

11. Verification and Issuance of Certifications and Certified True Copies of Civil Registry Documents

Civil Registry Documents such as Birth Certificate, Marriage Certificate and Death Certificate may be availed of by securing a certified true transcription, photocopy from the original or certification of no record available from this office.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Valid Identification Card (ID) (1 original, 1 photocopy)		Issuing Agency/Office		
Authorization Letter (if needed) (1 original)		Owner of Document		
Order of Payment (1 original)		Local Civil Registry Office		
Official Receipt (1 original)		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID/Authorization Letter, secure and fill-up verification slip/form.	1. Check ID & Authorization letter	None	4 minutes	<i>Office Staff</i> Local Civil Registry Office
2. Submit accomplished verification slip/ form and requirements.	2. Accept and Verify the document requested and issue the order of payment.	None	8 minutes	<i>Office Staff</i> Local Civil Registry Office
3. Pay Php 80.00 at the Treasurer's Office and secure Official Receipt.	3. Accept the payment based on the Order of Payment and Issue the official receipt	Certified true copy Php 50.00 Documentary Stamp Php 30.00 Total of Php 80.00 per copy	10 minutes	<i>Collection Clerk</i> Treasury Office Window 1, 2, 3, 4 or 5
4. Go back to LCR and submit/present Official Receipt.	4. Accept official receipt and enter the	None	5 minutes	<i>Office Staff</i>

	official receipt number in the certified true copy of the requested document.			Local Civil Registry Office
5. Claim copy of the requested registered document.	5. Attach the official receipt to the requested document and Issue it to the client.	None	2 minutes	<i>Office Staff</i> Local Civil Registry Office
TOTAL:		Php 80.00	29 minutes	