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.

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Parents/guardians/attendant at birth/hospital personnel**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For marital child (Parents are married): • 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 *(if one or both parents is a foreigner)*	Hospital/lying-in clinic/birthing facilities Philippine Statistics Authority (PSA)/ Municipal Civil Registry Office
For nonmarital child (Parents are not married): • 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: • Appearance of mother • Valid ID and cedula	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	None	15 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	5 minutes	MTO Staff
Present OR	Process registration of document	None	10 minutes	MCRO Staff
Claim registered document	Issue registered document	None	5 minutes	MCRO Staff

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.

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Parents/Guardian of registrant; Adult Registrant himself**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• 1 set (4 copies) duly accomplished Certificate of Live Birth (COLB) • Affidavit of Delayed Registration (back portion of COLB) • Negative Certification from PSA • Two (2) Documentary Evidence stating the name, date, and place of birth: 1. Baptismal Certificate 2. School records 3. Member's Data Record (PHILHEALTH/SSS/GSIS/ITR) 4. Immunization Record with Certification from Midwife/Physician who administered immunization 5. Newborn Test Results • Affidavit of Two Disinterested Persons • Certificate of Marriage – parents and registrant (if married) • PhilSys/National ID – registrant, father, and mother • Barangay Certification Proof of Residency – registrant, father, and mother • Unedited front facing photo (2x2) • Birth Certificate of Parents If no record, Baptismal/Death Certificate, if deceased • Birth Certificate of Siblings • If registrant is deceased, death certificate • Personal appearance of registrant	Hospital/lying-in clinic/birthing facilities Philippine Statistics Authority (PSA) Church School PHILHEALTH/SSS/GSIS/BIR Health Facility where immunization was administered Hospital/Health Facility Law Office PSA/Local Civil Registry Office Client/PhilSys Barangay of Residency Client PSA/Local Civil Registry Office PSA/Local Civil Registry Office
For nonmarital child (Parents are not married): • All requirements mentioned above, except Certificate of Marriage of parents • Affidavit of Paternity (back portion of COLB, signed and notarized) • Notarized Affidavit to Use the Surname of the Father (AUSF) Ages 0-6 years old – to be executed by the mother Ages 7 years old and above – executed by child, supported by Sworn Attestation of the mother	Law Office Law Office

• ID and cedula of parents		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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.	None	15 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	5 minutes	MTO Staff
Present OR	Process registration of document	None	10 minutes	MCRO Staff
Claim registered document	Issue registered document	None	5 minutes	MCRO Staff

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.

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Couples married in Calumpit; authorized church personnel**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• 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 Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	None	15 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	5 minutes	MTO Staff
Present OR	Process registration of document	None	10 minutes	MCRO Staff
Claim registered document	Issue registered document	None	5 minutes	MCRO Staff

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.

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Couples married in Calumpit; authorized church personnel**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• 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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	None	15 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	5 minutes	MTO Staff
Present OR	Process registration of document	None	3 minutes	MCRO Staff
10 days posting period				
Claim registered document	Issue registered document	None	2 minutes	MCRO Staff

Registration of Certificate of Death

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

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Immediate Family Members of deceased person; authorized hospital personnel**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• 1 set (4 copies) duly accomplished Certificate of Death • Autopsy Report, if applicable	Hospital/Funeral Parlor Police Station

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	None	15 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	5 minutes	MTO Staff
Present OR	Process registration of document	None	3 minutes	MCRO Staff
Claim registered document	Issue registered document	None	2 minutes	MCRO Staff

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.

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Immediate Family Members of deceased person; authorized hospital personnel**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• 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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	None	15 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	5 minutes	MTO Staff
Present OR	Process registration of document	None	3 minutes	MCRO Staff
Claim registered document	Issue registered document	None	2 minutes	MCRO Staff

Issuance of Certified Copy and Transcription of Civil Registry Documents

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.

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Document Owner/Person authorized by document owner**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Valid ID of requester/client • If requester is not the owner of document, an authorization letter with wet signature of owner must be presented together with the owner's valid ID	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	5 minutes	MTO Staff
Present OR and claim certified copy of document	Issue certified copy of document	MCRO STAFF	3 minutes	None

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.

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Couples intending to marry**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Duly Accomplished Marriage License Application Form	Municipal Civil Registry Office
• Birth Certificate of both parties	Philippine Statistics Authority (PSA) client
• Valid ID with photo and signature showing place of residence	
• Community Tax Certificate (cedula)	Municipal Treasurer's Office
• Certificate of Compliance/Attendance in Pre-Marriage Orientation	Population Office
• Certificate of No Marriage (CENOMAR) for applicants aged 25 years old and above	Philippine Statistics Authority (PSA)
• Parental Consent and Appearance of Parents for applicants aged 18 to 20 years old	Municipal Civil Registry Office
• Parental Advice and Appearance of Parents for applicants aged 21 to 24 years old	Municipal Civil Registry Office
• For foreign applicants: Certificate of Legal Capacity to Marry, passport	Embassy of country of origin
• For widow/widower: Death Certificate of Husband or Wife	Philippine Statistics Authority (PSA)
• For divorced/annulled: divorce papers/judicial decree/marriage certificate with remarks of divorce/annulment	Court where divorce/annulment was decided

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up application form and submit complete requirements	Receive and review application form and requirements. Advise applicants to attend Pre-Marriage Orientation	None	20 minutes	MCRO Staff
Seek schedule for Pre-Marriage Orientation	Schedule Pre-Marriage Orientation	None	5 minutes	Population Officer
Attend Pre-Marriage Orientation	Issue Certificate of Attendance in Pre-Marriage Orientation	None	3 hours	Population Officer
Pay required fees	Receive payment and issue Official Receipt	Php 200.00	5 minutes	MTO Staff
10 days posting period				
Return after 10 days and claim marriage	Release requested	None	3 minutes	MCRO Staff

license	marriage license			

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).

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Document Owner/Person Authorized by Document Owner**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Latest PSA Copy of certificate to be corrected	Philippine Statistics Authority (PSA)
• Certified True Copy/Local Copy of certificate to be corrected	Municipal Civil Registry Office
• Any three (3) of the following supporting documents showing the correct entry/entries upon which the correction shall be based: 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)	PSA Church School COMELEC SSS/GSIS NBI PNP Company PSA PSA PSA PSA
• Other relevant documents that may be required to support petition	PSA BIR, SSS, GSIS, LTO, PRC, DFA Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents sought for correction	Receives and reviews documents. If documents are in order, issues order of payment.	None	20 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue official receipt (OR)	Php 1,000.00	5 minutes	MTO Staff
Present OR. Wait for release of petition.	Upon receipt of OR, process the petition. Upon receipt from PSA, annotate document, issue Certificate of Finality	None	4 months (in PSA Legal Division) depending on volume of transactions	MCRO Staff

	with annotated copy.			
Claim document	Release document to client.	None	5 minutes	MCRO Staff

Petition for Change of First Name

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

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Document Owner/Person Authorized by Document Owner**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Latest PSA Copy of certificate to be corrected	Philippine Statistics Authority (PSA)
• Certified True Copy/Local Copy of certificate to be corrected	Municipal Civil Registry Office
• Certification of Employment with no pending case (if employed)	Client's employer
• Affidavit of Non-Employment (if not employed)	Law office
• NBI Clearance (latest; purpose: for change of first name)	NBI
• Police Clearance (latest; purpose: for change of first name)	PNP
• Any three (3) documents of the following supporting documents showing the correct entry/entries upon which the correction shall be based: 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)	Church School COMELEC SSS/GSIS Doctor/Company PSA PSA BIR, SSS, GSIS, LTO, PRC, DFA Municipal Treasurer's Office
• Other relevant documents that may be required to support petition	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents sought for correction	Receives and reviews documents. If documents are in order, issues order of payment.	None	20 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue official receipt (OR)	Php 3,000.00	5 minutes	MTO Staff
Present OR. Wait for release of petition.	Upon receipt of OR, process the petition. Upon receipt from	None	4 months (in PSA Legal Division) depending on volume of transactions	MCRO Staff

	PSA, annotate document, issue Certificate of Finality with annotated copy.			
Claim document	Release document to client.	None	5 minutes	MCRO Staff

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.

Office or Division:	**Municipal Civil Registry Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Parents**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• 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: 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 • *If not acknowledged by father, prepare Admission of Paternity.*	Philippine Statistics Authority (PSA) Church School Hospital/health facility Company/employer of father SSS/GSIS BIR/company Employer PAGIBIG/PHILHEALTH
• 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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit required documents	Receives and reviews documents. If documents are in order, issues order of payment.	None	20 minutes	MCRO Staff
Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue official receipt (OR)	Php	5 minutes	MTO Staff
Present OR. Wait for release of petition.	Upon receipt of OR, process the petition. Issue claim stub indicating date of release.	None		MCRO Staff

Claim document	Release document to client.	None	5 minutes	MCRO Staff