

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Porac, Pampanga

REGISTRATION OF VITAL EVENTS (*BIRTH, FOUNDLING, DEATH, FETAL DEATH & MARRIAGE*)

Frontline Service

❖ ABOUT THE SERVICE:

Civil registration is a continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth marriage, death, fetal death and foundling, in appropriate civil register as mandated by Act 3753 otherwise known as the Civil Registry Law.

Moreover, Proclamation 326 and Rule 17 of A.O. 1993 prescribe that “no fee shall be collected for the registration of birth, foundling, death and marriage.

❖ WHO SHOULD REPORT THE EVENT?

BIRTH:

- The administrator of the hospital, clinic or similar institution where the birth occurred
- The physician, midwife, or any person who attended the delivery of the child; or
- In default of the hospital or clinic administrator or attendant –at-birth, either or both of the child’s parents.

DEATH:

- The administrator(or his authorized representative) of the hospital, clinic or similar institution where the person died;
- The person who last attended the deceased (such as physician, nurse, midwife, or other persons) when the place of death is not in a hospital, clinic or similar institution; or
- The nearest relative of the deceased or any person who has knowledge of the facts of death, when there is no attendant at death or the place of death is not in the hospital clinic or similar institution will report the same within 48 hours . The health officer shall examine the deceased and shall certify as to the cause of death and direct its registration.

In the absence of the health officer or his authorized representative in the place of registration, or when it is a non-working day and the health officer or his authorized representative is not expected to be in his office the death shall be reported within 48 hours after its occurrence by the nearest kin of the deceased or by any person having knowledge of the death to the mayor, or to any member of the Sangguniang Bayan or to the municipal secretary, who shall issue the Certificate of Death for burial purposes. The mayor, any member of the Sangguniang Bayan or the municipal secretary, as the case maybe, shall sign the medical certification portion put a remark that registration was made pursuant to Section 91 of P.D. 856

MARRIAGE:

- The solemnizing officer or the person officiating the marriage (such as priest, judge, imam and the like); or
- In default of the solemnizing officer or his authorized representative, either or both of the contracting parties

❖ WHEN SHOULD AN EVENT BE REGISTERED?

Birth, death and fetal death should be reported to the Office of the Civil Registrar where the event transpired not later than thirty (30) days from occurrence.

Marriages exempted from license requirement should be reported to the Office of the Civil Registrar not later than thirty (30) days from the date of marriage.

- **Marriage exempt from marriage license**
 - a. Article 27 -either contracting parties are at the point of death
 - b. Article 28 - residence of either party is so located that there is no means of transportation to enable the party to appear personally to the civil registrar
 - c. Article 33- marriages among Muslims or among members of ethnic cultural communities
 - d. Article 34- marriage of man and woman who have lived together as husband and wife for at least 5 years continuously and without impediment.

On the other hand, ordinary marriage or marriages that require licenses should be reported to the Office of the Civil Registrar not later than fifteen (15) days after the date of marriage.

❖ WHERE TO REGISTER?

For inquiries, recommendations, suggestions as well as complaints please
Contact : MS. EVA S. MANALASTAS NUCUP
Municipal Civil Registrar
Tel. No. (045) 329-2055, email address: evamanalastas@yahoo.com

All deaths/fetal deaths and marriages, foundling and birth shall be reported to the Office of the Civil Registrar **where the event occurred** except on the following cases:

- a. when a child is born aboard a vehicle, vessel or airplane while in transit within the Philippine territory and the exact place of birth cannot be ascertained, the birth shall be registered at the civil registry office of the mother's destination or the municipality where the mother is habitually residing.
- b. when a child is born aboard a vessel or airplane en route to the Philippines and the exact place of birth cannot be ascertained the birth shall be registered at the city/municipality where the mother habitually resides if mother is resident of the Philippines and if either father or mother or both parents are citizens of Philippines
 - if parents of the child are both foreigner but residents of the Philippines birth shall be registered in the city/municipality where the mother habitually resides in the Philippines,
 - if parents of the child are both foreigners but not residents of the Philippines, the birth shall be registered in the Civil Registry Office, City Hall Manila.
- c. when a child, whose mother or father or both parents are citizens of the Philippines, is born aboard a vessel or airplane en route to another country from the Philippines, or from any country, the birth shall be recorded in the Philippine Foreign Service establishment of the country of the mothers destination.

❖ **REQUIREMENTS:**

BIRTH

TIMELY REGISTRATION:

- 4 copies of of Certificate of Live Birth (COLB) duly accomplished and signed by proper parties
- Affidavit of Acknowledgement/Admission of Paternity –for Illegitimate children

A. For persons less than eighteen (18) years old

1. four (4) copies of the Certificate of Live Birth duly accomplished and signed by the proper parties
2. Affidavit for delayed registration(at the back of the Certificate of Live Birth) signed by the father, mother, guardian, or the child himself, if he is of legal capacity;
3. any two (2) of the following documentary evidences which may show the name of the child, date and place of birth, and the names of parents:
 - baptismal certificate ; school records;
 - income tax return of parents;
 - insurance policy; medical records;
 - and others, such as barangay captain's certification
4. Affidavit of two disinterested persons who might have witnessed or known the birth of the child; and

B. For persons eighteen (18) years old or above

1. All requirements for a child who is less than eighteen years old; and,
2. Certificate of Marriage, if married.

FOUNDLING:

- 3 copies Certificate of Foundling accomplished correctly and completely
- Affidavit of the finder stating the facts and circumstances surrounding the finding of the child, and the fact that the foundling has been reported to the barangay captain or to the police authority, as the case may be; and
- Certification of the barangay captain or police authority regarding the report made by the finder, stating among other things,that no one has claimed the child or no one has reported a missing child whose description may be the same as the foundling as of the date of certification

DEATH:

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TIMELY REGISTRATION:

- 4 copies accomplished Certificate of Death
- Burial permit

DELAYED REGISTRATION:

- 4 copies of Certificate of Death that have been accomplished correctly and completely
- Affidavit for Delayed Registration (back of Cert. of Death)
- Authenticated copy of certificate of burial, cremation or any other means of corpse disposal

MARRIAGE:

TIMELY REGISTRATION:

- 4 copies of accomplished Certificate of Marriage
- Accomplishment of Affidavit at the back of the Certificate of Marriage – for marriages exempt from license

DELAYED REGISTRATION:

- 4 copies of accomplished Certificate of Marriage
- Accomplished Affidavit at the back of the Certificate of Marriage –for marriages exempted from license
- Affidavit of delayed registration which shall be executed by the solemnizing officer or the person reporting or presenting the Certificate of Marriage, stating therein, the exact place and date of marriage, the facts and circumstances surrounding the the marriage and the reason or cause of delay.

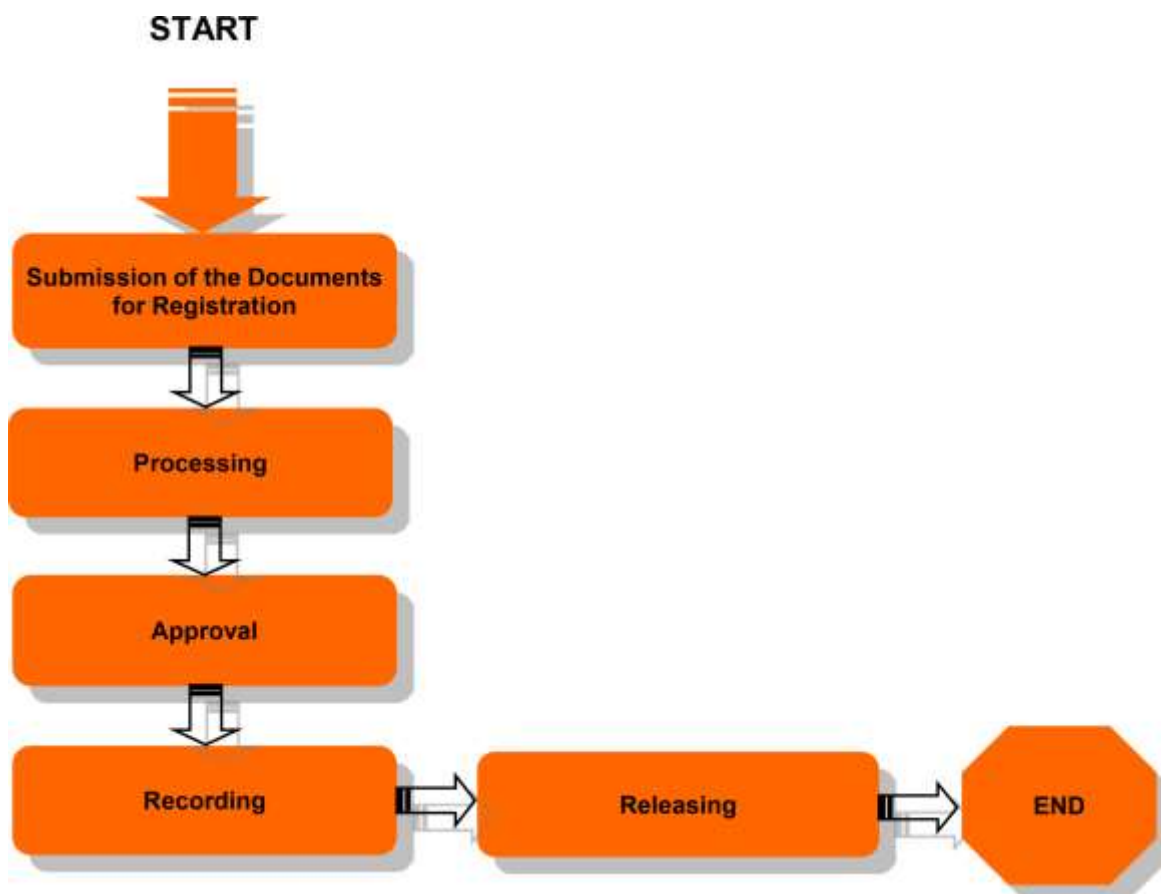
❖ AVAILABILITY OF SERVICE

Monday to Friday- 8:00a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

PROCEDURES	PROCESSING TIME	PERSON/S RESPONSIBLE
SUBMISSION of document (Birth, Foundling, Death or Marriage)	1-5 min.	Client
PROCESSING: <ul style="list-style-type: none"> Receiving and Evaluation Posting/ Publication for delayed registration 	1-5 min. 10 consecutive days	LCRO Staff/Reg. Officer Department Head LCRO staff
APPROVAL <ul style="list-style-type: none"> Assignment of Registry No. Signature 	1-5 min 1-5 min..	Registration Officer Department Head
RECORDING in the Registry Book /Civil Register	1 min./ 1-5 min.	Department Head Registration Officer
RELEASING	1 min.	LCRO Staff

❖ **FLOWCHART:**



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OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Porac, Pampanga

COPY ISSUANCE OF CERTIFICATION/TRANSCRIPTION/CERTIFIED TRUE COPY OF CIVIL REGISTRY DOCUMENTS (*BIRTH, DEATH, MARRIAGE & OTHERS*)

Frontline Service

❖ ABOUT THE SERVICE:

One of the duties of the civil registrar is to issue copy of civil registry documents upon payment of proper fees. These documents are for enrollment, obtain driver's license/passport/ professional license, application for marriage license, evidence in court and others.

Document owner, his parents/children/brothers/sisters or his authorized representative can avail of this service.

❖ REQUIREMENTS:

Proper identification of requester

❖ FEES:

Certified Photocopy Transcription/Certification - P 50.00
of any Civil Registry Documents

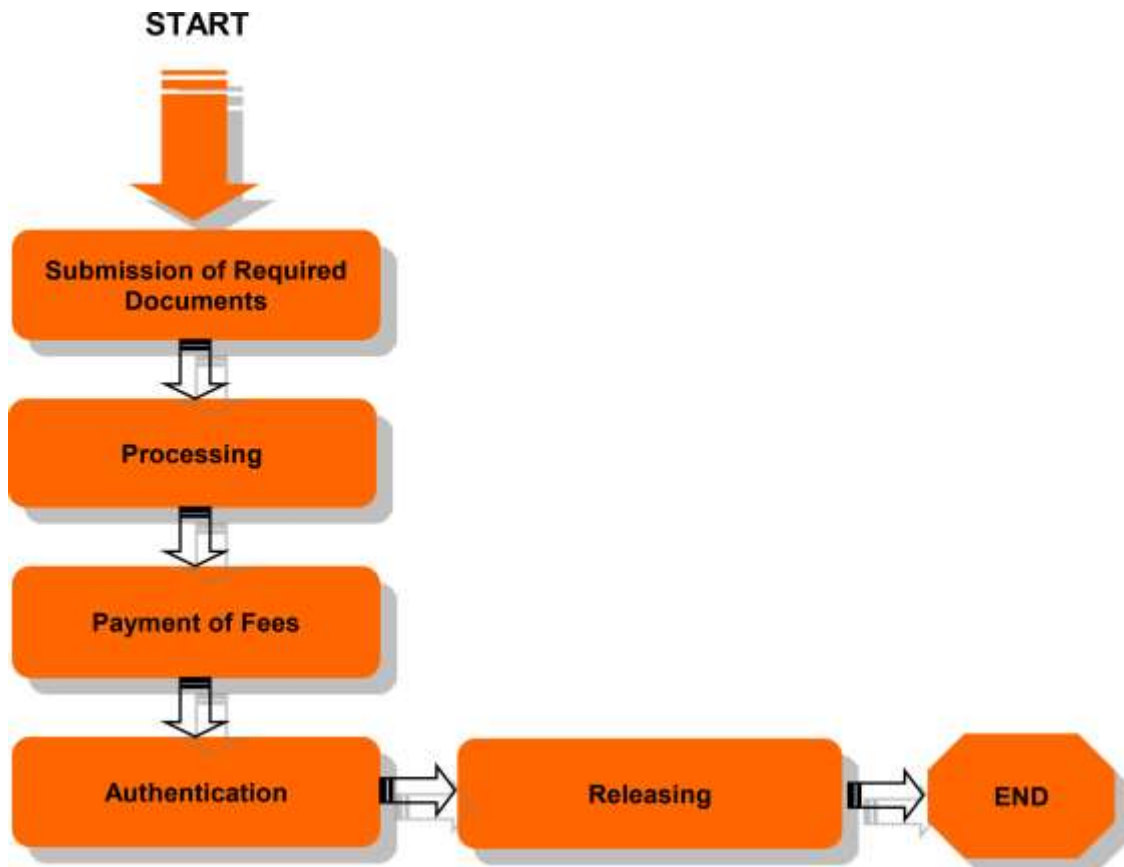
❖ AVAILABILITY OF SERVICE

Monday to Friday- 8:00a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

PROCEDURES	PROCESSING TIME	PERSON RESPONSIBLE
REQUEST Face to face transaction- tell staff directly the document/s you need	1-5 min.	LCRO STAFF
PROCESSING: Verification of record in the computer database and in the Civil Register/Registry Book Print document if available If doc. is not available client will be advised to file for delayed registration .(refer to the procedure for registration of vital events)	1-10 min.	LCRO STAFF
PAYMENT OF FEES Proceed to MTO	1-10 min.	Client
AUTHENTICATION Signing of the document	1-5 min.	LCRO Staff/ Registration Officer Department Head
RELEASING	1-5 min	LCRO staff

❖ **FLOWCHART:**



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OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Porac, Pampanga

REGISTRATION OF LEGAL INSTRUMENTS (AFFIDAVIT OF ACKNOWLEDGEMENT/ADMISSION OF PATERNITY, AUTHORITY TO USE THE SURNAME OF FATHER (AUSF), AFFIDAVIT OF LEGITIMATION, OTHERS)

Frontline Service

❖ ABOUT THE SERVICE:

Act 3753 otherwise known as the Civil Registry Law mandates the establishment of a civil register to record among others, the legal instruments and court decrees, concerning the civil status of a person.

❖ WHERE TO REGISTER:

As a general rule, all legal instruments shall be registered in the place where they were executed except the following:

- a. Affidavit of Reappearance - where the parties to the subsequent marriage are residing
- b. Marriage Settlement - where the marriage was recorded
- c. Admission of Paternity, Acknowledgement, Legitimation, Voluntary Emancipation of Minor Parental Authorization or Ratification of Artificial Insemination - where the birth of the child was recorded

All legal instruments executed abroad including those which may be executed in the Philippines if the vital events referred to in the instruments occurred in a foreign country and duly registered with the Philippine Consulate shall be registered in the Civil Registry office of Manila.

❖ WHO WILL REGISTER:

Parents of Child, guardian or person authorized

❖ **REQUIREMENTS:**

- Legal Instrument
- Affidavit for delayed registration if registered after 20 days from execution
- Affected Document

❖ **FEES:**

- Registration fee - P 100.00
- Certificate of registration - 50.00
- Certified true copy of the document with annotation - 50.00
- Notarial fee - 50.00

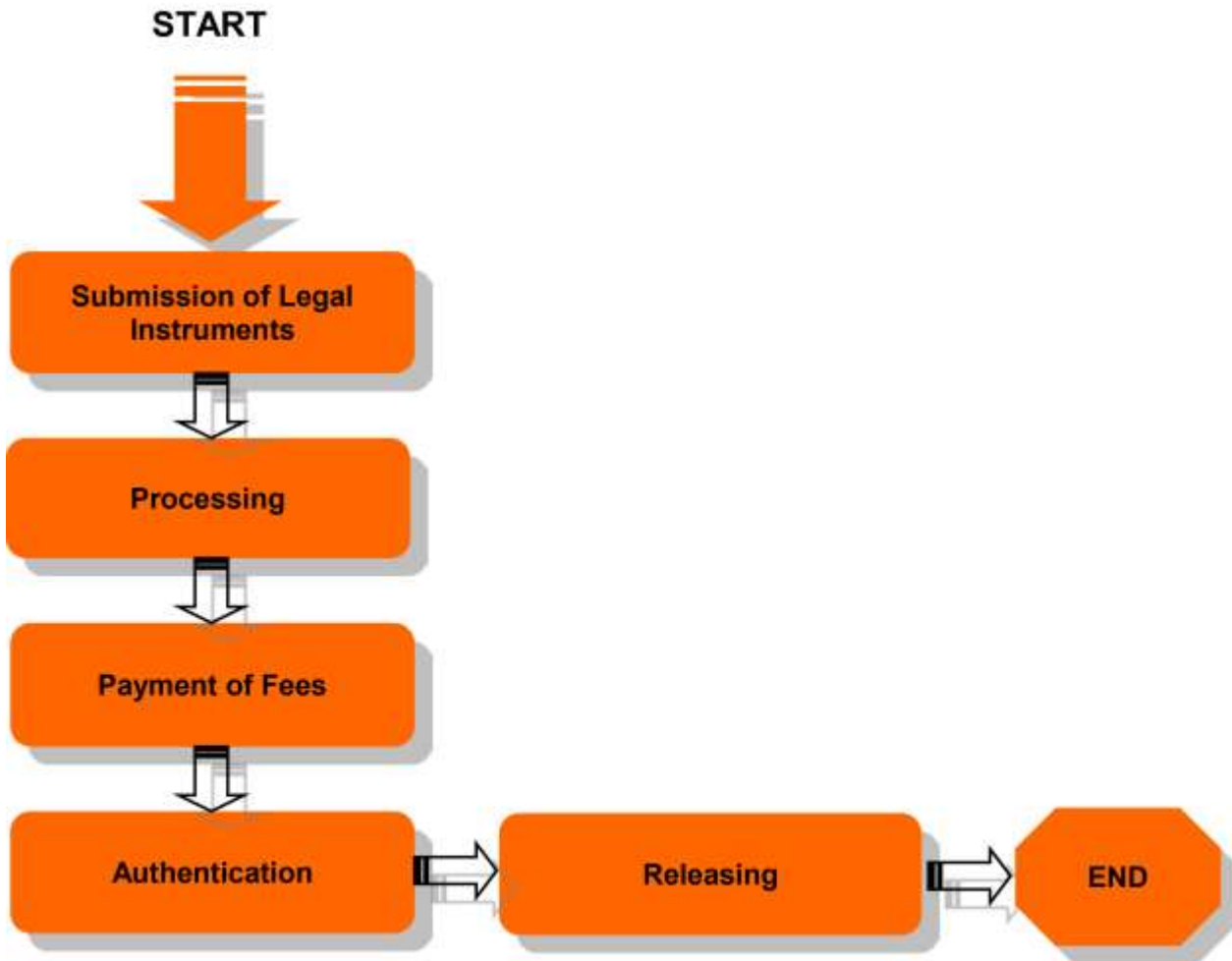
❖ **AVAILABILITY OF SERVICE:**

Monday to Friday, 8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

PROCEDURES	PROCESSING TIME	PERSON/S RESPONSIBLE
SUBMISSION of Legal Instrument	1-5 min.	Client
PROCESSING: <ul style="list-style-type: none"> • Receiving and Evaluation • Approval • Assignment of Registry No • Recording in the Registry Book • Preparation of Annotated Copy 	1-5 min. 1-5 min. 1-5 min. 1-5 min. 1-5 min.	LCRO Staff Department Head Registration Officer Registration Officer LCRO Staff
PAYMENT OF FEES Proceed to MTO	1-10 min.	Client
AUTHENTICATION	1-5 min.	Registration Officer Department Head
Releasing	1-5 min.	LCRO Staff

❖ FLOWCHART:



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Porac, Pampanga

REGISTRATION OF SUPPLEMENTAL REPORT (FOR CERTIFICATE OF LIVE BIRTH, DEATH, FETAL DEATH AND MARRIAGE)

Frontline Service

❖ ABOUT THE SERVICE:

A supplemental report is use to supply entry/ies or information in the Certificate of Live Birth(COLB) , Certificate of Death/Fetal Death and Certificate of Marriage which are inadvertently omitted when the document was registered.

However, no supplemental report shall be accepted on information pertaining to the “Medical Certificate” in the Certificate of Death and all applicable certifications contained in the Certificate of Marriage for this must be accomplished completely prior its registration. [A.O 1 a Rule 11(1)]

The Civil Registrar shall accept only one supplemental report for more than 2 omitted entries but all papers related thereto shall be forwarded to the OCRG pending approval the local civil registry offices cannot issue civil registry documents effecting the supplemental report.

❖ REQUIREMENTS:

- Affidavit for supplemental report indicating the facts of events like name of the document owner, date and place of event, entry/ies omitted and reason/s for failure to supply the missing information at the time of registration
- Certified copy of the document with omitted entry/ies
- Supplemental Report using the appropriate form-(available at the Civil Registrar’s Office)
- Certified copy of the marriage contract of parents of the document owner if affected document is COLB

❖ **FEES:**

- Mailing expenses:
- Express Mail (Post Office) -more or less P 50.00
- Other forwarder/s -more or less P 100.00
- Certified copy of the document -P 50.00/copy

❖ **WHO CAN AVAIL OF THE SERVICE:**

Parents/guardian or the party concerned, if of age

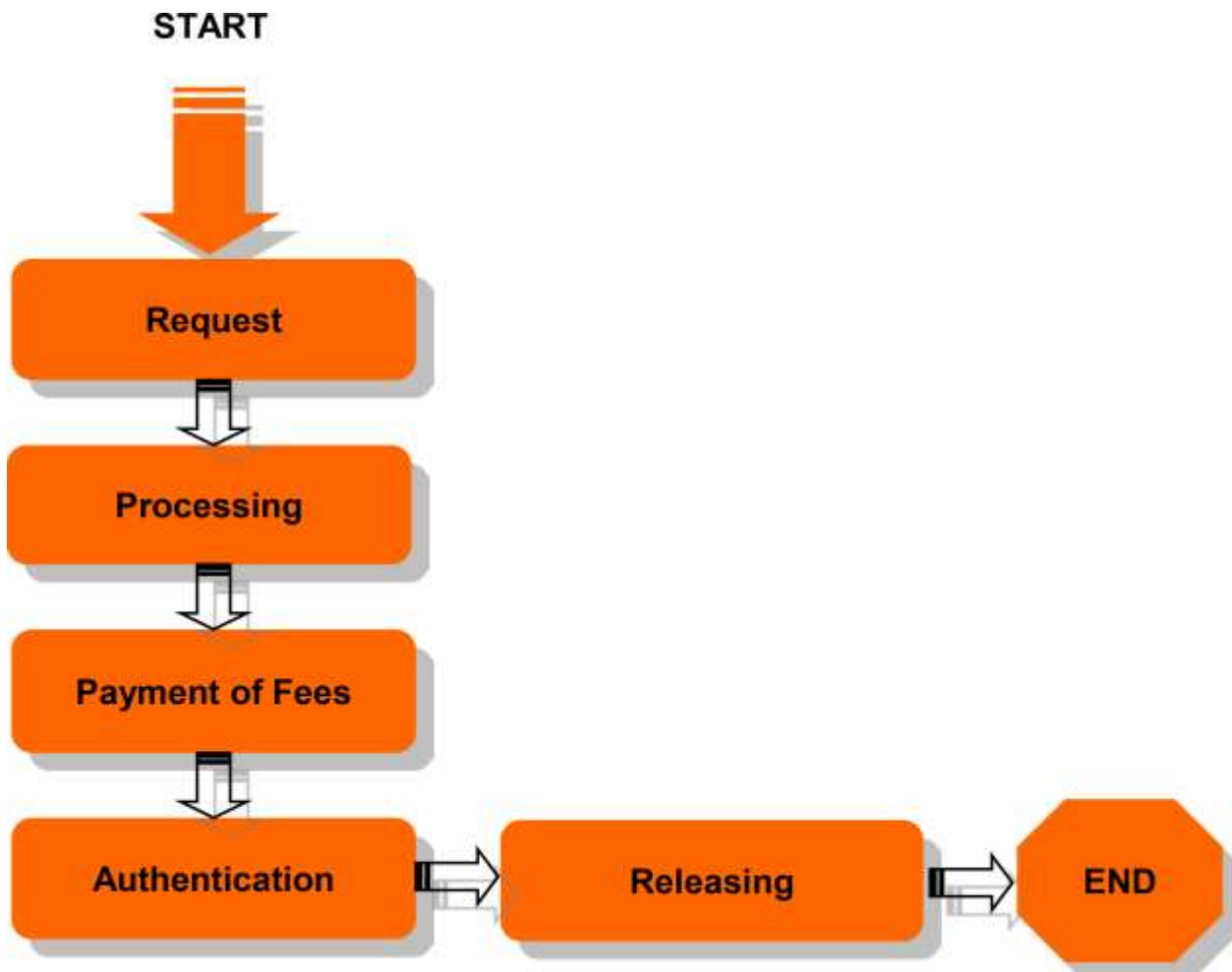
❖ **AVAILABILITY OF SERVICE:**

Monday to Friday- 8:00a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

PROCEDURES	PROCESSING TIME	PERSON/S RESPONSIBLE
SUBMISSION of required documents	1-5 min.	Client
PROCESSING: 1.Receive and evaluation of documents 2.For 1-2 missing entry/ies: <ul style="list-style-type: none"> • Approval of MCR • Annotate the civil register/Reg.Book For more than 2 missing entries: <ul style="list-style-type: none"> • Mail all papers to OCRG • Approval of OCRG <ul style="list-style-type: none"> • Annotate Civil Register/Registry Book , if approved 3.Prepare document with Annotation	1-5 min. 1-5min. 1-5 days 1-5 min. 15 days after receipt of the case 1-5 min. 1-5 min.	Department Head Registration Officer/ LCRO Staff Department Head LCRO Staff Edith Orcilla Civil Registrar General LCRO Staff/Dept. Head Editha Orcilla-Office of the Civil Registrar General LCRO Staff LCRO Staff
PAYMENT OF FEES	1-10 min.	Client/MTO Staff
AUTHENTICATION	1-5 min.	Department Head
RELEASING	1 -5 min.	LCRO Staff

❖ FLOWCHART:



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ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS NOT AVAILABLE IN OCRG FILE (FOR CERTIFICATE OF LIVE BIRTH, DEATH, FETAL DEATH, MARRIAGE & OTHERS)

Frontline Service

❖ ABOUT THE SERVICE:

The LCRO is mandated by the Civil Registry Law to submit duplicate civil registry documents at OCRG-NSO within the first 10 day of each month following the registration month.

However, even if these documents were already submitted to OCRG, there are still instances that request for document in Security Paper (SECPA) yields negative result for reason the duplicate filed at OCRG archive is missing/lost and cannot be found OR these are still in the possession of LCRO or NSO-Provincial Office. To replace the OCRG missing copy and to accommodate the request of document owner to submit the concerned document in advance, there is a need to endorse such.

❖ REQUIREMENTS:

- Negative certification issued by NSO-for missing/lost copy
- personal request -for advance transmittal

❖ FEES:

Mailing expenses:

Express Mail (Post Office) -more or less P50.00
Other forwarder/s -more or less 100.00

❖ WHO CAN AVAIL OF THE SERVICE:

Document Owner, Parents/Guardian or authorized representative

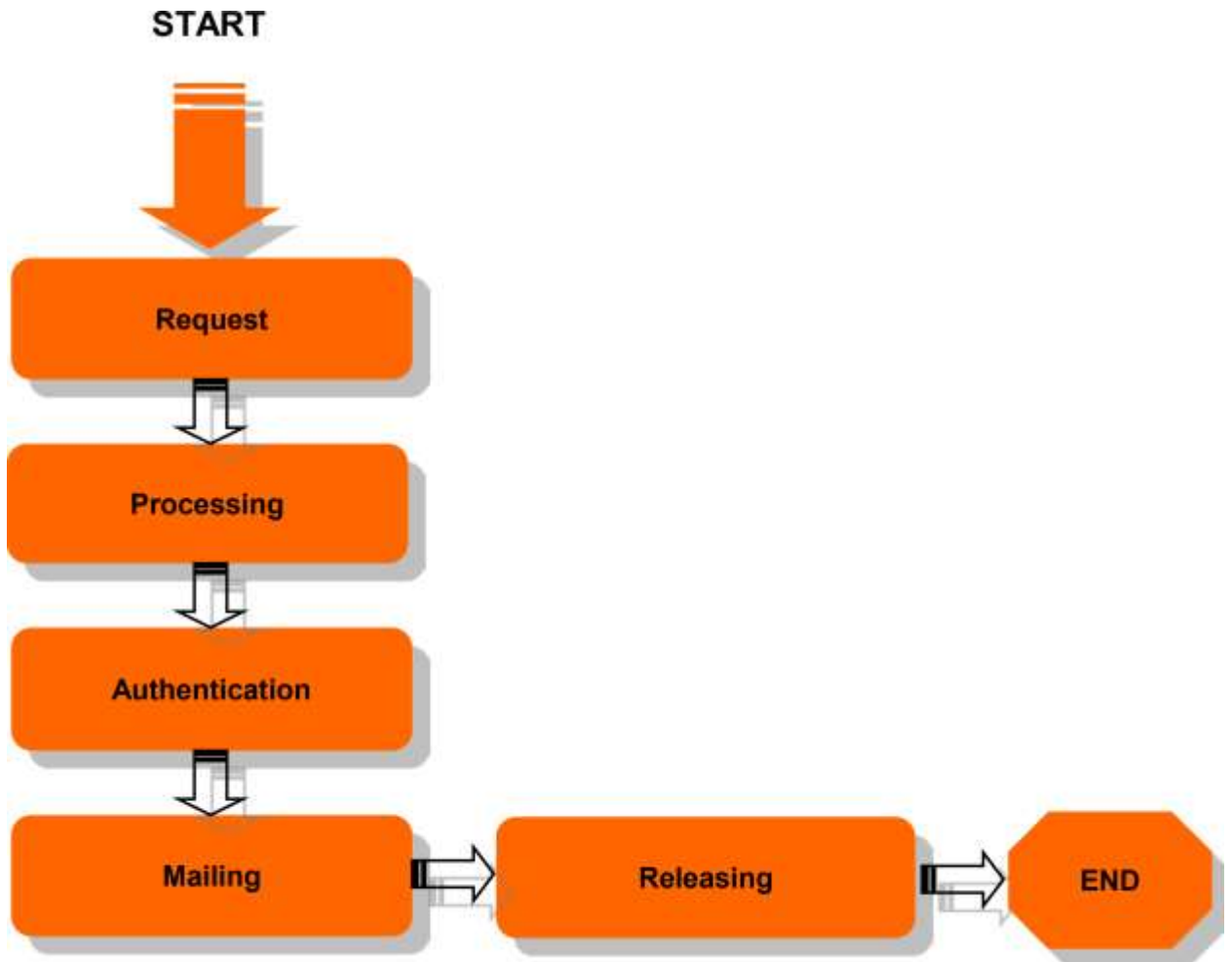
❖ **AVAILABILITY OF SERVICE:**

Monday to Friday- 8:00a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

PROCEDURES	PROCESSING TIME	PERSON/S RESPONSIBLE
REQUEST: For missing doc: Submit negative certification issued by OCRG-NSO For Advance transmittal Inform the staff of your request	1-5 minutes	Client
PROCESSING: <ul style="list-style-type: none"> • Receive negative certification • Verification in the computer database/ Reg. Book if not available on file, will advise client to file for delayed registration • Preparation of document to be endorsed and transmittal letter 	1-5 min. 5-10 min. 1-5 min.	LCRO Staff/Reg. Officer LCRO Staff/Reg. Officer LCRO Staff/Reg. Officer
AUTHENTICATION of the document to be endorsed and signing of transmittal letter	1-5 min.	Department Head
MAILING: Proceed to Post Office Other forwarder	5-30 min. 1-2 days	Client/LCRO Staff
RELEASING: <ul style="list-style-type: none"> • copy issuance of endorsed doc. & transmittal with proof of mailing • claim copy in SECPA 	1-5 min. 20 days after mailing	LCRO staff OCRG-NSO Region III City of San Fernando

❖ **FLOWCHART:**



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Porac, Pampanga

APPLICATION FOR MARRIAGE LICENSE

Frontline Service

❖ ABOUT THE SERVICE:

Marriage License is necessary before contracting parties can get married. It is one of the formal requisites required under the Family Code aside from the authority of the solemnizing officer and the marriage ceremony.

The marriage license shall be issued by the civil registrar of the city/municipality where either contracting party habitually resides except in marriages where no license is required.

The marriage license shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue and shall be deemed automatically cancelled at the expiration of said period if the parties have not made use of it.

❖ REQUIREMENTS:

- Personal appearance of contracting parties and parents, if applicable

Two (2) copies each for the following documents:

- *CENOMAR* –certificate of no marriage record issued by NSO
- *Certificate of Pre-Marriage Counseling*- to be issued by the priest, imam or minister authorized to solemnize marriage or a marriage counselor duly accredited by the proper government agency.
- *Birth certificate* of the contracting parties
- *Parental consent*- (for contracting parties ages 18-20) (sign by father, mother or guardian, in that order) may be administered by the civil registrar or any officer authorized to administer oath, not applicable if signed in the presence of 2 witnesses.
- *Parental advice* - (for contracting parties ages 21-24) (signed both parent/ surviving parent or guardian) may be administered by the civil registrar or any officer authorized administer oath.
- *Certificate of Death* of deceased spouse

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- *Judicial decree of annulment or declaration of nullity of the applicant's previous marriage*
- *Legal Capacity or Certificate of No Impediment to contract marriage* – if foreigner to be issued by consular official in his respective embassy in Manila.
- *Divorce Decree-if foreigner*

❖ **FEES:**

- Application fee - P 170.00
- Pre-Marriage Counseling - P 50.00
- Notarial fee - P 50.00/ per doc.

❖ **AVAILABILITY OF SERVICE:**

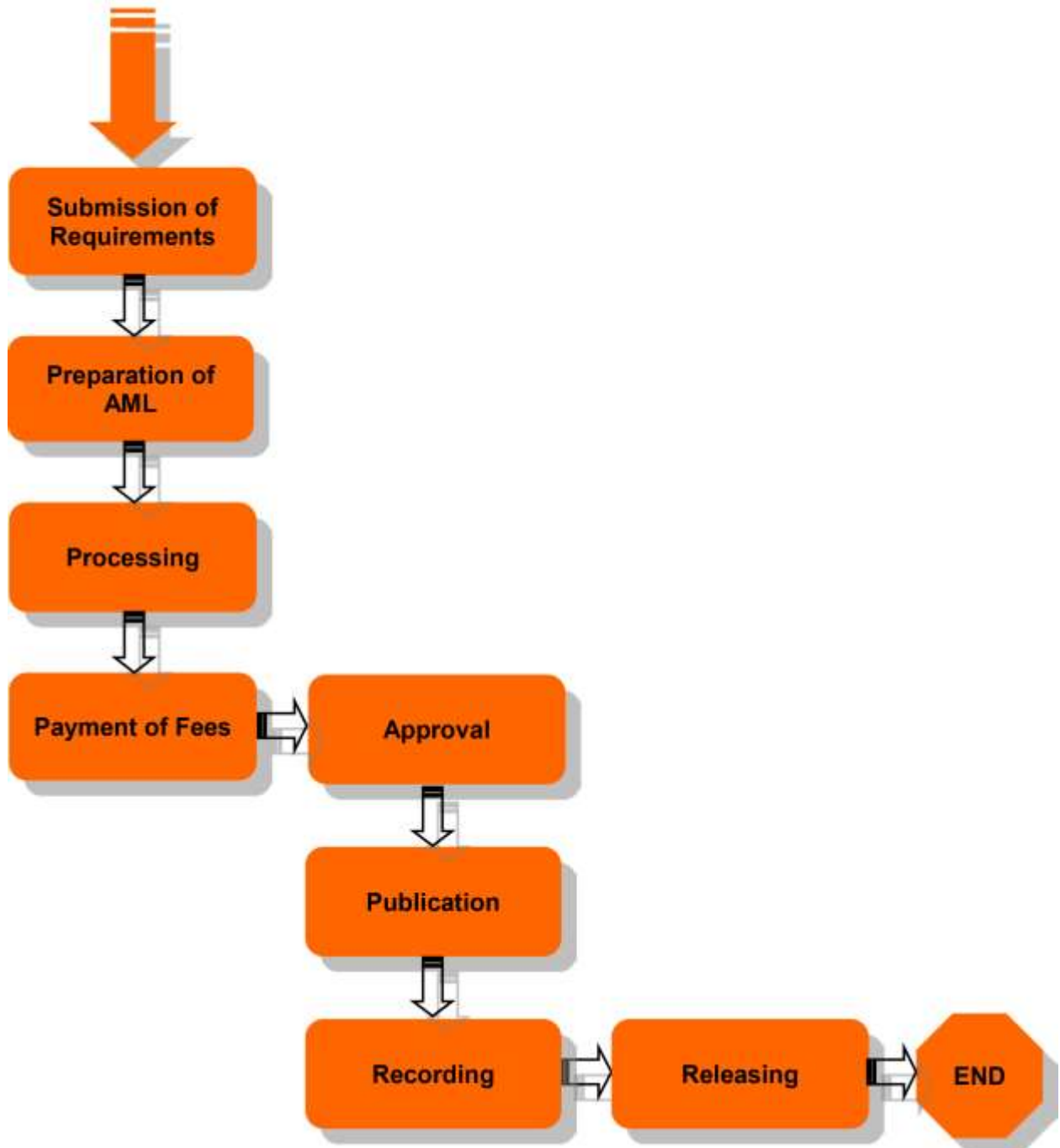
Monday to Friday, 8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

PROCEDURES	PROCESSING TIME	PERSON RESPONSIBLE
Submission of requirements	1-5 min.	Clients
PREPARATION of Application for Marriage License (AML)	1-15 min.	Clients/LCRO Staff
PROCESSING: Receiving Assignment of Registry No.	1-5 min.	LCRO Staff
PAYMENT OF FEES Proceed to MTO	1-10 min.	Clients/MTO Collection Officer
APPROVAL: Subscribe AML with O.R. Administer Oath of the parties	1-5 min.	Clients Department Head
PUBLICATION of AML	10 consecutive days	LCRO staff
RECORDING (log in the Registry Book)	1-5 min.	LCRO staff
Releasing of Marriage License	1-5 min.	LCRO Staff

❖ FLOWCHART:

START



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Porac, Pampanga

OUT-OF-TOWN REPORTING OF BIRTH, DEATH & MARRIAGE

Frontline

❖ ABOUT THE SERVICE:

If registration of birth, marriage or death is not possible in the place of occurrence, the event can be reported in the office of the civil registrar in the nearest or most accessible city or municipality. The civil registrar should accept the documents NOT FOR REGISTRATION but to be forwarded to the civil registrar of the city or municipality where the birth, death and marriage happened and where it should be registered.

❖ REQUIREMENTS:

1. Four(4) copies of Certificate of Live Birth, Death or Marriage
2. An affidavit signed by the person applying, declaring therein among other things, the facts of birth, marriage or death and the reasons why said birth, marriage or death was not recorded in the civil register of the city/municipality where it occurred. The affidavit must be attested by at least two(2) witnesses;
3. If the application is for delayed registration of birth, marriage or death, the requirements under the rules governing delayed registration of birth, marriage and death shall also be complied with; and
4. other papers, as maybe necessary in establishing the facts of death, marriage, or birth especially those pertaining to date and place of birth and filiations of child.

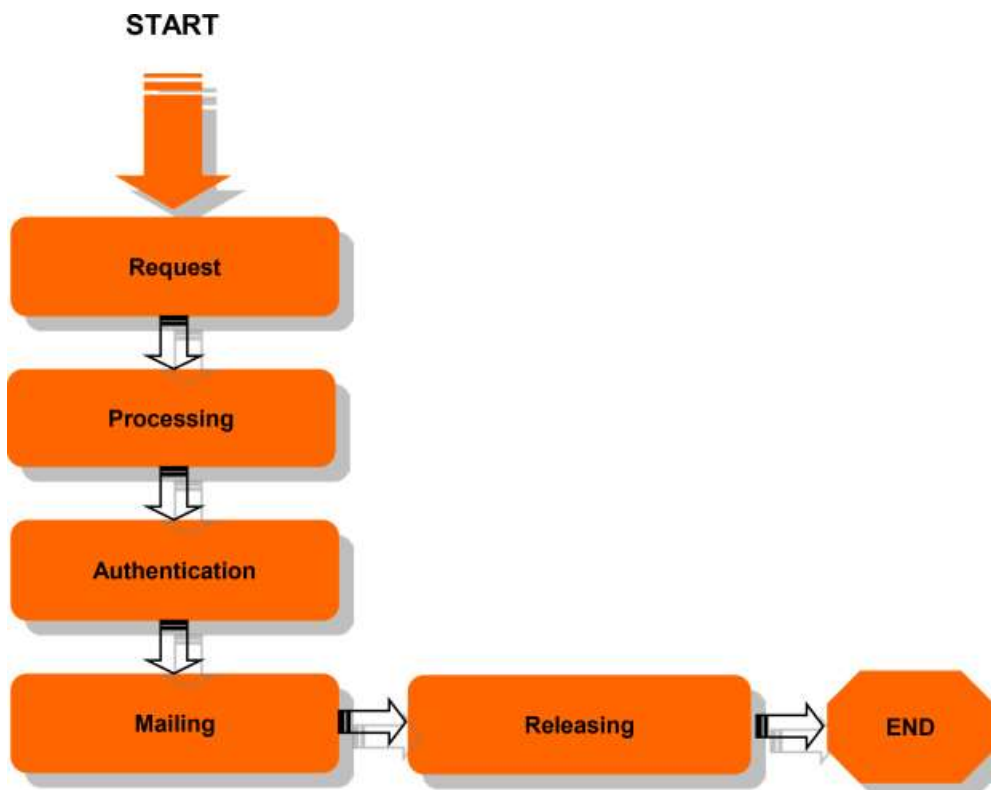
❖ AVAILABILITY OF SERVICE:

Monday to Friday, 8:00a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

PROCEDURES	PROCESSING TIME	PERSON RESPONSIBLE
SUBMISSION of requirements	1-5 min.	Registrant
PROCESSING: 1. Receive and examine docs. 2. Prepare documents and transmittal letter 3. Buy postal money order	1-5 min. 1-5 min 5-30 min.	LCRO staff Registrant
APPROVAL Sign docs and transmittal letter		Department Head
MAILING of docs. with transmittal letter and money order	5-30 min.	Registrant assisted by LCRO staff
COPY ISSUANCE of docs. transmitted and get registrant's telephone no. for notification .	1-5 min.	LCRO Staff
RELEASING –once the doc. is registered and mailed back .	1-5 min.	LCRO Staff

❖ **FLOWCHART**



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OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Porac, Pampanga

ANNOTATION OF CIVIL OF CIVIL REGISTRY DOCUMENTS AFFECTED BY THE COURT DECREES (DECLARATION OF NULLITY/ANNULMENT/LEGAL SEPARATION, CORRECTION OF ENTRIES, DECLARATION OF PRESUMPTIVE DEATH, ADOPTION & OTHERS)

Frontline Service

❖ ABOUT THE SERVICE:

When a court grants a person's action/petition for Declaration of Nullity, Annulment, Legal Separation, Declaration of Presumptive Death, Correction of Entries, Adoption and other judicial action affecting his civil status and if the decision has become final and executory this shall be recorded in the office the civil registrar where the court is functioning. Subsequently, the civil registrar where the affected document was registered and kept shall effect the said court decision in the Registry Book/Civil Register.

❖ REQUIREMENTS:

- 2 certified true copies of registered court decree
- 2 copies certificate of finality
- 2 copies of certificate of registration

❖ FEES:

- Certified true copy of the affected document with annotation
- P 50.00

❖ WHO CAN AVAIL OF THE SERVICE:

Adopter, natural parents of the adopted child, clerk of court or any interested party

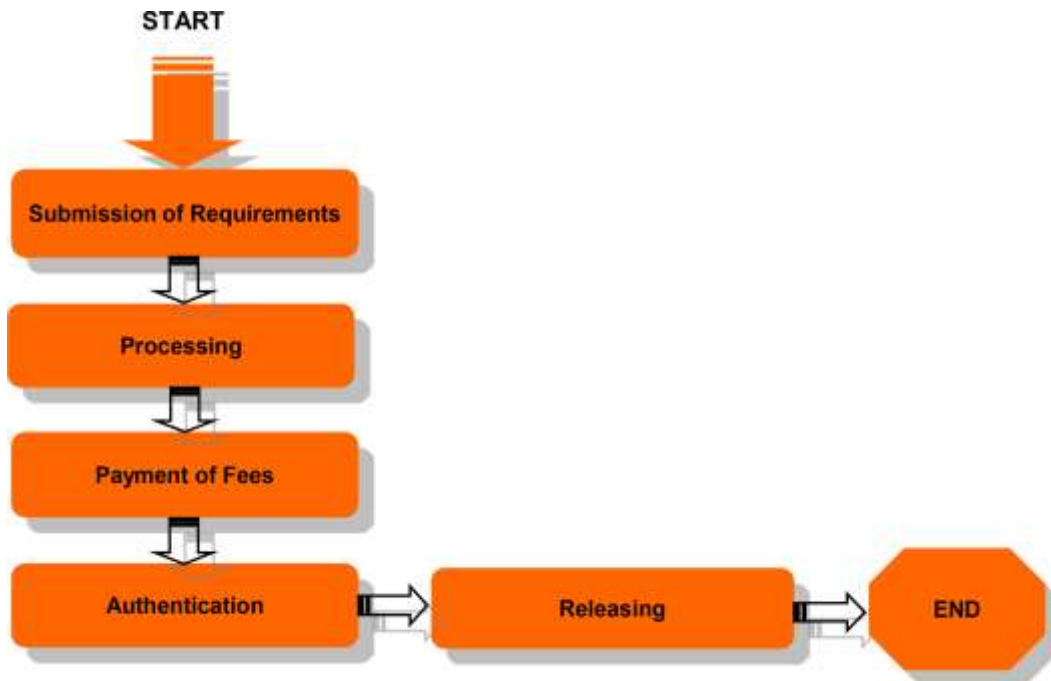
❖ **AVAILABILITY OF SERVICE:**

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❖ **HOW TO AVAIL OF THE SERVICE:**

PROCEDURES	PROCESSING TIME	PERSON RESPONSIBLE
SUBMISSION of requirements	1 -5 min.	Client
PROCESSING: 1. Receive and examine docs. 2. Prepare certified copy of the concerned doc. with annotation and/or amended copy of birth certificate, if adoption. 2. Annotate Reg. Book/ Civil Register	5-20 min.	LCRO Staff
PAYMENT OF FEES	1-10 min.	Client/MTO Staff
AUTHENTICATION Certification/Certified true copy with annotation	1-5 min.	LCRO staff & Department Head
RELEASING	1-5 min.	LCRO Staff

❖ **FLOW CHART:**



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ANNOTATION OF CIVIL OF CIVIL REGISTRY DOCUMENTS AFFECTED BY THE COURT DECREES (DECLARATION OF NULLITY/ANNULMENT/LEGAL SEPARATION, CORRECTION OF ENTRIES, DECLARATION OF PRESUMPTIVE DEATH, ADOPTION & OTHERS)

Frontline Service

❖ ABOUT THE SERVICE:

The **municipal civil registrar** or the consul general is authorized by RA 9048 to correct clerical error, or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order, amending for this purpose Articles 376 and 412 of the Civil Code of the Philippines.

The clerical or typographical error which are covered under RA 9048 are limited to the mistakes committed in the performance of clerical work in writing, copying or transcribing or typing an entry in the civil register that are harmless and innocuous, which are visible to the eyes or obvious to the understanding and can be corrected or changed only by reference to other existing records. That error s that involves the change of nationality, age, status or sex of the petitioner is excluded from the coverage of the law but this can be filed in the proper court instead.

The petition for Change of First Name or Nickname may be allowed in any of the following cases:

1. The first name or nickname is ridiculous, tainted with dishonor or extremely difficult to pronounce;
2. The new first name or nickname has been habitually and continuously used by the petitioner and he has been publicly known by that first name or nickname in the community; or
3. The change will avoid confusion.

❖ WHO CAN FILE THE PETITION:

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Municipal Civil Registrar
Tel. No. (045) 329-2055, email address: evamanalastas@yahoo.com

1. Any person of legal having direct and personal interest in the correction of clerical error or change of first name or nickname such as: owner of record, spouse , parents, brothers, sisters, grandparents, guardian OR
2. Any other person duly authorized by law or by the owner of the document sought to be corrected/changed.

❖ **WHERE TO FILE:**

Apply in person to the Local Civil Registry Office (LCRO) of the city/municipality where the record being sought to be corrected or changed is registered and kept.

In case the petitioner has already migrated to another place in the country and it would not be practical for such party, in terms of transportation expenses, time and effort to appear in person before the local civil registrar where the record is kept, the petition may be filed in person with the local civil registrar of the place where the interested party is presently residing or domiciled. The two (2) local civil registrars concerned will then communicate to facilitate the processing of the petition.

Citizens of the Philippines who are presently residing or domiciled in foreign countries may file their petition, in person, with the nearest Philippine Consulate.

❖ **REQUIREMENTS:**

- **FOR CORRECTION OF CLERICAL ERROR (CCE):**
 - ✓ 3 copies of verified petition
 - ✓ 3 copies each -Supporting Documents
 - ✓ Certified machine copy of the certificate OR of the page of registry book containing the entry/ies sought to be corrected or changed.
 - ✓ At least 2 public or private documents showing the correct entry/ies upon which the correction or change shall be based.
 - ✓ Other documents which the petitioner or the municipal civil registrar or the consul general may consider relevant and necessary for the approval of the petition
 - ✓ Notice or certification of posting

- **FOR CHANGE OF FIRST NAME (CFN):**

- ✓ 3 copies of verified petition
- ✓ 3 copies each -Supporting Documents
- ✓ Certified machine copy of the certificate OR of the page of registry book containing the entry/ies sought to be corrected or changed.
- ✓ At least 2 public or private documents showing the correct entry/ies upon which the correction or change shall be based.
- ✓ Other documents which the petitioner or the municipal civil registrar or the consul general may consider relevant and necessary for the approval of the petition
- ✓ Affidavit of Publication from the publisher and copy of newspaper clippings (proof that it was published for 2 consecutive weeks in a newspaper of general circulation)
- ✓ Clearance or certification that he has no pending case or criminal record, or administrative record (NBI, PNP, Employer)
- ✓ Letter of explanation/justification (use of the new name)
- ✓ Affidavit of Non-Employment (for indigent/unemployed)
- ✓ Notice or certification of posting

❖ **FEES:**

- Filing Fee for CCE - 1,000.00
- Filing Fee for CFN - 3,000.00
- Service fee for CCE-Migrant Petition - 500.00
- Service fee for CFN-Migrant Petition - 1,000.00
- Indigent Petitioner is exempted from paying filing fee.

❖ **AVAILABILITY OF THE SERVICE:**

Monday to Friday-8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

For inquiries, recommendations, suggestions as well as complaints please
 Contact : MS. EVA S. MANALASTAS NUCUP
 Municipal Civil Registrar
 Tel. No. (045) 329-2055, email address: evamanalastas@yahoo.com

PROCEDURES	PROCESSING TIME	PERSON RESPONSIBLE
SUBMISSION of requirements	1-5 min.	Petitioner
PROCESSING of the petition and supporting documents <ul style="list-style-type: none"> • Evaluation • Posting • Newspaper Publication 	5-10 min. 10 consecutive days 2 consecutive weeks	LCRO Staff/Department Head LCRO Staff/Department Head
APPROVAL Act and render decision	Not later than 5 days after completion of the posting and or publication requirement.	Department Head
TRANSMIT to OCRG a copy of the MCR decision-CRG will impugn or affirmed the decision	Within 5 working days after the date of decision -within 10 working days after receipt of the MCR decision	LCRO staff/ Department Head Civil Registrar General(CRG)
EFFECT the correction or change in the document involved and the Registry Book/Civil Register by way of marginal annotation and issued certificate of finality, if MCR decision is affirmed by CRG	Once CRG decision is received	LCRO Staff
APPEAL – by filing motion for reconsideration, if MCR decision is impugned by CRG	Within 15 days from receipt of decision	Petitioner
CRG Decision on Appeal (final & executory)	Within 30 calendar days after receipt of the appeal	Civil Registrar General (CRG)
NOTIFY PETITIONER	Within 10 working days after receipt of the decision	LCRO Staff/Department Head
COPY ISSUANCE OF DOCUMENTS with annotations effecting the correction/change	1-5 minutes	LCRO Staff/Department Head

❖ FLOWCHART:

