



## 17. Request for Certification/Transcription from civil registry books

A transcription of vital events documents from civil registry book of Live Birth, Death and Marriage for the issuance of Municipal Form No. 1A, 2A and 3A respectively.

<b>Office or Division</b>	Office of the Municipal Civil Registrar			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C-Government to Citizen			
<b>Who may avail</b>	All party concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Atleast one (1) of the following				
Baptismal Certificate - (1) photocopy		Client		
School Record - (1) photocopy		Client		
Voters Certification - (1) photocopy		Client		
Other, showing the full name, date and place of birth		Client		
if the requester in not the owner				
Authorization letter - (1) original copy		Client		
valid ID (both requester and owner)- (1) photocopy w/ original presented		Client		
Official Receipt		Municipal Treasury Office (Windows 1-6)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit all the requirements at the receiving area	1. Receive and verify the required documents	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar
	1.1. Verify the requested civil registry documents in the civil	None	10 Minutes	



	registry book			
	1.2. Prepare and encode to the computer operated format form	None	5 Minutes	
	1.3. Issue order of payment	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Certification Fee P 50.00 Documentary Stamp P 30.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Return to the Registrar's Office for the processing and releasing of requested certification	3. Approval and releasing of requested certification to client	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	<b>TOTAL:</b>	<b>PHP 80.00</b>	<b>30 Minutes</b>	

*Issuance of certification from civil registry book is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753*