of paid fees Additional requirements for delayed registrations; Clause I (aside from those listed under timely registration): 1. Duly notarized joint affidavit of two (2) disinterested persons 2. Current Community Tax Certificate (Cedula) of the applicant Additional requirements for delayed registrations; Clause II (aside from those listed under timely registration): 1. PSA, local and church death record	<ul style="list-style-type: none"> • Ma. Dolores B. Burce • Melanie Belen • Rechelle Rebutillo • Bonifacio B. Borlasa Jr. 	Php 50.00 for timely death registration Php 200.00 for delayed death registration – Clause I. Php 300.00 for delayed death registration – Clause II.	G2C	Simple for Timely Registrations Highly Technical for Delayed Registrations
	2	CCR signs the death's document to be registered and cause the placement of the registry number.						
	3	CCR releases the owner's copy to the client.						



				2.Duly notarized joint affidavit of two (2) disinterested persons, one either from the hospital administrator or staff and persons having legal charge of the deceased				
REGISTRATION OF MARRIAGE For Timely Marriage Registration: Strictly within fifteen (15) days upon the marriage date only For Delayed Marriage Registration: I. Within 16 days to 1 year after date of marriage II. Beyond 1 year of date of marriage	1	CCR checks the completeness and authenticity of the requirements/ documents submitted by the client.	10 minutes for timely marriage registration	Requirements for Timely Marriage Registration: 1.Valid Marriage License issued by the concerned City/ Municipal Civil Registrar 2.Duly Accomplished Municipal Form No. 97 whether solemnized by the priest, judge, chaplain, mayor, or governor 3.Duly notarized Affidavit of Cohabitation, availing of Article 34 of the New Family Code 4.Official Receipt from the City Treasurer’s Office as proof of paid fees Additional Requirements for Delayed Registrations; Clause I (aside from those listed under timely registration): 1.Duly notarized Joint	<ul style="list-style-type: none"> • Ma. Dolores B. Burce • Melanie Belen • Rechelle Rebutillo • Bonifacio B. Borlasa Jr. 	Php 50.00 for timely marriage registration Php 200.00 for delayed marriage registration – Clause I. Php 300.00 for delayed marriage registration – Clause II.	G2C	Simple for Timely Registrations Highly Technical for Delayed Registrations
	2	CCR signs the marriage document to be registered and cause the placement of the registry number.	10 days for delayed marriage registration					
	3	CCR releases the owner’s copy to the client.						



				<p>Affidavit of the Couple, stating the cause of delay of the registration</p> <p>Additional Requirements for Delayed Registrations; Clause II (aside from those listed under timely registration):</p> <ol style="list-style-type: none"> 1.PSA, local, and church marriage record 2.Duly notarized Joint Affidavit of the Couple, stating the cause of delay of the registration 3.Current Community Tax Certificate (Cedula) of the applicants 				
<p>ISSUANCE OF CERTIFICATION:</p> <p>BIRTH, DEATH, OR MARRIAGE</p>	1	Client fills-up certification request form and presents it to CCR staff at Window 1 or 2.	15 minutes per document	Complete and authentic information regarding certification requested.	<ul style="list-style-type: none"> • Ma. Dolores B. Burce; • Melanie B. Belen; • Rechelle Rebutillo; • Bonifacio B. Borlasa Jr. 	<p>Php 50.00 for Local Certification</p> <p>Php 100.00 for Certification Abroad</p>	G2C	Simple
	2	CCR looks up and verifies client's given information at the office archives.						
	3	If record is found, client pays required fee at the City Treasurer's Office. Client then returns to CCR to present OR for processing.		Official Receipt issued by CTO Tabaco.				



		If record and information given by the client is not found, CCR issues client a Certification of No Record.						
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Documentary Requirements:

For Delayed Registration of Birth:

- Ø PSA/ NSO Birth Record, if the child is 18 years old and above
- Ø Local Civil Registrar's Office Birth Record
- Ø School Records/ Medical Records
- Ø Barangay Certification
- Ø Affidavit of Two Disinterested Persons
- Ø Voter's Affidavit of Registration
- Ø Valid IDs, SSS, BIR, Driver's License
- Ø Certificate of Marriage
- Ø Community Tax Certificate (CEDULA) – present year
- Ø Baptismal Certificate
- Ø Other valid record

For Legitimation/ Affidavit to Use the Surname of the Father (AUSF)

- Ø PSA/ NSO Birth Certificate
- Ø PSA/ NSO Marriage Contract (For Legitimation Only)
- Ø Affidavit of Legitimation
- Ø Affidavit of Paternity (if the father did not acknowledge child)
- Ø CENOMAR (PSA)
- Ø CEDULA or Valid ID of the father (for AUSF only)

For Marriage License Application

- Ø Birth Certificate (1 photocopy)



- Ø CENOMAR (1 photocopy)
- Ø Barangay Certificate of Singleness (Original)
- Ø Community Tax Certificate (CEDULA)
- Ø Parental Consent (18-20 yrs. old)
- Ø Parental Advice (21-24 yrs. old)
- Ø CEDULA of Parents (if Parental Consent of Parental Advice is needed)
- Ø Pre-marriage Counselling Certificate (City Health Unit)

For Registration of Court Decree/ Order:

- Ø Original/ Certified Photocopy of the Court Decision/ Order (6 copies)
- Ø Original/ Certified Photocopy of the Certificate of Finality (6 copies)
- Ø Original Certificate of Registration and Authenticity issued by the MCR/ LCR where the issuing court is functioning (6 copies)
- Ø Registration Fee – Php 1,000.00
- Ø Certificate of Authenticity – Php 100.00

For Correction of Clerical Error (CCE) Change of First Name (CFN)

- Ø PSA & LCRO Birth Certificate (if the document affected is the Birth Certificate)
- Ø PSA & LCRO Marriage Certificate (if the document affected is the Marriage Certificate)
- Ø Baptismal Certificate
- Ø School Record, Medical Records, Voter's Record
- Ø Certificate of Employment or Affidavit of Unemployment
- Ø Valid IDs, Passport, SSS, Senior Citizen
- Ø Service Record, Appointment Certification
- Ø Police Clearance, NBI Clearance
- Ø Barangay Clearance/ Certification
- Ø Marriage Contract
- Ø Birth Records of Children
- Ø Affidavit of Two Disinterested Persons
- Ø CEDULA
- Ø Other Supporting Documents



For a R.A. 10172 Correction of Sex/ Gender:

- Ø PSA/ NSO copy of COLB to be corrected
- Ø LCRO copy of COLB to be corrected
- Ø Affidavit of Publication
- Ø Newspaper Clippings
- Ø NBI Clearance
- Ø Police Clearance
- Ø CEDULA and Valid ID
- Ø Certificate of Employment or Affidavit of Unemployment
- Ø Baptismal Certificate
- Ø Medical Records
- Ø Earliest School Records
- Ø Medical Certificate stating that the petitioner has not undergone sex change or sex transplant
- Ø Certificate of Authenticity in the Medical Certificate stating that the petitioner has not undergone sex change or sex transplant

For R.A. 10172 Correction of Date of Birth

- Ø PSA/ NSO copy of COLB to be corrected
- Ø LCRO copy of COLB to be corrected
- Ø Affidavit of Publication
- Ø Newspaper Clippings
- Ø Valid ID
- Ø Police Clearance
- Ø NBI Clearance
- Ø CEDULA and Valid ID
- Ø Certificate of Employment or Affidavit of Unemployment
- Ø Baptismal Certificate
- Ø Earliest School Records
- Ø Medical Records

Note: PLEASE COMPLY WITH THE ABOVE SUPPORTING DOCUMENTS OTHERWISE PETITION WILL BE IMPUGNED.