

7. Registration of Court Decree/ Order for Annotated and Amended Documents

If there is a Court Decree/Order concerning the status of a person, it shall be the duty of the clerk of court to advise the petitioner to have the decree registered in the civil registrar's office where the court is functioning. The Civil Registry Office shall make proper annotations in the document and in the applicable registry book and shall send the same to the Office of the Civil Registrar General (OCRG).

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and of legal age, nearest of kin			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Decision signed by Civil Registrar (2 Certified Photocopies)	Civil Registrar where the court is located.			
Finality signed by Civil Registrar (2 Certified Photocopies)	Civil Registrar where the court is located.			
Certificate of Authenticity from City/Municipal Civil Registrar	Civil Registrar where the court is located.			
Certificate of Registration from City/Municipal Civil Registrar	Civil Registrar where the court is located.			
Registered document for annotation/amendment (2 Photocopies)	Local Civil Registry Office-Tanza			
Order of Payment (Original)	Local Civil Registry Office			
Official Receipt (Original)	Treasurer's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present copy of court Decision.	1. Verify the document.	None	5 Minutes	<i>Office Staff</i> Local Civil Registry Office
2. Inquire for a list of requirements.	2. Give a list of requirements that the client needs to provide.	None	10 Minutes	<i>Office Staff</i> Local Civil Registry Office
3. Comply and submit requirements.	3. Receive the needed requirements and will give an order of payment.	None	10 Minutes	<i>Office Staff</i> Local Civil Registry Office

4. Pay at the Treasurer's Office and secure Official Receipt.	4. Get the payment and Issue Official Receipt based on the order of payment.	Registration fee- Php 100.00 Certified True copy-Php 50.00 Documentary Stamp-Php 30.00	10 Minutes	<i>Collection Clerk</i> Treasury Office Window 1, 2, 3, 4 or 5
5. Go back to LCRO and present the Official Receipt.	5. Get the Official Receipt and attach it to the documents of the client.	None	5 Minutes	<i>Office Staff</i> Local Civil Registry Office
6. Get advice and stub to claim amended/annotated documents.	6. Prepare & annotate the registered document and the Registry Book.	None	5 Minutes 3 days	<i>Office Staff</i> Local Civil Registry Office
7. Claim owner's copy of Documents.	7. Show the copy and let the client check the data for errors on annotated documents.	None	5 Minutes	<i>Office Staff</i> Local Civil Registry Office
TOTAL:		Php 180.00	3 Days & 50 Minutes	

(Registration of Court Decree/ Order for Annotated and Amended Documents) is qualified for multi-stage processing.