REGISTRATION OF BIRTH (Timely)

Republic Act 3753 Mandates the establishment of the Civil Registry in the Philippines. The birth of a child, being vital event for a person, must be registered within 30 days form time of birth of the Office of the Civil Registrar.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Any citizen who wish to avail of assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If Parents are married: 1. Marriage Certificate of the parents	Office of the Municipal Civil Registrar or PSA
If Parents are not married: 1. Duly accomplished Affidavit of Acknowledgement/Admission of Paternity 2. Community Tax Certificate (Cedula) of both parents 3. Valid Identification Cards (IDs) of both parents	PAO/Notary Public/LCRO Office of the Municipal Treasurer/Brgy. Hall Government Agencies (e.g., SSS, GSIS, PRC, LTO, Post Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished form	1.1 Receive and examine accomplished form 1.2 Provide registry number	None	12 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Wait for the advice of the staff for processing and signing and releasing of the certificate of live birth	2. Approve and sign the document for registration	None	12 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3 Pay required fee at the Cashier (For unmarried parents only)	3. Accept Payment and issue an Official Receipt (OR).	P200.00	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Receive registered document.	3. Release the registered copy of the document	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	P200.00	39 minutes	

REGISTRATION OF BIRTH (Late)

Republic Act 3753 Mandates the establishment of the Civil Registry in the Philippines. The birth of a child, being vital event for a person, must be registered within 30 days form time of birth of the Office of the Civil Registrar.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Any citizen who wish to avail of assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Negative Certification	Philippine Statistics Authority (PSA)
2x2 latest photo of the registrant	Client's Copy
Barangay Certification	Barangay Hall of residence
Philippine Identification Card/Digital ID/PhilSys transaction slip (for ages 1+)	Philippine Statistics Authority (PSA)
Marriage Certificate (if married)	Office of the Municipal Civil Registrar or PSA
Any two (2) of the following: Member Data Record	 Philhealth
Voter's Registration Record	Comelec where the person is registered
Baptismal Certificate	Religious Institutions
Form 137	School where the person studies/ied
Passport (if applicable)	DFA
For 80 years old and above: Age verification	 PSA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive and examine the requirements	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Wait for the advice of the staff for the typing of document	2. Type the document, post the notice for 10 days in the bulletin board	None	10 days 20 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Pay to the cashier	3. Process payment and issue an official receipt	*Php200.00	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Return to the receiver	4. Approve and sign document	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar

5. Wait for processing of birth certificate	5. Process the birth certificate, provide registry number and have it recorded in the Civil Registry Book of Birth	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
6. Return after 10 days	6. Release the registered certificate of live birth	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 200.00	10 days 61 minutes	

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

APPLICATION FOR MARRIAGE LICENSE

Before getting married, each of the contracting parties must file separate sworn application for marriage license with the proper local civil registrar of the place where either or both of the contracting parties reside

A Marriage License is valid in any part of the Philippines for a period of 120 days from the date of issue. They are deemed automatically cancelled if the contracting parties have not yet gotten married within this period.

The Municipal Civil Registrar shall enter all applications for marriage licenses filed with him in a registry book strictly in the order in which the same are received. He shall record in said book the names of applicants, the date on which the marriage license was issued, and such other data as may be necessary.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Any citizen who wish to avail of assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CENOMAR	PSA
Birth Certificate	PSA
Certificate of Pre-Marriage Counseling	MSWDO
Certificate of Family Planning	POPCOM
Proof of Tamarind Tree Planting (Photo printed on a sheet of bond paper)	PSAU Tamarind Nursery
Cedula	Municipal Treasury Office
Legal Capacity to marry (for Foreign National)	Embassy concerned
Parental consent for ages 18-20	Parent of the party aged 18-20
Parental advice for ages 21-24	Both parents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1. Review documents submitted	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Provide information	2. Interview the applicants	None	13 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Pay fee at the Municipal treasurer's office	3. Process payment and issue official receipt (OR)	*Php200.00	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar

4. Present OR and return after 10 days	4. Check OR, prepare and post notice of application of marriage	None	10 days	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 200.00	10 days 26 minutes	

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

REGISTRATION OF DEATH

Death is a permanent disappearance of all evidence of life at any time after live birth has taken place (postnatal cessation of vital functions without capability of resuscitation).

Spouse or nearest relative who has knowledge of the death of a person who died without medical assistance must report the same within 48 hours.

The Municipal Health Officer examines the cause of death, signs the death certificate and directs the registration of the death certificate at the Office of the Municipal Civil Registrar.

Registration shall be made in the Office of the Municipal Civil Registrar of the Municipality where death occurred within thirty (30) days from the time of death.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	The person himself, the nearest kin or any authorized representative from the party in interest.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
*Authorization letter	From party in interest
*One (1) valid ID of requester	
*One (1) valid ID of authorized representative	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit documents for review	1. Receive and examine submitted documents	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Request burial permit	2. Process burial permit	None	15 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Pay fee at the municipal treasurer's office	3. Process payment and issued Official Receipt	*Php 150.00 (burial permit) P200.00 (transfer permit)	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Present the OR and wait for the registered documents	4. Register document with registry number, date and duly signed by the MCR	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
5. Receive the documents	5. Release the document	None	7 minutes	Asst. MUnicipal Civil Registrar/ Registration

				Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 200.00/ P150.00	52 minutes	

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

REQUEST FOR CERTIFIED TRUE PHOTOCOPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATE

Civil Registry Documents such as birth, marriage and death of clients securing a certified transcript from the Civil Registry Office.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	The concerned person himself, or any person authorized by him (w/ authorization letter); spouse; parents, his direct descendants

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request slip	MCR
Request letter (if other than the clients mentioned above)	From the requesting party

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill out and submit request slip	1. Process the requested document	None	15 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Pay fee at the Office of the Municipal Treasurer	2. Process payment and issue official receipt (OR)	*Php 100.00	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Present official receipt and claim the requested document	3. Release the requested document	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 100.00	30 minutes	

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

REQUEST FOR CERTIFIED COPY OF BIRTH MARRIAGE, DEATH AND OTHER CIVIL REGISTRY DOCUMENTS

Civil registry documents such as birth, marriage and death certificates may be availed of by securing a certified transcript or photocopy from the municipal civil registry office. Any person/individual concerned or his/her duly authorized representative can secure a copy of registered civil registry documents.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	The person himself, the nearest kin or any authorized representative from the party in interest.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request slip	MCR
Authorization letter/request letter (if other than the client mentioned above)	From the requesting party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request slip	1. Assist client to fill up information sheet	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Waits for verification and preparation of the document. Pay the processing fee and present official receipt	2.1 Verify documents in the computer database. (If negative verify in the registry book. If both negative advice client to get copy at PSA Reginal Office reginal office). 2.2 Prepare the needed document and instruct the client to pay required fee	None	20 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Pay fee at the Office of the Municipal Treasurer	3. Process payment and issue official Receipt (OR)	*P100.00	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Receive certified copy of document	3. Signs and releases certified document and official receipt	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil

				Registrar
	TOTAL	P100.00	45 minutes	

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

AFFIDAVIT TO USE THE SURNAME OF THE FATHER

An act allowing illegitimate children to use the surname of their father.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Parents; child, if of age; guardian

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Live Birth with accomplished Affidavit of Acknowledgment/Admission of Paternity at the back	1. Office of the Municipal Civil Registrar 2. Private and Public Lawyer
Public document such as Affidavit of Admission of Paternity or the Affidavit of Acknowledgment (if in a separate document)	Office of the Municipal Civil Registrar
Affidavit to Use the Surname of the Father (AUSF) conform by mother	Office of the Municipal Civil Registrar
Community Tax Certificate (Cedula) of both parents	Office of the Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Accept supporting documents	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Wait for the documents to be reviewed	2. If documents are in order and complete, prepare and annotate Certificate of Live Birth and instruct client to pay the required fee at the Treasury Office	None	20 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Pay corresponding fee	3. Signs accomplished documents	*Php 200.00 (If subscribed by the MCR)	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Receive copy of the annotated document and submit to Philippine Statistics Authority (PSA) Manila	4. Release annotated document	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 200.00	45 minutes	

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

LEGITIMATION

Legitimation is a remedy by means of which those who in fact were not born in lawful wedlock and should therefore be considered illegitimate children, are by fiction considered legitimate, it being supposed that they were born when their parents were already validity married.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Parents of the child

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Marriage of Parents	Philippine Statistics Authority (PSA)
Affidavit of Paternity (if not acknowledge by father)	1. Office of the Municipal Civil Registrar 2. Private/Public Lawyer
Certificate of Live Birth of the child	Philippine Statistics Authority (PSA)
Joint Affidavit of Legitimation of parents	1. Office of the Municipal Civil Registrar 2. Private/Public Lawyer
CENOMAR of both parents	Philippine Statistics Authority (PSA)
Community Tax Certificate of both parents	Office of the Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1.1 Review submitted documents. 1.2 If complete, advice client to pay the required fee.	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Pay corresponding fee at the Treasury Office	2. Annotate the Certificate of Live Birth and prepare all the other necessary attachments for the Municipal Civil Registrar's signature.	*Php 500.00	40 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Receive copy of annotated Certificate of Live Birth	3. Review, sign and release document and endorse to Philippine Statistics Authority (PSA) Manila	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	*Php 500.00	50 minutes	

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

SUPPLEMENTAL REPORT FOR BIRTH/MARRIAGE/DEATH

A process to supply information inadvertently omitted when document was registered.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Parents/guardian or the party concerned if of age

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Philippine Statistics Authority (PSA) copy of document such as Certificate of Live Birth, Marriage and Death	Philippine Statistics Authority (PSA)
Affidavit of supplemental report	1. Office of the Municipal Civil Registrar 2. Private/Public Lawyer
Certificate of Live Birth of the child/Certificate of Marriage/Certificate of Death	Philippine Statistics Authority (PSA)
Any two (2) of the following: 1. Baptismal Certificate 2. Voter's Certification 3. Certificate of Marriage 4. Elementary School Permanent Record (Form 137-E)	1. Religious Institution 2. COMELEC 3. Philippine Statistics Authority (PSA) 4. School from where the requesting party studies/ied

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all the requirements	1. Review the authenticity and completeness of the presented documents	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Pay corresponding fee	2.Prepare/accomplish the civil registrar forms for the Civil Registrar's signature	*Php 200.00	30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Receive copy of the accomplished document.	3.Municipal Civil Registrar signs and submit to Philippine Statistics Authority (PSA) Manila	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 200.00	48 minutes	

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

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*

CORRECTION OF CLERICAL ERROR

Republic Act (RA) 9048 authorizes the city or Municipal Civil Registrar or the Consul General to Correct Clerical or Typographical error in an entry and/or change the first name or nickname in the civil register without need of a judicial order.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Any citizen who wish to avail of assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Live Birth, Marriage and/or Death to be corrected	Philippines Statistics Authority (PSA)
Either of the following: 1. Baptismal Certificate 2. Voter's Certification 3. Certificate of Marriage 4. Elementary School Permanent Record (Form 137-E) 5. Police Clearance 6. NBI Clearance 7. Posting and Publication of the Petition of Change of First Name	1. Religious Institution 2. COMELEC 3. Philippine Statistics Authority (PSA) 4. School from where the requesting party studies/ied 5. Magalang Police Station 6. NBI 7. Any news publication
Valid Identification Card	Any recognized government agency, school and or company
Affidavit of Non-employment	Law Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits/presents copy of the document to be corrected	1.1Receive document and check the errors. 1.2Give requirements to support the intended correction.	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Submits requirements and pay corresponding filing fee	3. Check and review the submitted documents and if complete advice client to pay at the Treasury Office	*Php1,000.00 Filing fee *Php 350.00 Processing fee	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Signs the petition	3. Prepare petition for the client to sign	None	30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Comes back after the 10 days posting period	4. Municipal Civil Registrar signs the petition for approval / denial	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil

				Registrar

5. Returns	5. Check proof of publication: 2 a) newspaper clipping (for petition of Change of First Name) Affidavit of b) publication (for petition of Change of First Name)	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
6. Petitioner received granted/denied decision	6. Local Civil Registrar Office will forward the petition with decision to PSA East Avenue, Manila	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
7. Receive the annotated documents	7. Philippine Statistic Authority (PSA) East Avenue, Manila will return the affirmation of the petition to Local Civil Registrar Officer and will annotate document upon receipt of PSA's affirmed decision and process certificate of finality and gives to the Local Civil Registrar Officer for signature	None	4-5 mos. 30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar

8. Receives affirmed petition with certificate of finality and annotated document and proceed to PSA for endorsement of the document to the Office of the Civil Registrar General	9. Signs prepared document and release copy of the signed petition	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL		4-5 mos. 116 minutes	

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

Republic Act (RA) 10172 entitled “An Act Further Authorizing the City or Municipal Registrar or the Consul General to Correct Clerical or Typographical error in the Date and Month in the Date of Birth or Sex of a Person Appearing in the Civil Registrar without need of a Judicial Order.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Live Birth, Marriage and/or Death to be corrected	Philippines Statistics Authority (PSA)
Either of the following: 1. Baptismal Certificate 2. Voter’s Certification 3. Certificate of Marriage 4. Elementary School Permanent Record (Form 137-E) 5. Police Clearance 6. NBI Clearance 7. Posting and Publication of the Petition of Change of First Name	1. Religious Institution 2. COMELEC 3. Philippine Statistics Authority (PSA) 4. School from where the requesting party studies/ied 5. Magalang Police Station 6. NBI 7. Any news publication
Valid Identification Card	Any recognized government agency, school and or company
Medical Certificate	Private Doctors; Municipal Health Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits/presents copy of the document to be corrected	1.1 Receive document and check the errors. 1.2 Give requirements to support the intended correction.	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Submits requirements and pay corresponding filing fee	2. Check and review the submitted documents and if complete advice client to pay at the Treasury Office	*Php 3,000.00 Filing fee *Php 350.00 Processing fee	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Signs the petition	3. Prepare petition for the client to sign	None	30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Comes back after the 10 days posting period	4. Municipal Civil Registrar signs the petition for approval/denial	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar

5. Proceed to newspaper publisher	5. Advise client to publish petition in local newspaper for 2 consecutive weeks	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
6. Returns	6. Check proof of publication: a) 2 newspaper clipping (for petition of RA 10172) b) Affidavit of publication (for petition of RA 10172)	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
7. Petitioner received granted/denied decision	7. Gives the granted petition and advice client to return after 2-3 months for PSA's decision	None	4-5 months 5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
8. Receive the annotated documents	8. Philippine Statistic Authority (PSA) East Avenue, Manila will return the affirmation of the petition to Local Civil Registrar Officer and will annotate document upon receipt of PSA's affirmed decision and process certificate of finality and gives to the Local Civil Registrar Officer for signature	None	30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
9. Receives affirmed petition with certificate of finality and annotated document and proceed to PSA for endorsement of the document to the Office of the Civil Registrar General	9. Prepared document and release copy of the signed petition	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	P3350.00	4-5 months 105 minutes	

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