



**CITIZEN'S CHARTER
MUNICIPAL CIVIL REGISTRY OFFICE**



SERVICE: REGISTRATION OF CERTIFICATE OF LIVE BIRTH

This is the process of registering the Certificate of Live Birth within thirty (30) days from the date of birth.

REQUIREMENTS			WHERE TO SECURE		
For marital child (Parents are married): <ul style="list-style-type: none"> • 1 set (4 copies) duly accomplished Certificate of Live Birth (COLB) • Parents' Certificate of Marriage • Parents' valid Identification Document (ID) and Community Tax Certificate (cedula) • Original and photocopy of passport (<i>if one or both parents is a foreigner</i>) 			Hospital/lying-in clinic/birthing facilities Philippine Statistics Authority (PSA)/ Municipal Civil Registry Office		
For nonmarital child (Parents are not married): <ul style="list-style-type: none"> • Signed Admission of Paternity at the back of the COLB • Notarized Affidavit to Use the Surname of the Father (AUSF) 			Municipal Civil Registry Office law office		
For single parents: <ul style="list-style-type: none"> • Appearance of mother • Valid ID and cedula 			client		
STEP	CLIENT STEPS	AGENCY ACTIONS	PERSON IN CHARGE	PROCESSING TIME	FEE
1	Submit documents for review and registration	Receive and review documents. If documents are in order, issues order of payment and instructs client to pay fees.	MCRO Staff	15 minutes	None
2	Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	MTO Staff	5 minutes	Php 100.00
3	Present OR	Process registration of document	MCRO STAFF	10 minutes	None
4	Claim registered document	Issue registered document	MCRO Staff	5 minutes	None

SERVICE: DELAYED REGISTRATION OF CERTIFICATE OF LIVE BIRTH

This is the process of registering the Certificate of Live Birth after the thirty (30) days filing period from the date of birth of persons who have no existing record in the Register of Births.

REQUIREMENTS			WHERE TO SECURE		
1 set (4 copies) duly accomplished Certificate of Live Birth			Hospital/lying-in clinic/birthing facilities		
Negative Certification (Negative Result) from PSA (1 original) (for 1 year old and above)			Philippine Statistics Authority (PSA)		
Notarized Affidavit for Delayed Registration of Birth			law office		
At least one of the following documents which shows the name, date, and place of birth of the child: <ul style="list-style-type: none"> Baptismal Certificate (1 original, 1 photocopy) Immunization Chart/Baby Book 			Church/Place of Baptism Hospital/clinic		
For marital child (parents are married): <ul style="list-style-type: none"> Original and photocopy of Parents' Certificate of Marriage 			Philippine Statistics Authority (PSA)		
For nonmarital child (Parents are not married): <ul style="list-style-type: none"> Notarized Affidavit to Use the Surname of the Father (AUSF) Sworn Attestation of the mother allowing the child to use the surname of the father (if child 7 years old and above executed the AUSF) ID and cedula of parents and child 			Law office		
For applicants 7 years old and above, same as above plus any two of the following supporting documents: <ul style="list-style-type: none"> Medical records (if born in hospital) Voter's ID/Registration Record NBI Clearance Police Clearance Form 137/138 SSS E-1 PHILHEALTH Member Data Record with ID 			Hospital COMELEC NBI PNP School SSS PHILHEALTH		
STEP	CLIENT STEPS	AGENCY ACTIONS	PERSON IN CHARGE	PROCESSING TIME	FEEs
1	Submit documents for review and registration	Receive and review documents. If documents are in order, issues order of payment and instructs client to pay fees.	MCRO Staff	15 minutes	None
2	Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	MTO Staff	5 minutes	Php 100.00
3	Present OR	Process registration of document. Issue claim stub indicating date of release.	MCRO STAFF	10 minutes	None
4	10 days posting period				
5	Claim registered document	Issue registered document	MCRO Staff	5 minutes	None

SERVICE: REGISTRATION OF CERTIFICATE OF MARRIAGE

This is the process of registering the Certificate of Marriage within fifteen (15) days from the date of solemnization of marriage.

REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> • 1 set (4 copies) duly accomplished Certificate of Marriage • Certificate of Registration of Authority to Solemnize Marriage (CRASM) (1 photocopy) • Copy of marriage license 			Church/Solemnizing Officer		
			Solemnizing Officer		
STEP	CLIENT STEPS	AGENCY ACTIONS	PERSON IN CHARGE	PROCESSING TIME	FEEES
1	Submit documents for review and registration	Receive and review documents. If documents are in order, issues order of payment and instructs client to pay fees.	MCRO Staff	20 minutes	None
2	Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	MTO Staff	5 minutes	Php 100.00
3	Present OR	Process registration of document	MCRO STAFF	2 minutes	None
4	Claim registered document	Issue registered document	MCRO Staff	3 minutes	None

SERVICE: DELAYED REGISTRATION OF CERTIFICATE OF MARRIAGE

This is the process of registering the Certificate of Marriage after the fifteen (15) days filing period from the date of solemnization of marriage of persons who have no existing record in the Register of Marriage.

REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> • 1 set (4 copies) duly accomplished Certificate of Marriage • Old copy of Certificate of Marriage • Certification from church • Affidavit for Delayed Registration of Marriage executed by the Solemnizing Officer • Negative Certification (Negative Result) from the Philippine Statistics Authority (PSA) 			Solemnizing Officer		
			Solemnizing Officer		
			Solemnizing Officer		
STEP	CLIENT STEPS	AGENCY ACTIONS	PERSON IN CHARGE	PROCESSING TIME	FEEs
1	Submit documents for review and registration	Receive and review documents. If documents are in order, issues order of payment and instructs client to pay fees.	MCRO Staff	20 minutes	None
2	Pay fees at the Municipal Treasurer’s Office (MTO)	Receive payment and issue Official Receipt (OR)	MTO Staff	5 minutes	Php 100.00
3	Present OR	Process registration of document. Issue claim stub indicating date of release.	MCRO STAFF	3 minutes	None
4	10 days posting period				
5	Claim registered document	Issue registered document	MCRO Staff	2 minutes	None

SERVICE: REGISTRATION OF CERTIFICATE OF DEATH

This is the process of registering the Certificate of Death within thirty (30) days from the date of death.

REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> 1 set (4 copies) duly accomplished Certificate of Death Autopsy Report, if applicable 			Hospital/Funeral Parlor		
			Police Station		
STEP	CLIENT STEPS	AGENCY ACTIONS	PERSON IN CHARGE	PROCESSING TIME	FEE
1	Submit documents for review and registration	Receive and review documents. If documents are in order, issues order of payment and instructs client to pay fees.	MCRO Staff	20 minutes	None
2	Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	MTO Staff	5 minutes	Php 100.00
3	Present OR	Process registration of document	MCRO STAFF	2 minutes	None
4	Claim registered document	Issue registered document	MCRO Staff	3 minutes	None

SERVICE: DELAYED REGISTRATION OF CERTIFICATE OF DEATH

This is the process of registering the Certificate of Death after the thirty (30) days filing period from the date of death of persons who have no existing record in the Register of Death.

REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> • 1 set (4 copies) duly accomplished Certificate of Death • Autopsy Report, if applicable • Affidavit for Delayed Registration of Death • Negative Certification (Negative Result) from the Philippine Statistics Authority (PSA) • Certificate of Burial • Certificate of Service 			Hospital/Funeral Parlor Police Station Law office PSA Cemetery Funeral Parlor/Service		
STEP	CLIENT STEPS	AGENCY ACTIONS	PERSON IN CHARGE	PROCESSING TIME	FEEES
1	Submit documents for review and registration	Receive and review documents. If documents are in order, issues order of payment and instructs client to pay fees.	MCRO Staff	20 minutes	None
2	Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	MTO Staff	5 minutes	Php 100.00
3	Present OR	Process registration of document. Issue claim stub indicating date of release.	MCRO STAFF	2 minutes	None
4	10 days posting period				
5	Claim registered document	Issue registered document	MCRO Staff	3 minutes	None

SERVICE: ISSUANCE OF CERTIFIED COPY AND TRANSCRIPTION OF CIVIL REGISTRY DOCUMENTS (BIRTH, MARRIAGE, AND DEATH CERTIFICATES)

This is the process of securing a certified true copy (CTC) or local civil registry (LCR) copy of a civil registry document registered in Calumpit.

Requirements: Valid ID of requester/client. If requester is not the owner of document, present an original authorization letter with signature and valid ID of the owner.

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PERSON IN CHARGE	DURATION	FEES
1	Submit request for certified copy of civil registry document	Receive request and verify the availability of civil registry document from the database/book. If document is available, process certified copy of document	MCRO Staff	20 minutes	None
2	Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue official receipt	MTO Staff	5 minutes	Php 100.00 per copy
3	Present OR and claim certified copy of document	Issue certified copy of document	MCRO STAFF	5 minutes	None

SERVICE: APPLICATION FOR MARRIAGE LICENSE

This is the process of applying for a Marriage License of a couple (one party should be a resident of Calumpit) who intends to marry.

REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> Duly Accomplished Marriage License Application Form Birth Certificate of both parties Valid ID with photo and signature showing place of residence Community Tax Certificate (cedula) Certificate of Compliance/Attendance in Pre-Marriage Orientation Certificate of No Marriage (CENOMAR) for applicants aged 25 years old and above Parental Consent and Appearance of Parents for applicants aged 18 to 20 years old Parental Advice and Appearance of Parents for applicants aged 21 to 24 years old For foreign applicants: Certificate of Legal Capacity to Marry, passport For widow/widower: Death Certificate of Husband or Wife For divorced/annulled: divorce papers/judicial decree/marriage certificate with remarks of divorce/annulment 			<p>Municipal Civil Registry Office</p> <p>Philippine Statistics Authority (PSA) client</p> <p>Municipal Treasurer’s Office Population Office</p> <p>Philippine Statistics Authority (PSA)</p> <p>Municipal Civil Registry Office</p> <p>Municipal Civil Registry Office</p> <p>Embassy of country of origin</p> <p>Philippine Statistics Authority (PSA)</p> <p>Court where divorce/annulment was decided</p>		
STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PERSON IN CHARGE	DURATION	FEES
1	Fill up application form and submit complete requirements	Receive and review application form and requirements. Advise applicants to attend Pre-Marriage Orientation	MCRO Staff	20 minutes	None
2	Seek schedule for Pre-Marriage Orientation	Schedule Pre-Marriage Orientation	Population Officer	5 minutes	None
3	Attend Pre-Marriage Orientation	Issue Certificate of Attendance in Pre-Marriage Orientation	Population Officer	3 hours	None
4	Pay required fees	Receive payment and issue Official Receipt	MTO STAFF	5 minutes	Php 200.00
5	10 days posting period				
6	Return after 10 days and claim marriage license	Release requested marriage license	MCRO Staff	10 minutes	Php 100.00

SERVICE: PETITION FOR CORRECTION OF CLERICAL ERROR (R.A. 9048)

This is the process of correcting clerical or typographical errors in civil registry documents (birth certificate, marriage certificate, death certificate).

REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> • Latest PSA Copy of certificate to be corrected • Certified True Copy/Local Copy of certificate to be corrected • Any three (3) of the following supporting documents showing the correct entry/entries upon which the correction shall be based: <ol style="list-style-type: none"> 1. Certificate of Live Birth 2. Baptismal Certificate 3. School records 4. Voter’s Registration 5. SSS/GSIS Records 6. NBI Clearance (latest) 7. Police Clearance (latest) 8. Medical or Business Record 9. Certificate of Marriage 10. Certificate of Live Birth of Child/Children 11. Certificate of Live Birth of the Father, Mother, and Siblings 12. Certificate of Marriage of Parents 13. (2) government issued valid ID 14. Community Tax Certificate (cedula) • Other relevant documents that may be required to support petition 			Philippine Statistics Authority (PSA) Municipal Civil Registry Office PSA Church School COMELEC SSS/GSIS NBI PNP Company PSA PSA PSA PSA PSA BIR, SSS, GSIS, LTO, PRC, DFA Municipal Treasurer’s Office		
STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PERSON IN CHARGE	DURATION	FEES
1	Submit documents sought for correction	Receives and reviews documents. If documents are in order, issues order of payment.	MCRO Staff	20 minutes	
2	Pay fees at the Municipal Treasurer’s Office (MTO)	Receive payment and issue official receipt (OR)	MTO Staff	5 minutes	Php 1,000.00
3	Present OR. Wait for release of petition.	Upon receipt of OR, process the petition. Upon receipt from PSA, annotate document, issue Certificate of Finality with annotated copy.	MCRO Staff	4-6 months (in PSA Legal Division) depending on volume of transactions	
4	Claim document	Release document to client.	MCRO Staff	5 minutes	

SERVICE: PETITION FOR CHANGE OF FIRST NAME (R.A. 9048)

This is the process of allowing document owner to have his/her first name to be changed in his/her Certificate of Live Birth.

REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> • Latest PSA Copy of certificate to be corrected • Certified True Copy/Local Copy of certificate to be corrected • Certification of Employment with no pending case (if employed) • Affidavit of Non-Employment (if not employed) • NBI Clearance (latest; purpose: for change of first name) • Police Clearance (latest; purpose: for change of first name) • Any three (3) documents of the following supporting documents showing the correct entry/entries upon which the correction shall be based: <ol style="list-style-type: none"> 1. Baptismal Certificate 2. School Records 3. Voter's Registration 4. SSS/GSIS Records 5. Medical/Business Records 6. Certificate of Marriage (if applicable) 7. Certificate of Live Birth 8. 2 government issued valid ID 9. Community Tax Certificate (cedula) • Other relevant documents that may be required to support petition 			Philippine Statistics Authority (PSA) Municipal Civil Registry Office Client's employer Law office NBI PNP Church School COMELEC SSS/GSIS Doctor/Company PSA PSA BIR, SSS, GSIS, LTO, PRC, DFA Municipal Treasurer's Office		
STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PERSON IN CHARGE	DURATION	FEES
1	Submit documents sought for correction	Receives and reviews documents. If documents are in order, issues order of payment.	MCRO Staff	20 minutes	
2	Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue official receipt (OR)	MTO Staff	5 minutes	Filing Fee Php 3,000.00
3	Present OR. Wait for release of petition.	Upon receipt of OR, process the petition. Upon receipt from PSA, annotate document, issue Certificate of Finality with annotated copy.	MCRO Staff	4-6 months (in PSA Legal Division) depending on volume of transactions	
4	Claim document	Release document to client.	MCRO Staff	5 minutes	

SERVICE: ADMISSION OF PATERNITY (R.A. 9255)

This is the process of allowing the child whose parents are not married, but was acknowledged by the father, to use the surname of the father.

REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> • Latest PSA Copy of Certificate of Live Birth, back-to-back, if with Admission of Paternity • Baptismal Certificate • School records (Form 137/Form 138) • Medical Records (immunization record) Father's documents: to prove child's filiation, any two (2) of the following: <ol style="list-style-type: none"> 1. Employment record 2. SSS/GSIS Record/Insurance Policy 3. Income Tax Return 4. Statement of Assets and Liabilities (SALN) 5. PAGIBIG/PHILHEALTH MDR Note: Personal Appearance of parents is required, with Valid ID and cedula <i>If not acknowledged by father, prepare Admission of Paternity.</i>			Philippine Statistics Authority (PSA) Church School Hospital/health facility Company/employer of father SSS/GSIS BIR/company Employer PAGIBIG/PHILHEALTH		
<ul style="list-style-type: none"> • If child is 0-6 years old: Affidavit to Use the Surname of the Father (AUSF) shall be executed by the mother • If child is 7-17 years old: AUSF shall be executed by the child with mother's attestation • If child is 18 years old and above: AUSF shall be executed by the child without mother's attestation 			Law office Law office Law office		
STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PERSON IN CHARGE	DURATION	FEES
1	Submit required documents	Receives and reviews documents. If documents are in order, issues order of payment.	MCRO Staff	20 minutes	
2	Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue official receipt (OR)	MTO Staff	5 minutes	Php
3	Present OR. Wait for release of petition.	Upon receipt of OR, process the petition. Issue claim stub indicating date of release.	MCRO Staff		Php
4	Claim document	Release document to client.	MCRO Staff	5 minutes	