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 / Municipal Civil Registry
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*