ANNOTATIONS ARISING FROM COURT ORDERS

The certified transcription to be issued shall bear the proper annotation in the document as ordered by the court.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Document owner/parents/guardian/direct relative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certified true copy of the court decision	Legal Court
Certificate of Finality	Legal Court
Certification of registration	Municipal Civil Registrar where the preceding was held
Certificate of Live Birth or Certificate of Marriage	Philippine Statistic Authority (PSA)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/present documents	1. Receive and review documents submitted	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Pay corresponding fee	2. Prepare and process the document for annotation and for Municipal Civil Registrar signature	*Php 500.00	30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Receive the annotated documents submit to Philippine Statistics Authority (PSA) Manila	3. Release annotated documents	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 500.00	45 minutes	

**Fees mandated by the Local Revenue Code of 2001 Section 4B of Magalang, Pampanga*