

I. ISSUANCE OF CERTIFICATION/TRANSCRIPTION OR CERTIFIED PHOTOCOPY OF BIRTH, MARRIAGE AND DEATH

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

Issuance of certification/transcription or certified photocopy of birth, marriage and death, which can be used for general purpose

B. WHO CAN AVAIL OF THE SERVICE:

Any client requesting for a copy of his/her birth and marriage certificate and the death certificate of deceased person/s that are registered at the Local Civil Registry Office of Bacolor, Pampanga.

C. REQUIREMENTS:

None

D. FEES:

Based on the Municipal Ordinance No. 18, Series 2015

-P 50.00 for transcription (Form 1A birth, Form 2B Marriage and Form 3C Death)

-P 20.00 for certified photocopy per page

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Application for a copy of birth, death and marriage certificate by filling -up the required LCR Forms	-Verify and check in the database using CRIS/PHILCRIS and in the registry book the requested certificate/s.	5 minutes	Staff		
	-Prepare and type the certification/transcription or	5 minutes	Staff		
	-Photocopy the document	2 minutes	Staff		
2. Payment of fees	Refer to Cashier for payment	1 minute	Staff	P50.00/transcription or P20.00 for certified photocopy	Birth/Marriage/Death Cert. Form
3. Present Proof of Payment (Official Receipt)	Checking of the document and for signature of MCR / Asst. LCR.	3 minutes	MCR/ Asst. LCR		
	Issuance of certification/transcription or certified photocopy of the document	1 minute	Asst. LCR/ Staff		

End of transactions - 15 minutes for transcription
 - 12 minutes for certified photocopy

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

II. REGISTRATION OF BIRTH (TIMELY REGISTRATION)

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

Registration of birth of the newly-born baby in the municipality, within thirty days after the occurrence of the event.

B. WHO CAN AVAIL OF THE SERVICE:

Any client who wish to register the birth certificate of his/her newly-born child, where the event occurred within the jurisdiction of Bacolor, Pampanga.

C. REQUIREMENTS:

- a. Legitimate child:
 1. Personal appearance of the father, mother or the attendant at birth, as informant.
 2. Two (2) photocopy of the Marriage Contract of parents.
- b. Illegitimate child:
 1. Personal appearance of the father of the child, who will sign the Affidavit of Acknowledgement/Admission of Paternity and also the mother who will sign the Affidavit to use the Surname of the Father (AUSF) if the child is 6 years old and below.
 2. Personal appearance of the child if 7 to 17 years of age, who will sign the AUSF with the attestation of the mother or the guardian.
 3. Personal appearance of the child, if of age, or 18 years old and above, who will sign the AUSF.

D. FEES:

Free of Charge

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Fill-up Application form for the registration of birth of the newly-born child.	-Interview the parents about the data of the child and require submission of the marriage contract, if the parents are married.	5 minutes	Asst. LCR/Staff		
	-Accomplish and type the COLB of the child based on the interview and application form.	5 minutes	Staff		
	-Ask the client to check the data and sign the COLB. -If illegitimate child, request the father to sign the Affidavit of Acknowledgement/ Admission of Paternity and the mother and/or the child to sign the AUSF.	2 minutes 2 minutes	Staff Staff		
2. Review the COLB and sign it.	Instruct the client that the COLB must be signed by the attending physician/hilot/mid wife before registering.	2 minutes	Staff		
3. Secure the signature of attendant at birth.	Check and receive the COLB, then put the corresponding registry number.	5 minutes	Asst. LCR		
4. Re-check the COLB for the last time.	-Review and check the COLB and sign in the "Registered" portion. -Issuance of a copy of the registered Birth Certificate to the client	5 minutes 1 minute	MCR Asst. LCR/Staff	Free of charge	Birth Certificate Form

End of transactions - 27 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

III. REGISTRATION OF MARRIAGE CERTIFICATE (TIMELY REGISTRATION)
Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR
Office

MUNICIPAL CIVIL REGISTRAR
Head of Office

A. ABOUT THE SERVICE:

Registration of marriage within fifteen (15) days after the occurrence of the event (if a marriage license is required and within thirty days (30) for marriage exempt from license requirements).

B. WHO CAN AVAIL OF THE SERVICE:

Any newly-wed couple whose marriage occurred within the jurisdiction of the Municipality of Bacolor, Pampanga.

C. REQUIREMENTS:

Marriage contract must be duly accomplished and signed by the contracting parties, solemnizing officer and the sponsors.

D. FEES:

Free of Charge

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Present the Marriage Certificate	Check the data and if found correct, received the document and put the corresponding registry number. (Note: Marriage Certificate must be duly accomplished and signed by the contracting parties, solemnizing officer and the sponsors.	6 minutes	Asst.LCR/ Staff		
2. Review the Marriage Certificate for any correction of data	-Review and check the document and sign in the "Registered" portion.	3 minutes	MCR		
	-Issuance of a copy of the registered Marriage Certificate to the client.	1 minute	Asst. LCR/Staff	Free of charge	Marriage Certificate Form

End of transactions - 10 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

**IV. REGISTRATION OF DEATH CERTIFICATE (TIMELY REGISTRATION)
Frontline Service**

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR
Office

MUNICIPAL CIVIL REGISTRAR
Head of Office

A. ABOUT THE SERVICE:

Registration of Death Certificate within thirty (30) days after the occurrence of the event.

B. WHO CAN AVAIL OF THE SERVICE:

Immediate family members of the deceased person can register the death certificate of the deceased when the event occurred within the jurisdiction of Bacolor, Pampanga

C. REQUIREMENTS:

None

D. FEES:

Based on the Municipal Ordinance No. 18, series 2015

P 100.00 - for Burial permit

P 100.00 – for Transfer permit

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Apply for registration of death certificate by filling-up the required form	-Interview the relative about the data of the deceased person. -Accomplish and type the Death Certificate	5 minutes 5 minutes	Asst.LCR/ Staff Staff		
2. Check the data before signing the Death Certificate	Instruct the client to have the death certificate signed by the embalmer and it must be signed by the attending physician or MHO and reviewed by the MHO,and afterwards, return to the Office of the Local Registrar	2 minutes	Asst. LCR/ Staff		
3. Secure the signature of the embalmer and that of the attending physician and/or the MHO	Instruct the client to go to the Cashier for payment of Burial/Transfer Permit	1 minute	Asst. LCR/ Staff		
4. Payment of Burial/Transfer Permit	-Check and receive the Certificate, then put the corresponding registry number	5 minutes	Asst. LCR	P100.00 – Burial/Transfer permit	Death Certificate Form
5. Re-check the accomplished death certificate	-Review and check the certificate, then sign in the “Registered portion”	3 minutes	MCR		
	Issuance of a copy of the registered death certificate to the client	1 minute	Asst. LCR/Staff		

End of transactions - 22 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

V. **REGISTRATION OF BIRTH (DELAYED REGISTRATION)**

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

Registration of Birth outside the reglementary period of thirty (30) days is considered late.

B. WHO CAN AVAIL OF THE SERVICE:

Any client whose place of birth is within the jurisdiction of the Municipality of Bacolor, Pampanga, and has no copy/record of birth in the Philippine Statistics Authority (PSA) and in the Local Civil Registry of the Municipality, may apply for late registration of birth.

C. REQUIREMENTS:

18 yrs. old and above

1. PSA Negative Result
2. Baptismal Certificate
3. Marriage Certificate (if married)
4. COMELEC Certification
5. Marriage Contract of parents
6. Joint affidavit of two disinterested persons
7. Community Tax Certificate (Cedula)
8. Valid IDs with date and place of birth

Below 18 years old

1. PSA Negative Result
2. Baptismal Certificate
3. Marriage Contract of parents
4. School records/Form 137
5. Joint affidavit of 2 disinterested persons
6. Valid IDs with date and place of birth

D. FEES:

Free of charge – Registration of birth

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Apply for registration of birth of the child	Interview the parents about the data of the child and request submission of the applicable requirements	5 minutes	Asst. LCR/Staff		
2. Submission of requirements	Accomplish and type the COLB of the child	5 minutes	Staff		
3. Check the data before signing the COLB	Instruct the client that the COLB must be signed by the physician/hilot/midwife before registering	2 minutes	Staff		
4. Go to the attending physician, hilot/midwife for signing the COLB	Check and receive the COLB, then put the corresponding registry number	5 minutes	Asst. LCR		
	Review and check the COLB and sign in the "Registered" portion	3 minutes	MCR		
5. Return to the LCR office after 10 days of posting	Issuance of the late registered Birth Certificate to the client after ten (10) days of posting as required by law	2 minutes	Asst. LCR/ Staff	Free of Charge	Birth Certificate Form

End of transactions - 22 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar

**VI. REGISTRATION OF MARRIAGE CERTIFICATE (DELAYED
REGISTRATION)
Frontline Service**

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR
Office

MUNICIPAL CIVIL REGISTRAR
Head of Office

A. ABOUT THE SERVICE:

To register the Certificate of Marriage, which was not registered within the reglementary period of fifteen (15) days from the occurrence of the event.

B. WHO CAN AVAIL OF THE SERVICE:

Any couple who got married within the jurisdiction of the Municipality of Bacolor and who failed to register their Certificate of Marriage within fifteen (15) days from its occurrence.

C. REQUIREMENTS:

1. PSA Negative Result
2. Affidavit for delayed registration of marriage
3. Certificate of Marriage duly signed by the contracting parties, solemnizing officer and the sponsors.

D. FEES:

Based on the Municipal Ordinance No. 18, series 2015
P50.00 - Transcription/certification
P50.00 - Certified true copy
P20.00 - Certified photocopy per page

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Application for late registration of the Certificate of Marriage	Request submission of the requirements.	3 minutes	Asst. LCR/ Staff		
2. Submission of Requirements	Review the submitted documents and type the Affidavit for late registration at the back of the Certificate of Marriage.	5 minutes	Asst. LCR /Staff		
3. Payment of fees	-Check and receive the duly accomplished Marriage Certificate and put the corresponding registry number	5 minutes	Asst. LCR	P50.00- transcription/ certification. P20.00- certified photocopy per page	Marriage Certificate Forms
	-Review and check the Marriage Certificate and sign in the “Registered” portion	3 minutes	MCR		
4. Return to the LCR office after 10 days of posting	- Issuance of a copy of the late registered Marriage Certificate to the client after ten (10) days of posting as required by law	2 minutes	LCR Staff		

End of transactions - 18 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar

**VII. REGISTRATION OF DEATH CERTIFICATE (DELAYED
REGISTRATION)
Frontline Service**

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR
Office

MUNICIPAL CIVIL REGISTRAR
Head of Office

A. ABOUT THE SERVICE:

To register the Death Certificate which was not registered within the reglementary period of thirty (30) days.

B. WHO CAN AVAIL OF THE SERVICE:

Any client who will request for the delayed registration of the death of their loved-ones, which occurred within the jurisdiction of the Municipality of Bacolor and failed to register within thirty (30) days.

C. REQUIREMENTS:

1. PSA Negative Result
2. Joint affidavit of two disinterested persons
3. Affidavit for delayed registration of death
4. Community Tax Certificate (Cedula) of the informant
5. Picture of grave marker or "LAPIDA"
6. Burial/Interment receipt or Certification from the Cemetery/Memorial Park

D. FEES:

Based on the Municipal Ordinance No. 18, series 2015

- P 50.00 - Transcription/certification
- P 50.00 - Certified true copy
- P 20.00 - Certified photocopy per page

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Application for late registration of the Death Certificate	-Require submission of the requirements	3 minutes	Staff		
	-Interview the client and check all the necessary requirements	5 minutes	Asst.LCR/ Staff		
	-Accomplish and type the Death Certificate	5 minutes	Staff		
2. Check the data before signing the Death Certificate	-Instruct the client that the Death Certificate must be signed and reviewed by the attending physician and/or MHO	2 minutes	Staff		
3. Secure the signature of the attending physician and/or the MHO	-Check and receive the Death Certificate and assign the corresponding registry number -Instruct the client to go to the cashier for payment	5 minutes	Asst. LCR		
4. Payment of Fees	Review and check the document and sign in the "Registered" portion	3 minutes	MCR	P50.00-transcription/certification. P20.00-certified photocopy per page	Death Certificate Forms
5. Return to the LCR office after 10 days of posting	- Issuance of a copy of the late registered Death Certificate to the client after ten (10) days of posting, as required by law	2 minutes	Asst.LCR /Staff		

End of transactions - 25 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

**VIII. ACCEPTANCE OF PETITION FOR CHANGE OF FIRST NAME
(CFN) IN THE BIRTH CERTIFICATE – R.A. 9048**

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

An Act authorizing the City or Municipal Civil Registrar or the Consul General to change the first name or nickname in the Civil Register without the need of a Judicial Order, amending for the Purpose Article 378 and 412 of the Civil Code of the Philippines.

B. WHO CAN AVAIL OF THE SERVICE:

Any applicant whose birth was registered in the Local Civil Registrar's Office of Bacolor, Pampanga

C. REQUIREMENTS:

1. PSA copy of the document to be changed
2. Baptismal Certificate
3. Voter's Affidavit / Certification
4. Marriage Contract (if married)
5. Birth Certificate of children (if any)
6. School/Employment records
7. Barangay Clearance
8. Police Clearance
9. NBI Clearance
10. Employment Clearance or Affidavit of Unemployment (if unemployed)
11. Copy of the newspaper clippings
12. Affidavit of Publication from the Publisher
13. Valid IDs

D. FEES:

Based on the Manual of Instructions of R.A. 9048 and its Implementing Rules & Regulations and adopted by Municipal Ordinance No. 18, series 2015

P 3,000.00 – Petition for Change of First Name (CFN)

P 1,000.00 – Service fee for migrant petition

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. File for petition for Change of First Name in the Birth Certificate	Require submission of the necessary requirements & interview the applicant, as to the desired correction	5 minutes	MCR/Asst. LCR		
2. Submission of requirements	-Check/review the submitted requirements, as to completion	3 minutes	MCR/Asst. LCR		
	-Accomplishment/typing of the petition	5 minutes	Asst. LCR		
3. Review and signing of the petition	Review and check the petition form and all supporting documents before acceptance of the petition	3 minutes	MCR		
4. Payment of Fees	-Posting of the petition for ten (10) consecutive days, as mandated RA 9048. -In addition to posting, publication of the petition at least once a week for two (2) consecutive weeks in a newspaper of general circulation, as mandated by RA 9048	2 minutes 3 minutes	Asst. LCR Asst. LCR	P3,000.00 for Change of First name or P1,000.00 Service Fee for Migrant Petition	R.A 9048 Form No. 4.1 (LCRO)
5. Return to the LCR Office to be informed of the decision and get a copy of the petition	Review and approval by the MCR within five (5) working days after the completion of the ten (10) day posting period and receipt of the proof of publication	3 minutes	MCR		
	The petition and supporting documents shall be sent to the Office of the Civil Registrar General within five (5) working days after the date of the decision for affirmation of the decision of the MCR	5 minutes	MCR/Asst. LCR		
6. Get copy of the approved petition and other documents from the LCR office	-Preparation of the Certificate of Finality after receipt of the CRG decision approving the petition	5 minutes	MCR/Asst. LCR		

	Annotation of the decision in the Birth Certificate (LCRO Copy)	3 minutes	MCR/Asst. LCR		
	-Furnish the applicant with copies of the approved petition, Certificate of Finality and the local Birth Certificate with annotation on the correction.	2 minutes	Asst. LCR		
	-Endorsed the aforesaid documents to PSA-Quezon City for the annotation of the approved petition in the Birth Certificate (OCRG Copy)	2 minutes	MCR/Asst. LCR		

End of transactions - 41 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

IX. ACCEPTANCE OF PETITION FOR CORRECTION OF CLERICAL ERROR (CCE) IN THE BIRTH/MARRIAGE/DEATH CERTIFICATE

(R.A. 9048)

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

An Act authorizing the City or Municipal Civil Registrar or the Consul General to correct Clerical or Typographical Error in an entry in the Civil Register without need of a Judicial Order, amending for the Purpose Article 376 and 412 of the Civil Code of the Philippines.

B. WHO CAN AVAIL OF THE SERVICE:

Any applicant whose birth was registered in the Local Civil Registrar's Office of Bacolor, Pampanga

C. REQUIREMENTS:

1. PSA copy of the document to be corrected
2. Baptismal Certificate
3. Voter's Affidavit
4. Marriage Contract (if married)
5. Birth Certificate of children (if any)
6. Valid IDs (SSS, Driver's License, Philhealth, etc.)
7. Birth Certificate (for Marriage and Death)
8. Employment Record
9. School Record
10. Other documents showing the correct entry

D. FEES:

Based on the Manual of Instruction of R.A. 9048 and its Implementing Rules & Regulations and adopted by Municipal Ordinance No. 18, series 2015

P 1,000.00 – Petition for the Correction of Clerical Error (CCE)

P 500.00 – Service fee for migrant petition

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

G. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. File application for CCE (Birth/ Marriage/ Death)	Provision of checklist requirements for CCE and interview the applicant as to the desired correction	5 minutes	MCR/Asst. LCR		
2. Submission of requirements	Check all the necessary requirements	3 minutes	MCR/Asst. LCR		
3. Review and signing of the petition	Accomplishment/ typing of the petition and all of the required forms	5 minutes	Asst. LCR		
	Review and check the petition form and all supporting documents before acceptance of the petition.	3 minutes	MCR	P1,000.00 for Correction of Clerical Error or P500.00 Service Fee for Migrant Petition	R.A 9048 Form No. 1.1 for Birth, Form No.2.1 for Marriage and Form No. 3.1 for Death (LCRO)
4. Payment of Fees	Posting of the petition for ten (10) consecutive days, as mandated RA 9048.	2 minutes	Asst. LCR		
5. Return to the LCR office to be informed of the decision and get a copy of the petition	Review and approval by the MCR within five (5) working days after the completion of the ten (10) day posting period .	3 minutes	MCR		
	The petition and other supporting documents shall be sent to the Office of the Civil Registrar General within five (5) working days after the date of the decision for affirmation of the decision of the MCR	5 minutes	MCR/Asst. LCR		
6. Get copy of the approved petition and other documents from the LCR Office	-Preparation of the Certificate of Finality after receipt of the CRG decision approving the petition.	5 minutes	MCR/Asst. LCR		

	-Annotation of the decision in the Birth/Marriage/Death Certificate	3 minutes	MCR/Asst. LCR		
	-Furnish the applicant with copies of the approved petition, Certificate of Finality and the local Birth /Marriage/Death Certificate with annotation on the correction.	2 minutes	Asst.LCR		
	-Endorsed the aforesaid documents to PSA-Quezon City for the annotation of the approved petition in the Birth/Marriage/Death Certificate (OCRG Copy)	2 minutes	MCR/Asst. LCR		

End of transactions - 41 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

X. CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS IN THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX OF A PERSON

(R.A. 10172)

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

An Act Further Authorizing the City or Municipal Civil Registrar or the Consul General to Correct Clerical or Typographical Errors in the Day and Month in the Date of Birth or Sex of a Person Appearing in the Civil Register Without Need of a Judicial Order.

B. WHO CAN AVAIL OF THE SERVICE:

Any Applicant born in the Municipality and whose birth was registered at the Local Civil Registry Office of Bacolor, Pampanga.

C. REQUIREMENTS:

1. CORRECTION OF THE DAY AND MONTH IN THE DATE OF BIRTH

Mandatory Requirements:

1. Birth Certificate (PSA copy)
2. Birth Certificate (LCRO copy)
3. Baptismal Certificate and other documents issued by religious authorities
4. Earliest school record or at earliest school documents
5. Medical Records
6. Affidavit or Publication and a copy of the newspaper clipping from the publisher
7. Police Clearance
8. NBI Clearance
9. Employment Clearance (if employed)
10. Affidavit of Unemployment (if not employed)

Additional:

Any three (3) of the following documents:

1. Voter's Affidavit
2. Marriage Contract
3. Valid Ids
4. Employment Record
5. Passport
6. Other documents with date of birth

2. CORRECTION OF SEX OF A PERSON

Mandatory Requirements:

1. Birth Certificate (PSA copy)
2. Birth Certificate (LCRO copy)
3. Baptismal Certificate and other documents issued by religious authorities
4. Earliest school record or at earliest school documents
5. Medical Records
6. Affidavit of Unemployment (if not employed)
7. Police Clearance
8. NBI Clearance

9. Employment Clearance (if employed)
10. Affidavit of Unemployment (if not employed)
11. Medical Certification issued by an accredited government physician that the petitioner has not undergone sex change or sex transplant
12. Certification of Authenticity issued by MCR

Additional:

Any three (3) of the following documents:

1. Voter's Affidavit
2. Marriage Contract
3. Valid Ids
4. Employment Record
5. Passport
6. Other scholastics records
7. Other documents with gender or sex

D. FEES:

Based on the Manual of Instruction of R. A. 10172 and its Implementing Rules & Regulations and adopted by Municipal Ordinance No. 18, series 2015

-P 3,000.00 - Petition for Correction of Clerical Error (R. A. No. 10172)

1,000.00 - For Migrant Petition

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. File Application for Correction of Clerical Error in the Day and Month in the Date of Birth or Sex of a Person.	Provision of checklist/ requirements for CCE in the Day and Month in the Date of Birth or Sex of a Person.	5 minutes	MCR/Asst. LCR		
2. Submission of requirements	Check all the necessary requirements.	3 minutes	MCR/Asst. LCR		
3. Review and signing of the petition.	Accomplishment/ typing of the petition and all of the required forms.	5 minutes	Asst. LCR		
	Review and check the Petition form and all supporting documents before acceptance of the petition.	3 minutes	MCR		
4. Payment of Fees	Posting of the petition for ten (10) consecutive days as mandated by R.A. 10172.	2 minutes	Asst.LCR	P3,000.00 Petition for CCE in the day and month in the date of birth or sex of person P1,000.00 Service Fee for Migrant Petition	R.A. 9048/R.A. 10172 Form No. 1.1 (LCRO)

	In addition to posting, publication of the petition at least once a week for two (2) consecutive weeks in a newspaper of general circulation, as mandated by R.A. 10172.	3 minutes	Asst.LCR		
5. Return to the LCR Office to be informed of the decision and get a copy of the petition.	Review and approval by the MCR within five (5) working days after the completion of the ten (10) days posting period and receipt of the proof of publication.	3 minutes	MCR		
	The petition and supporting documents shall be sent to the office of the Civil Registrar General within five (5) working days after the date of the decision for affirmation of the decision of the MCR.	5 minutes	MCR/ Asst.LCR		
6. Get copy of the approved petition and other documents from the LCR Office.	<p>- Preparation of the Certificate of Finality after receipt of the CRG decision approving the petition.</p> <p>-Annotation of the decision in the Birth Certificate</p> <p>-Furnish the applicant with copies of the approved petition, Cert of Finality and the Local Birth Certificate with annotation on the correction.</p> <p>-Endorsed the aforesaid documents to PSA-Quezon City for the annotation of the approved petition in the Birth Certificate (OCRG Copy)</p>	<p>5 minutes</p> <p>3 minutes</p> <p>2 minutes</p> <p>2 minutes</p>	<p>MCR/ Asst.LCR</p> <p>MCR/ Asst.LCR</p> <p>Asst.LCR</p> <p>MCR/Asst. LCR</p>		

End of transactions - 41 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

XI. APPLICATION FOR BIRTH CERTIFICATE NOT YET REGISTERED

/ALREADY REGISTERED (R.A. 9255)

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

An Act Allowing Illegitimate Children to Use the Surname of the Father (R.A. 9255).

B. WHO CAN AVAIL OF THE SERVICE:

Illegitimate children born in the Municipality and whose birth was registered or will be registered at Local Civil Registry Office of Bacolor, Pampanga.

C. REQUIREMENTS:

1. Affidavit to Use the Surname of the Father (AUSF)
 - a) AUSF shall be executed by the mother, if the child is aged 6 years old and below.
 - b) AUSF shall be executed by the child if the child is aged 7-17 yrs. old, with the sworn attestation of the mother.
 - c) AUSF shall be executed by the person himself, if of age, without need of attestation by the mother
2. Affidavit of Acknowledgement/ Admission of Paternity
3. Community Tax Certificate of both parents
4. LCR and PSA Copy of the Birth Certificate (if already registered)

NOTE: Illegitimate children born on August 3, 1988 to March 18, 2004 may still be acknowledged by the father, but cannot use the surname of the father under R.A. 9255. However, a petition in court may be filed in order that the child can use the surname of the father.

D. FEES:

Based on the Municipal Ordinance No. 18, Series 2015

P 200.00 – for processing of R.A. 9255

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. File application for R.A. 9255	Request submission/compliance of the necessary requirements	5 minutes	Asst. LCR/Staff		
2. Submission/ Compliance of the requirements	Interview the mother and father of the child to be able to accomplish the COLB and AUSF for the registration of birth. Check the COLB-LCRO copy on file for previously registered birth certificate and accomplish the AUSF.	5 minutes	Asst. LCR/Staff		
3. Payment of fees	Check all the submitted requirements. Type the Certificate of Live Birth of the child and/or the AUSF and the Certificate of Registration of the AUSF	3 minutes 10 minutes	Asst. LCR/Staff Asst. LCR/Staff	P200.00 for processing of R.A 9255	Birth Certificate Form and R.A 9255 Form No. 1 (AUSF)
4. Check the COLB and AUSF, before signing	Review, received and register the COLB and put the corresponding Registry Number and the Legal Instrument Number in the AUSF for new registration. And annotate the Birth Certificate on file for the previously registered document	5 minutes	MCR/Asst. LCR		
5. Get a copy of the accomplished COLB & AUSF	Send documents to PSA-Quezon City for approval and annotation in the OCRG Copy of the previously registered document	5 minutes	MCR/Asst. LCR		
	Furnish the Office of the Provincial Statistics Officer with copies of the registered documents under R.A. 9255.	2 minutes	Asst. LCR		

End of Transaction – 35 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

XII. APPLICATION FOR LEGITIMATION OF CHILD (BIRTH CERTIFICATE NOT YET REGISTERED / PREVIOUSLY REGISTERED)
Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR
Office

MUNICIPAL CIVIL REGISTRAR
Head of Office

A. ABOUT THE SERVICE:

To legitimize the child who was born illegitimate, but whose parents subsequently contracted marriage and are not disqualified by any impediment to marry each other at the time the child was conceived.

B. WHO CAN AVAIL OF THE SERVICE:

All children born illegitimate within the jurisdiction of Bacolor, Pampanga and whose birth certificates were registered or are to be registered at the Office of the Local Civil Registrar, Bacolor, Pampanga.

C. REQUIREMENTS:

1. Joint affidavit of Legitimation
2. Certificate of No marriage (CENOMAR) of parents issued by the Philippine Statistics Authority (PSA)
3. Affidavit of Acknowledgement/Admission of Paternity executed by the father
4. Marriage Contract issued by the PSA
5. LCR copy and PSA copy of Birth Certificate (for previously registered birth).

D. FEES:

Based on Municipal Ordinance No. 18, Series 2015

P 200.00 – Processing of Legitimation (for previously registered birth)

P 50.00 – Endorsement to PSA – Quezon City

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Application for legitimation of the child	Request submission of the necessary requirements and check the COLB on file for previously registered birth	5 minutes	Asst. LCR/ Staff		
2. Submission of requirements	Interview the parent/s of the child	5 minutes	Asst. LCR/Staff		
3. Payment of fees	<p>-Check all the submitted requirements.</p> <p>-Prepare and type the Certificate of Live Birth bearing the proper annotation</p> <p>-Register the Legal Instrument and prepare the corresponding Certificate of Registration</p> <p>-Receive and put the corresponding Registry number and Legal instrument number in the Birth Certificate</p>	<p>3 minutes</p> <p>10 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>Asst. LCR/Staff</p> <p>Asst. LCR/Staff</p> <p>Asst. LCR/Staff</p> <p>MCR/Asst. LCR</p>	<p>P200.00 - Processing of Legitimation (for previously registered birth)</p> <p>P 50.00 – Endorsement to PSA – Quezon City</p>	<p>Birth Certificate Form, Certificate of Registration</p>
	Review and register the Birth Certificate with annotation on Legitimation	3 minutes	MCR		
4. Check the Birth Certificate with annotation and get a copy	<p>-Issuance of a copy of the document to the client</p> <p>-Send documents to PSA-Quezon City for approval and annotation in the OCR Copy (Note: for previously registered document only)</p>	<p>2 minutes</p> <p>3 minutes</p>	<p>Asst. LCR/Staff</p> <p>MCR/Asst. LCR</p>		

End of Transaction – 41 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar

**XIII. APPLICATION FOR ANNOTATION OF CANCELLATION/
CORRECTION OF ENTRIES, ANNULMENT, ADOPTION
AND OTHER COURT ORDERS/DECISIONS**

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

Annotation of the Court Order/Decision when it becomes final and executory in the affected civil registry document registered at the Local Civil Registry office of Bacolor.

B. WHO CAN AVAIL OF THE SERVICE:

Clients whose civil registry documents were registered at the Local Civil Registry Office of Bacolor, Pampanga and are subjects of court orders/decisions

C. REQUIREMENTS:

1. Certified copy of the Court Order/Decision
2. LCR copy of the registered civil registry document
3. PSA copy of the registered civil registry document
4. Certificate of Finality issued by the Court
5. Certificate of Registration of the Court Order/Decision issued by the Local Civil Registry Office, where the court is functioning.
6. Certificate of Authenticity of the Court Order/Decision issued by the Local Civil Registrar, where the order/decision has been registered.

D. FEES:

Based on Municipal Ordinance No. 18, Series 2015

1. Adoption	-	P 500.00
2. Annulment of Marriage	-	P 500.00
3. Legal Separation	-	P 500.00
4. Correction/Cancellation of entries	-	P 500.00
5. Naturalization	-	P1,000.00
6. Presumptive Death	-	P 500.00
7. Other legal orders/decisions	-	P 500.00

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm.

G. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Application for annotation of Cancellation/ Correction of entries, Annulment, Adoption and other Court Orders.	Request submission of the necessary requirements	5 minutes	Asst. LCR/ Staff		
2. Submission of requirements	Check all the submitted requirements	5 minutes	Asst. LCR/Staff		
3. Payment of fees	-Type the proper annotation in the affected civil registry document on file -Check and sign the annotation in the affected civil registry document -Endorsed the documents to PSA-Quezon City for annotation of the court order/decision in the civil registry document-OCRG Copy.	10 minutes 3 minutes 5 minutes	Asst. LCR/Staff MCR MCR/Asst. LCR	P 500.00 for annotation of the court order/decision	Birth/Marriage/ Death Certificate Forms

End of Transaction – 28 minutes

A. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar

XIV.

APPLICATION FOR MARRIAGE LICENSE

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

Issuance of a Marriage License after ten (10) days from the completion/submission of all requirements, which is a requisite before contracting marriage.

B. WHO CAN AVAIL OF THE SERVICE:

Any couple who wish to apply for a Marriage License where either of the contracting party habitually resides in the Municipality of Bacolor.

C. REQUIREMENTS:

1. Birth Certificate
2. Community Tax Certificate (Cedula)
3. Certificate of No Marriage (CENOMAR) from the Philippines Statistics Authority (PSA)
4. Seminar
 - a) 18 to 24 yrs old – Family Planning and Marriage Counseling (2 seminar)
 - b) 25 year old & above – Family Planning only
5. Signature of parents
 - a) Consent – if 18 years old to below 21 years old
 - b) Advise – if 21 years old to below 25 yrs. old
6. Certificate of Legal Capacity from the Embassy – if the applicant is a foreigner
7. Divorce Papers/Annulment Decree/Death Certificate – if applicable

D. FEES:

Based on Municipal Ordinance No. 18, Series 2015

P 300.00 – Application for Marriage License

P 50.00 – Family Planning

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Apply for a Marriage License and fill-up Application form	Interview the couple and require submission of applicable requirements	10 minutes	Asst. LCR/ Staff		
2. Submission of requirements	Review and type the Application Form and check the submitted requirements	5 minutes	Asst. LCR/Staff		
3. Check the accomplished Application Form before signing	Request the couple to attend the applicable seminar and to get a certificate	3 minutes	Asst. LCR/Staff		
4. -Payment of Fees -Attend the required seminar and submit certificates	Review/check the Application form and all supporting documents and sign/subscribe the Application	3 minutes	MCR	P 300.00 – Application for Marriage License and P 50.00 – Family Planning	Application for Marriage License Form, Marriage License and Fee Receipt
5. Return to the LCR office after ten (10) days of posting, as required by law	-Issuance of the Marriage License	2 minutes	MCR/Asst. LCR		

End of Transaction - 23 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar.

XV. APPLICATION FOR SUPPLEMENTAL REPORT

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

Annotate the Birth/Marriage/Death Certificate by supplying the lacking or missing entry/ies inadvertently omitted when the document was registered. The MCR shall accept only one supplemental report for not more than two (2) omitted information in any registered event. In cases where there are more than two omitted information, all papers related thereto shall be forwarded to OCRG.

B. WHO CAN AVAIL OF THE SERVICE:

Any client whose Birth/Marriage/Death Certificate was registered at the Local Civil Registry Office of Bacolor and has lacking or missing entry/ies in his/her civil registry document.

C. REQUIREMENTS:

1. Affidavit for Supplemental Report
2. Birth /Marriage/Death Certificate (PSA Copy)
3. Certificate of Marriage of the parents of the document owner, if the Supplemental Report is for Legitimation.
4. Certificate of No Marriage (CENOMAR) of the parents if the Supplemental Report is for Legitimation.
5. Joint Affidavit for Legitimation executed by both parents.

D. FEES:

Based on Municipal Ordinance No. 18, Series 2015

P 200.00 – Supplemental Report

P 50.00 – Endorsement

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Apply for Supplemental Report in the Birth/Marriage or Death Certificate	Require submission of applicable requirements	5 minutes	Asst. LCR/ Staff		
2. Submission of requirements	<p>-Review and check the submitted requirements</p> <p>-Type the certified true copy of the affected certificate with remarks “with Supplemental Report” and a copy of the Certificate bearing the lacking or missing entries with remarks “Supplemental Report”.</p> <p>-Review, check and sign the Supplemental Report and the certified true copy of the Certificate</p>	<p>3 minutes</p> <p>5 minutes</p> <p>3 minutes</p>	<p>Asst. LCR/Staff</p> <p>Asst. LCR/Staff</p> <p>MCR</p>		
3. Check the typewritten accomplished forms before signing	Annotate the affected Certificated on file with the lacking/missing entry or data, to be signed by the MCR	5 minutes	MCR/Asst. LCR		
4. Payment of Fees	<p>-Issuance of copies of the accomplished/annotated documents to the client</p> <p>-Send copies of the documents to PSA-Quezon city , for approval of the Supplemental report and annotation in the OCRG copy of the affected Certificate</p>	<p>3 minutes</p> <p>3 minutes</p>	<p>Asst. LCR/Staff</p> <p>Asst. LCR/Staff</p>	<p>P 200.00 – for the processing of Supplemental Report and P 50.00 – Endorsement</p>	<p>Birth/ Marriage/ Death Certificate Forms</p>

End of Transaction – 27 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar

XVI. CORRECTION OF ENTRIES IN THE GEOGRAPHIC, STATISTICAL PORTION AND/OR REGISTRY NUMBER ON CIVIL REGISTRY DOCUMENTS (MEMORANDUM CIRCULAR NO. 2010-04)

Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR

Office

MUNICIPAL CIVIL REGISTRAR

Head of Office

A. ABOUT THE SERVICE:

Correction of the geographic and statistical portion and/or registry number in the affected civil registry documents.

B. WHO CAN AVAIL OF THE SERVICE:

Any client whose birth, marriage, death certificate was registered at the Local Civil Registry Office of Bacolor

C. REQUIREMENTS:

1. Written request from the client for the correction of the wrong entry in the geographical portion, statistical portion and/or registry number.
2. Submission of documents to support the requested correction.
3. PSA Copy of the birth, marriage or death certificate.

D. FEES:

Based on Municipal Ordinance No. 18, Series 2015

P 100.00 – for the processing of documents (MC No. 2010-04)

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Apply for the correction of the wrong entry in the geographical portion, statistical portion and/or registry number by submitting a written request	Request the submission of applicable requirements	5 minutes	Asst. LCR/ Staff		
2. Submission of documents	-Review and check the submitted documents and the local copy on file of the affected document	5 minutes	MCR/Asst. LCR		
	-Type the applicable annotation in the birth/marriage/death certificate on file in the remarks portion to be signed by the MCR	5 minutes	MCR/Asst. LCR		
3. Payment of fees	-Endorsed copies of the documents to PSA – Quezon City for approval of the requested correction and for annotation in the OCRG Copy of the document	5 minutes	MCR/Asst. LCR	P 100.00 – for the processing of documents (MC No. 2010-04)	Birth/ Marriage/ Death Certificate Forms

End of Transaction – 20 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar

**XVII. TRANSFER OF ERRONEOUSLY REGISTERED CIVIL
REGISTRATION DOCUMENTS
(CIRCULAR NO. 91-6)**
Frontline Service

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR
Office

MUNICIPAL CIVIL REGISTRAR
Head of Office

A. ABOUT THE SERVICE:

Civil registry documents erroneously registered will be transferred to the Local Civil Registry office where the vital event occurred, in compliance to the Fundamental Principle Of Civil Registration, which is “The place of occurrence of the vital event is the place of registration”

B. WHO CAN AVAIL OF THE SERVICE:

Any client whose civil registry document was erroneously registered at the Local Civil Registry Office of Bacolor or wrongly registered in the Local Civil Registry Office of other cities/municipalities.

C. REQUIREMENTS:

1. PSA Copy of the civil registry document
2. LCRO Copy of the civil registry document

D. FEES:

Based on Municipal Ordinance No. 18, Series 2015

P 100.00 – for processing of documents (Circular No. 91-6)

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

**XVII. TRANSFER OF ERRONEOUSLY REGISTERED CIVIL
REGISTRATION DOCUMENTS
(CIRCULAR NO. 91-6)
Frontline Service**

Municipality of Bacolor

OFFICE OF THE LOCAL CIVIL REGISTRAR
Office

MUNICIPAL CIVIL REGISTRAR
Head of Office

A. ABOUT THE SERVICE:

Civil registry documents erroneously registered will be transferred to the Local Civil Registry office where the vital event occurred, in compliance to the Fundamental Principle of Civil Registration, which is “The place of occurrence of the vital event is the place of registration”

B. WHO CAN AVAIL OF THE SERVICE:

Any client whose civil registry document was erroneously registered at the Local Civil Registry Office of Bacolor or wrongly registered in the Local Civil Registry Office of other cities/municipalities.

C. REQUIREMENTS:

1. PSA Copy of the civil registry document
2. LCRO Copy of the civil registry document

D. FEES:

Based on Municipal Ordinance No. 18, Series 2015

P 100.00 – for processing of documents (Circular No. 91-6)

E. AVAILABILITY OF THE SERVICES:

Monday to Friday, 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

Step Applicant/Client	Department Activity	Processing Time	Person/s Responsible	Fees	Form
1. Apply for transfer of the erroneously registered civil registry document on file	Require submission of the PSA copy of the civil registry document	3 minutes	Asst. LCR/ Staff		
2. Submission of documents	Check the PSA Copy and the LCRO copy on file of the document	5 minutes	Asst. LCR/Staff		
3. Payment of fees	-Annotate the LCRO copy of the document with remarks “Transferred to the LCR office of ____ on _____, in accordance with Circular No. 91-6, to be signed by the MCR -Letter of the MCR transferring the document to another LCR Office, where the vital event occurred	5 minutes 5 minutes	MCR/Asst. LCR MCR	P 100.00 – for processing of documents (Circular No. 91-6)	Birth/ Marriage/ Death Certificate Forms
4. Get a copy of the transferred documents and forward/submit them to the LCR office where the vital event occurred	-Provide the client with copies of the documents to be transferred.	5 minutes	MCR/Asst. LCR		
	-Furnish the OCRG-PSA, Quezon City with copies of the transferred documents	3 minutes	Asst. LCR		

End of Transaction – 26 minutes

G. HOW TO COMPLAIN? WHERE TO COMPLAIN?

Visit the Local Civil Registry Office and look for the Municipal Civil Registrar