

3. Office of the City Civil Registrar

3.1. AVAILMENT OF BIRTH REGISTRATION AND CERTIFICATE OF LIVE BIRTH (COLB)

ABOUT THE SERVICE:

The birth of the child, being a vital event, should be registered at the Office of the Civil Registrar within a thirty (30) day reglementary period from the time of birth.

Other than serving identification purposes, a Birth certificate is also required by various agencies and instrumentalities in availing of their services.

CLIENT GROUPS:

Parents/guardians/attendant at birth/hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.

SERVICE SCHEDULE:

Monday to Friday,
8:00 to 5:00 PM

TOTAL PROCESSING TIME:

15 to 45 minutes (queuing time not included)

REQUIREMENTS:

1. For children born at home

1.1. If parents are married

1.1.1. On-time registration

- Marriage contract of parents
- Signature of attendant at birth

1.1.2. Delayed Registration

- PSA-Negative Certificate of Birth (1945 -) *
- Baptismal certificate of the child
- Marriage contract of parents
- Signature of attendant at birth (if still living)
- Recent Community Tax Certification of the informant
- At least three (3) documentary evidence/public documents showing correct full name, date of birth and place of the child

****5 years prior to current year***

1.2. If parents are not married:

1.2.1. On-time registration

- Signature of attendant at birth
- Personal appearance of the father at the City Civil Registrar's Office (if the child is to be acknowledged by the father) willing & his recent Community Tax Certificate

- Personal appearance of the mother for the signing of AUSF and recent Community Tax Certificate
- 1.2.2. Delayed Registration
- PSA-Negative Certificate of Birth (1945 -) *
 - Baptismal certificate of the child
 - Personal appearance of the father at City Civil Registrar's Office & his recent Community Tax Certificate (if the child is to be acknowledged by the father)
 - Personal appearance of the mother for the signing of AUSF and recent Community Tax Certificate
 - Personal appearance of the child to be acknowledged for the signing of AUSF if aged 7 to 17 years old
 - Sworn statement of the mother/ or sworn statement of the father/ grandmother/ grandfather in lieu of the mother (if the mother is deceased or her whereabouts are unknown) and recent Community Tax Certificate
 - Affidavit of (2) disinterested persons
 - At least three documentary evidence showing correct full name, place of birth and date of birth of the child

****5 years prior to current year***

Note: The use of AUSF is applicable only to those who were born on March 15, 2004 to present as per revised IRR of RA 9255

2. For child born in the hospital/maternity clinic

2.1. If parents are married:

2.1.1. On-time registration

- Duly accomplished quadruplicate copies of Certificate of Live Birth with the signature of attendant at birth, the informant and the hospital staff who prepared the Certificate of Live birth

2.1.2. Delayed registration (those who will be registered after the 30-day reglementary period)

- Duly accomplished quadruplicate copies of Certificate of Live Birth with the signature of attendant at birth, the informant and the staff who prepared the Certificate of Live Birth
- Recent Community Tax Certificate of the informant

2.2. If parents are not married

2.2.1. On-time registration

- Duly accomplished quadruplicate copies of Certificate of Live Birth with the signature of attendant at birth, the

informant and the hospital staff who prepared the Certificate of Live Birth

- Personal appearance of the father at the City Civil Registrar's Office (if the child is to be acknowledged or if the father is willing to admit paternity of the child) & his recent Community Tax Certificate
- Personal appearance of the mother for the signing of AUSF and recent Community Tax Certificate

2.2.2. Delayed Registration

- Duly accomplished quadruplicate copies of Certificate of Live Birth with the signature of attendant at birth, the informant and the hospital staff who prepared the Certificate of Live Birth
- PSA-Negative Certificate of Birth (1945 -) *
- Baptismal certificate of the child
- Personal appearance of the father at City Civil Registrar's Office & his recent Community Tax Certificate (if the child is to be acknowledged or if the father is willing to admit paternity of the child)
- Personal appearance of the mother for the signing of AUSF and recent Community Tax Certificate
- Personal appearance of the child to be acknowledged for the signing of AUSF if aged 7 to 17 years old
- Sworn statement of the mother/ or sworn statement of the father/ grandmother/ grandfather in lieu of the mother (if the mother is deceased or her whereabouts are unknown) and recent Community Tax Certificate
- Affidavit of (2) disinterested persons
- At least three documentary evidence showing correct full name, place of birth and date of birth of the child

****5 years prior to current year***

Note: The use of AUSF is applicable only to those who were born on March 15, 2004 to present as per revised IIR of RA 9255

TOTAL FEES/CHARGES:

- | | | |
|--|---|----------|
| • On-time registration | - | P80.00 |
| • Beyond 30 days but not exceeding 1 year | - | P 100.00 |
| • Beyond 1 year but not exceeding 20 years | - | P 200.00 |
| • Beyond 20 years | - | P 300.00 |

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
Registration of children born at home (married, on time & delayed registration)			
1. Fill out and submit application and requirements for birth registration and provide needed information during the interview.	Reviews / checks completeness of supporting documents Prepares Certificate of Live Birth (COLB)	5 minutes	CCRO Staff
2. Review the document and affix signature on the space provided	issues Order of Payment.	1 minute	
3. Proceed to the Office of the City Treasurer and pay the corresponding fee. Present the Official Receipt and wait as the CCR) staff records the documents.	Assign registry number to COLB and releases the duly registered COLB. If delayed registration of children born at home of married parents, accomplishes the lower back portion of COLB for signature of the informant and informs the client of the date of release of COLB in compliance with the 10 day posting period.	5 minutes	
4. Claim the registered documents and signs the logbook as proof of receipt.	Records and issues the COLB	4 minutes	
On time registration of children born in private hospital/maternity clinic (married parents) Owner of documents claim the Certificate of Live Birth at the private hospital (processed by hospital authorities)			
1. Submit the duly accomplished quadruplicate copies of the Certificate of Live Birth.	Receives and review the documents for completeness and issue Order of Payment.	10 minutes	CCRO Staff

2. Proceed to the Office of the City Treasurer and pay the corresponding fee. Submit the Official Receipt (OR) to the Office of Civil Registrar and take note the date of release of COLB.	Receives the OR and advise the client on the schedule date of release of registered COLB.	3 minutes	
3. Claim the duly registered Certificate of Live Birth on the day of release.	Records the issuance of COLB.	2 minutes	
On time registration of children born in public hospital / Sorsogon Provincial Hospital (married parents) The hospital entrusts the document to the Office of the Civil Registrar and to be claimed by the owners of the document (processed by parents/guardians)			
1. Hospital staff submits duly accomplished quadruplicate copies of COLB.	Receives the COLB and issues Order of Payment	10 minutes	CCRO Staff
2. Proceed to the Office of the City Treasurer and pay the corresponding fee and resent the Official Receipt.	Assigns registry number to COLB and releases the duly registered COLB.	3 minutes	CCRO Staff
3. Clients claim the duly registered COLB.	Records the issuance of COLB	2 minutes	
Delayed registration of children born in private hospital/maternity clinic (married and unmarried parents processed by the relatives)			
1. Submit duly accomplished Certificate of Live Birth in four copies prepared by the hospital authorities.	Reviews the documents for completeness of entries and signature and supporting documents. Issues order of payment.	20 minutes	CCRO Staff
2. Proceed to the Office of the City Treasurer and pay the corresponding fee. Present the Official Receipt to the CCRO Staffs and take note of the schedule of release of COLB.	Receives the OR and inform the client of the date of release of registered COLB in compliance with the 10-day posting period.	23 minutes	CCRO Staff

3. Claim the duly registered Certificate of Live Birth on the day of release.	Records the issuance of the COLB.	2 minutes	
On-time registration of children born in private or government hospital (unmarried parents, processed by relatives)			
1. Submit duly accomplished Certificate of Live Birth in four copies prepared by the hospital authorities.	Reviews the documents for completeness of entries and signature and supporting documents.	10 minutes	CCRO Staff
2. Proceed to the Office of the City Treasurer and pay the corresponding fee. Present the Official Receipt to the CCRO staff.	Assigns registry number to COLB and issues the duly registered COLB in the appointed date.	3 minutes	
3. Claim the duly registered Certificate of Live Birth on the day of release.	Records the issuance of the COLB.	2 minutes	

3.2. AVAILMENT OF FOUNDLING REGISTRATION

ABOUT THE SERVICE:

A foundling is as deserted or abandoned infant/child whose relatives are unknown or a child committed in an orphanage or similar institution and whose facts of birth and parentage are unknown.

The Civil Registry Law provides that the registration of foundling in the city/municipality where the child was found shall be made by the finder/charitable institution within thirty (30) days from the date of finding/commitment of the child.

CLIENT GROUPS:

Finder or charitable institutions

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to 5:00 PM

TOTAL PROCESSING TIME:

25 minutes (queuing time not included)

REQUIREMENTS:

- Certificate of Foundling
- Affidavit of the Finder

- Certification of the Punong Barangay or Police Authority regarding the report made by the finder

TOTAL FEES/CHARGES:

- On-time registration - P80.00
- More than 1 month but less than one year - P130.00
- One year but less than 20 years - P230.00
- 20 years & above - P330.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
1. Proceed to the Office of the Civil Registrar and submit the requirements for registration. Submit for interview and provide necessary information/s. Pay the corresponding fee at the Office of the City Treasurer.	Receives the documents and conducts interview. Prepares Certificate of foundling and instructs clients to review the document. Issues Order of Payment.	20 minutes	JOSEPH GIL D. ESCALANTE Admin. Asst. V (Computer Operator III) ANALIZA O. ESCALANTE Registration Officer III
2. Present the Official Receipt and claim the Certificate of Foundling.	Receives the copy of Official Receipt, records the issuance and issues Certificate of Foundling.	4 minutes	

3.3. REGISTRATION AND ISSUANCE OF DEATH CERTIFICATE

ABOUT THE SERVICE:

It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical assistance.

The City Health Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of the death certificate to the Office of the City Civil Registrar within the reglementary period of thirty (30) days.

CLIENT GROUPS:

Spouse/children/relatives of the deceased or the nearest kin or barangays officials as the case may be

SERVICE SCHEDULE:

Monday to Friday,
8:00 to 5:00 PM

TOTAL PROCESSING TIME:

On time/delayed registration of death occurred at home	-	35 minutes
On time/delayed registration of death in the hospital	-	20 minutes

REQUIREMENTS:**1. If death occurred at home (on-time registration)**

- Personal appearance of the informant who should be a relative of the deceased
- Barangay Certification on the circumstances surrounding the death

2. If death occurred in the hospital (on-time registration)

- Death Certificate prepared by the hospital

3. Delayed Registration (death happened at home or hospital)

- Sworn Statement

TOTAL FEES/CHARGES:

• Burial Permit	-	P100.00
• Transfer of Cadaver	-	P 100.00
• More than 1 month but less than one year	-	P130.00
• One year but less than 20 years	-	P230.00
• 20 years & above	-	P330.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
On-time /delayed registration of death occurred at home			
1. Proceed to the Office of the Civil Registrar, submit for interview and provide necessary information/s.	Prepares the death certificate.	10 minutes	CCRO Staff
2. Review the Death Certificate prepared and affix signature on the space provided. Upon receipt of the Unregistered Death Certificate, go to the embalmer and Health Officer and have the Death Certificate signed. Proceed to the Office of the City Treasurer and pay	Issues a copy of the accomplished but unregistered death certificate.	5 minutes	CCRO Staff

the corresponding fee.			
3. Present the Official Receipt at the Office of the City Civil Registrar and submit the signed Death Certificate. Wait as the Registration Officer records the document.	Records and assigns registry number to Certificate of Death.	10 minutes	CCRO staff
4. Claim the duly registered Death Certificate.	Issues registered Death Certificate and records the issuance.	5 minutes	
On-time /delayed registration of deaths at the hospital			
1. Submit the duly accomplished Death Certificate prepared by the hospital authorities in three (3) copies at the Office of the City Civil Registrar. Upon receipt of the Unregistered Death Certificate, go to the embalmer and Health Officer and the have the Death Certificate signed. Proceed to the Office of the City Treasurer and pay the corresponding fee.	Receives and reviews the duly accomplished death certificate.	5 minutes	CCRO staff
2. Present the Official Receipt at the Office of the City Civil Registrar and submit the signed Death Certificate. Wait as the Registration Officer records the document.	Records and assigns registry number to Certificate of Death.	10 minutes	CCRO staff

3. Claim the duly registered Death Certificate.	Issues registered Death Certificate and records the issuance.	5 minutes	
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3.4. AVAILMENT OF MARRIAGE LICENSE

ABOUT THE SERVICE:

Where a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside.

The Local civil registrar concerned shall enter all applications for marriage license filed in a registry book strictly in the order in which the same are received.

When the license is issued, the same 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 the said period if the contracting parties have not made use of it.

CLIENT GROUPS:

A man and a woman, of legal age, and with no legal impediment to marry, who wish to enter into a special contract of permanent union for the establishment of conjugal family life.

SERVICE SCHEDULE:

Monday to Friday,
8:00 to 5:00 PM

TOTAL PROCESSING TIME:

30 minutes

REQUIREMENTS:

- Pre-marital Counselling Certificate
- Birth Certificate/Baptismal of Contracting Parties
- Parental Consent (for ages 18 – 20)
- Parental Advices (for ages 21 -25)
- Certificate of No Marriage (CENOMAR)
- Passport and legal capacity to contract marriage (for foreigner)
- Personal appearance of the couple

TOTAL FEES/CHARGES:

To be paid at the Office of the City Treasurer

- | | | |
|--|---|----------|
| • Pre-marriage Counselling | - | P 150.00 |
| • Application Fee for Marriage License | - | P 350.00 |
| • Additional Fee for Marriage License | - | P 100.00 |
| • Solemnization Fee | - | P 400.00 |

To be paid at the Office of the City Civil Registrar

- Marriage License

P 2.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
1. Submit all the required documents at the Office of the City Civil Registrar. Provide necessary information during the interview (both parties) by the Registration Officer. After the interview, both parties should sign the application form.	Receives and reviews the submitted document/s. Conducts interview to both parties. Inform the client to pay the corresponding amount at the Office of the City Treasurer.	20 minutes	EMMA D. JALMANZAR Senior Admin. Asst. II (Computer Operator IV)
2. Proceed to the Office of the City Treasurer and pay the corresponding fee.			EMMA D. JALMANZAR Senior Admin. Asst. II (Computer Operator IV)
3. Present the Official Receipt at the Office of the City Civil Registrar and submit the documents. Wait for 10-day posting period.	Receives the documents and informs the clients on the date of release of marriage license.	5 minutes	EMMA D. JALMANZAR Senior Admin. Asst. II (Computer Operator IV)
4. Return to the Office of the Civil Registrar on the date of release and claim the marriage license. Upon release of the marriage license, sign the logbook as proof of receipt.	Issues marriage license.	5 minutes	EMMA D. JALMANZAR Senior Admin. Asst. II (Computer Operator IV)

3.5. REGISTRATION OF MARRIAGE CERTIFICATE

ABOUT THE SERVICE:

In ordinary marriage, the time for submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage while in marriage exempt from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

CLIENT GROUPS:

- Secretaries of Parish Church
- Court's Liaison Officer
- Local Chief Executive's (Mayor) staff
- Owners of the document

SERVICE SCHEDULE:

Monday to Friday,
8:00 to 5:00 PM

TOTAL PROCESSING TIME:

On-time Registration	-	15 minutes
Delayed Registration	-	20 minutes

REQUIREMENTS:

- Marriage Certificates
- Sworn Statement of the applicant (for delayed registration)

TOTAL FEES/CHARGES:

- | | | |
|--|---|----------|
| • Registration Fee | - | P 100.00 |
| • More than 1 month but less than one year | - | P130.00 |
| • One year but less than 20 years | - | P230.00 |
| • 20 years & above | - | P330.00 |

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
On-time registration			
1. Submit the duly accomplished Marriage Certificate in quadruplicate copies at the Office of the City Civil Registrar.	Receives and records the document. Inform the client to pay the corresponding amount at the Office of the City Treasurer.	5 minutes	CCRO Staff
2. Proceed to the Office of the City Treasurer and pay the corresponding fee. Present the			CCRO Staff

Official Receipt to the Registration Officer and claim the Marriage Certificate.			
3. Sign the logbook as proof of receipt.	Releases the duly registered Marriage Certificate.	5 minutes	CCRO Staff
Delayed registration			
1. Submit the duly accomplished Marriage Certificate in quadruplicate copies at the Office of the City Civil Registrar.	Receives and records the document. Inform the client to pay the corresponding amount at the Office of the City Treasurer.	5 minutes	CCRO Staff
2. Proceed to the Office of the City Treasurer and pay the corresponding fee. Present the Official Receipt to the Registration Officer.	Inform the client on the day of the release of Marriage Certificate (10-day posting period)	5 minutes	
3. Claim the registered Marriage Certificate and sign the logbook as proof of receipt.	Releases the duly registered Marriage Certificate.	5 minutes	

3.6. AVAILMENT OF CERTIFIED TRUE TRANSCRIPTION COPIES OF BIRTHS, DEATH AND MARRIAGES

ABOUT THE SERVICE:

Civil registry documents such as birth, marriage and death certificates may be availed of by securing a certified true transcription copies from the office.

CLIENT GROUPS:

Owner or relatives of those births, deaths and marriage happens in Sorsogon City (Bacon and Sorsogon)

SERVICE SCHEDULE:

Monday to Friday,
8:00 to 5:00 PM

TOTAL PROCESSING TIME:

30 minutes (queuing not included)

REQUIREMENTS:**TOTAL FEES/CHARGES:**

- I. Issuance of Birth/Marriage Certificate for the following purposes:
(Maximum of 2 copies) please add P 30.00 for documentary stamp
- Travel Abroad/Securing Passport - P 200.00
 - Establishing of Citizenship - P 200.00
 - Retirement - P 150.00
 - Claim (Issuance) - P 150.00
 - Settlement of Estates - P 150.00
 - Employment - P 100.00
 - Board Examination - P 100.00
 - Reference - P 100.00
 - Enrolment for Elementary - P 50.00
 - Enrolment for Secondary - P 75.00
 - Enrolment for College - P 150.00
 - Baptismal - P 50.00
 - For other purpose not stated above - P 100.00
- II. Birth Records Not Available - P 100.00
- III. Birth Records Destroyed - P 100.00
- IV. Issuance of Death Certificate for the following purposes:
(Maximum of 2 copies) please add P 30.00 for documentary stamp
- Claims - P 150.00
 - Settlement of Estates - P 150.00
 - For other purpose not stated above - P 100.00
- V. Death Records Not Available - P 100.00
- VI. Death Records Destroyed - P 100.00
- VII. Marriage Records for the following purposes:
- Travel Abroad - P 200.00
 - Local Purposes - P 100.00
 - Personal File - P 100.00
- VIII. Marriage Records Not Available - P 100.00
- IX. Marriage Records Destroyed - P 100.00

Register	Available		Destroyed	
	From	To	From	To
	Oct.1, 1901	Jan.31, 1909	June 11, 1901	Sept.30, 1901
	Jan. 1, 1919	Oct. 31, 1919	Feb. 1, 1909	Dec. 31, 1909
Births	June 1, 1913	Nov. 30, 1919	Nov. 1, 1912	May 31, 1913
	Dec. 1, 1921	Dec. 25, 1922	Dec. 1, 1919	Nov. 30, 1921
	Jan. 10, 1923	Nov. 30, 1926	Dec. 26, 1922	Jan. 9, 1923
	Feb. 1, 1927	Oct. 31, 1927	Dec. 1, 1926	Jan. 31, 1927
	Jan.10, 1929	Jan. 31, 1935	Nov. 1, 1927	Jan. 9, 1929
	Oct. 1, 1936	April 18, 1940	Feb. 1, 1935	Sept. 30, 1936
	July 19, 1948	TO DATE	April 19, 1940	July 18, 1948
Deaths	Jan. 2, 1913	March 3, 1936	March 4, 1936	April 19, 1936

	Apr.20, 1936	Dec.20, 1947	Dec.21, 1947	Jan.25, 1948
	Jan.26, 1948	TO DATE		
	Nov. 6, 1912	July 27, 1936	July 28, 1936	Feb. 1, 1939
	Feb. 2, 1939	Nov. 29, 1941	Nov. 30, 1941	July 1, 1942
	July 2, 1942	Nov. 24, 1944	Nov. 25, 1944	April 15, 1945
	April 16, 1945	TO DATE		

Register	Available	Destroyed
Births	1960 – 6/2001	1901-1959
Deaths	1952 – 6/2001	1901-1951
Marriages	1957 – 6/2001	1901-1956

** Not available certifications are issued to those whose records are not included in the existing files.*

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
1. Fill out request form and submit to the receiving clerk or researcher.	Checks the availability of the document and informs client of the status of the requested document. If the document is available, issues order of payment.	20 minutes	CCRO Staff
2. Proceed to the Office of the City Treasurer and pay the corresponding fee. Present the Official Receipt to the Registration Officer.	Prepares the certification and records the details of the OR.	5 minutes	CCRO Staff
3. Claim the certified true transcription copies of the document.	Issues the duly signed document/certification.	5 minutes	CCRO Staff

3.7. PROCESSING PETITION UNDER REPUBLIC ACT 9048 (CORRECTION OF CLERICAL ERROR OR CHANGE OF NAME OR NICKNAME)

ABOUT THE SERVICE:

Republic Act No. 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/ or change of first name or nickname in the civil register without need of a judicial order.

An administrative remedy in nature, it is a departure from the usual judicial processes in correcting clerical errors of changing an entry an entry in civil registry documents.

It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in her/his record.

CLIENT GROUPS:

Whether it is for correction of clerical or typographical error, or for change of first name, the petition may be filed by a person of legal age who must have direct and personal interest in the correction of the error or in the change of first name in the civil register. (Document owner, owner's spouse children, parents, brothers, sisters, and grandparents, guardian or any other person duly authorized by law or by the owner of the document).

SERVICE SCHEDULE:

Monday to Friday,
8:00 to 5:00 PM

TOTAL PROCESSING TIME:

For Correction of Clerical Error - 30 minutes

For Change of Name -

(Postal delivery time to the Office of the Civil Registrar General not included)

REQUIREMENTS:

1. For Correction of Clerical Error

Mandatory Requirement:

- Birth Certificate on Security Paper
- With at least five (5) of the supporting documents listed below:
 - Voter's Affidavit
 - Employment Record
 - GSIS Record
 - SSS Record
 - Medical Record
 - Business Record
 - School Record
 - Driver's License
 - Insurance
 - Civil Registry records of ascendants
 - Land Titles
 - Certificate of Land Transfer
 - Bank Passbook
 - NBI/Police Clearance

2. For Change of First Name

Mandatory Requirement:

- Birth Certificate on Security Paper
- Police Clearance
- NBI Clearance
- Affidavit of Non- employment or Certificate of Employment and other documentary evidences

- Affidavit of Publication/Newspaper clippings Publication – local newspaper for 2 consecutive weeks national paper (publication shall be done only once) for Migrant Petition
- Copy of the following supporting documents:
 - Baptismal Certificate
 - School Records
 - Identification Cards
 - Special Power of Attorney (SPA) if the petitioner is not the owner of the document

TOTAL FEES/CHARGES:

1. Filing Fee for petition for Change of First Name, Sex & Date of Birth - P 3,000.00
 - 1.1. Service Fee - P 500.00
2. Filing for correction of clerical errors - P 1,000.00
 - 2.1. Service Fee - P 500.00
3. Service for Migrant petitioner for correction of clerical error - P 500.00
4. Service Fee for Migrant Petitioner for Change of First Name - P 1,000.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
For correction of Clerical Error			
1. Secure checklist of documents at the Office of the Civil Registrar	Gives briefing about the service.	5 minutes	ANALIZA O. ESCALANTE Registration Officer III MA. THERESA D. CASALJAY Admin. Aide IV
2. Submit all the required documents at the Office of the City Civil Registrar. Provide necessary information during the interview	Reviews documents and conducts interview.	15 minutes	
3. Proceed to the Office of the City Treasurer and pay the corresponding fee. Present the Official Receipt.	Inform the client on the day of the release inconformity with the required the (10) days posting and five (5) days for the decision.	5 minutes	
4. Return to Office of the City Civil Registrar and claim the approved petition MCR level on the appointed date. Sign the Logbook as proof of receipt.	Prepares the approved petition for mailing. Mail the approved petition to the Office of the Civil Registrar General (OCRG) and keep the receipt of the forwarder/courier, together with the duplicate copy of the mailed documents.	5 minutes	

<p>5. Return to the Office of the City Civil Registrar after two to three months to follow-up the result and issuance of the Certificate of Finality.</p> <p>If the petition is affirmed, mail to the Office of the Civil Registrar General (OCRG) the Certificate of Finality, records sheet and annotated Certificate of Live Birth together with the endorsement letter.</p> <p>If the petition is impugned, file through the Office of the City Civil Registrar within 15 days from the receipt of the Impugned Petition a motion for reconsideration to OCRG and wait for the approval of the impugned petition.</p>	<p>Inform the client of the decision of the Civil Registrar General.</p> <p>If OCRG affirms the petition, issues the Certificate of Finality, record sheet and annotated Certificate of Live Birth together with the endorsement letter.</p> <p>If the petition is impugned, receives the motion for reconsideration and transmits to the OCRG.</p>	<p>5 minutes</p>	<p>ANALIZA O. ESCALANTE Registration Officer III</p> <p>MA. THERESA D. CASALJAY Admin. Aide IV</p> <p>SALVACION E. MORALEDA CGDH I/ City Civil Registrar</p>
<p>6. Follow-up at NSO Manila the request for annotated Certificate of Live Birth on security paper three (3) days after mailing and present certified copy of the certificate of finality, record sheet and annotated Certificate of Live Birth together with the endorsement letter and the receipt of the mail.</p>			
For Change of First Name			
<p>1. Secure checklist of documents at the Office of the Civil Registrar</p>	<p>Gives briefing about the service.</p>	<p>5 minutes</p>	<p>ANALIZA O. ESCALANTE</p>

2. Submit all the required documents at the Office of the City Civil Registrar. Provide necessary information during the interview	Reviews documents and conducts interview.	15 minutes	<p>Registration Officer III</p> <p>MA. THERESA D. CASALJAY Admin. Aide IV</p> <p>SALVACION E. MORALEDA CGDH I/ City Civil Registrar</p>
3. Proceed to the Office of the City Treasurer and pay the corresponding fee. Present the Official Receipt and secure endorsement/notice for publication. Entrust all the documents for the preparation and approval of petition.	Prepares the petition	10 minutes	<p>ANALIZA O. ESCALANTE Registration Officer III</p> <p>MA. THERESA D. CASALJAY Admin. Aide IV</p> <p>SALVACION E. MORALEDA CGDH I/ City Civil Registrar</p>
<p>4. After the termination, of the two-week publication period, submit to the Office of the City Civil Registrar the certification of publication and secures the approved petition. Sign the logbook as proof of receipt.</p> <p>Mail the approved petition to Office of the Civil Registrar General and keep the receipt of the forwarder, together with the duplicate copy of the mailed documents.</p>	Prepares the approved petition for mailing	10 minutes	<p>ANALIZA O. ESCALANTE Registration Officer III</p> <p>MA. THERESA D. CASALJAY Admin. Aide IV</p> <p>SALVACION E. MORALEDA CGDH I/ City Civil Registrar</p>

<p>5. Follow-up the approval of petition results at the Office of the City Civil Registrar after two to three months.</p> <p>If the petition is affirmed, mail again to the Philippine Statistics Office the certificate of finality, record sheet and annotated Certificate of Live Birth together with the endorsement letter.</p> <p>If the petition is impugned, file through the CCR a motion for reconsideration within 15 days from the receipt of the impugned petition and wait for the reconsideration and approval of the impugned petition.</p> <p>Requests the authenticated Certificate of Live Birth on security paper after three days from the date of mailing at the PSA. Present a copy of the certificate of finality, record sheet and annotated certificate of live birth together with the receipt of the courier/forwarder.</p>	<p>If the Civil Registrar General:</p> <p>Approved the petition, issues the certificates of finality, record sheet and annotated Certificate of Live Birth and endorsement letter</p> <p>If the petition is impugned, received the motion for reconsideration and transmit the OCRG.</p>	<p>15 minutes</p> <p>5 minutes</p>	<p>ANALIZA O. ESCALANTE Registration Officer III</p> <p>MA. THERESA D. CASALJAY Admin. Aide IV</p> <p>SALVACION E. MORALEDA CGDH I/ City Civil Registrar</p>
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3.8. REGISTERING OF LEGAL INSTRUMENTS

ABOUT THE SERVICE:

Similar to court decrees/orders, legal instruments are also registerable in the civil registrar where the birth certificate of the child is registered.

The following are considered legal instruments:

- Affidavit of Acknowledgment/Admission of Paternity - a public document executed by the biological father establishing paternal relationship with the child
- Legitimation – is a remedy by means of which those in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by action, considered legitimate, t being support that they were born when their parents were already validly married.
- Affidavit to Use the Surname of the Father – under RA 9255, it is a public instrument executed by the father giving the child the privilege to use his surname

CLIENT GROUPS:

Parents of illegitimate children

SERVICE SCHEDULE:

Monday to Friday,
8:00 to 5:00 PM

TOTAL PROCESSING TIME:

20 (queuing not included)

REQUIREMENTS:

For births already registered

A. Acknowledgment/admission of paternity

- Registered Certificate of Live Birth of the child
- Duly notarized affidavit of acknowledgment/admission of paternity
- Baptismal Certificate
- Proof of paternal filiation (if the child is not acknowledged during registration)

B. Legitimation

- Registered Certificate of Live Birth of the child duly acknowledged by the father
- Duly notarized affidavit of Legitimation by both parents
- Marriage contract of Parents
- Certificate of no previous marriage to other person.

C. Affidavit to Use the Surname of the Father

- Registered Certificate of Live Birth of the Child
- Duly notarized AUSF executed by the mother
- At least two public handwritten instrument of the father (if not...)

Note: applicable only to illegitimate children born on March 15, 2004 to present

TOTAL FEES/CHARGES:

- Affidavit of Acknowledgment/admission of paternity P 100.00

- AUSF (RA No. 9255) P 100.00
- Affidavit of Legitimation P 100.00
- Affidavit and/or Oath of allegiance regarding wife and children of naturalized Filipino Citizens or Election of Citizenship P 200.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
1. Submit requirement and provide the needed information during the interview. Secure Order of Payment. Proceed to the Office of the City Treasurer and pay the corresponding fees.	Review's requirements and interviews the client, instructs the client to pay fees.	10 minutes	CCRO staff
2. Return to City Civil Registrar's Office and present the official receipt. Claim the certified true copies of the Certificate of Live Birth of the Child on the date advised. Sign the logbook as proof of receipt	Records the documents and informs the client of the date of release. Releases the certified true copies of the Certificate of Live Birth	5 minutes 5 minutes	CCRO staff

3.9. ISSUANCE OF CERTIFICATION THAT AN INDIVIDUAL HAS NOT APPLIED FOR MARRIAGE LICENSE IN SORSOGON CITY

ABOUT THE SERVICE:

A document issued to client certifying that the same has not applied for marriage license nor contracted marriage with anybody in Sorsogon City

CLIENT GROUPS:

Relatives or the persons themselves who are of legal age and unmarried

SERVICE SCHEDULE:

Monday to Friday,
8:00 to 5:00 PM

TOTAL PROCESSING TIME:

25 minutes (queuing not included)

REQUIREMENTS:

Barangay certification

CENOMAR

TOTAL FEES/CHARGES:

Certification Fee – P20.00

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the CCRO	Transaction Time	Responsible Person
1. Submit the requirements and provide the needed information during the interview Secure Order of Payment and pay the corresponding amount at the Office of the City Treasurer	Receives and reviews the requirements. Interview the client. Issue's order of payment.	20 minutes	EMMA D. JALMANZAR Senior Admin. Asst. II (Computer Operator IV)
2. Present the OR to the Office of the CCR Officer. Receive the certification and sign the logbook as proof of receipt.	Records its issuance and releases the certification.	5 minutes	EMMA D. JALMANZAR Senior Admin. Asst. II (Computer Operator IV)