

Issuance of a Certification that an Individual has not Applied for a Marriage License in Municipal Civil Registrar of Irosin

PROCESS IN AVAILING OF THE SERVICE

Steps Involved	Action MCR	Transaction Time	Responsible Person
1. Submit requirements & provide the needed information during the interview	Receives requirements & review client	20 minutes	MCR Staff
2. Pay the corresponding fees at the treasury office	Issues official receipt	20 minutes	RCC II/I (MTO)
3. Return to MCR and present the OR	Records documents on the logbook	15 minutes	MCR Staff

Steps Involved	Action MCR	Transaction Time	Responsible Person
4. Claim the certified true copies of the COLB of the child on the date advised sign the logbook as proof of receipt	Releases certification	5 minutes	MCR Staff

Registering Legal Instruments

PROCESS IN AVAILING OF THE SERVICE

Steps Involved	Action MCR	Transaction Time	Responsible Person
1. Submit requirements & provide the necessary information during the interview	Reviews requirements & interviews the client instruct to pay the fees	20 minutes	MCR Staff

Steps Involved	Action MCR	Transaction Time	Responsible Person
2. Pay the corresponding fees at the at the treasury office	Issues official receipt	5 minutes	RCC II/I (MTO)
3. Return to MCR and present the OR	Records the documents & informs the client of the date of release	10 minutes	MCR Staff
4. Claim the certified true copies of the COLB of the child on the date advised sign the logbook as proof of receipt	Releases certified true copies of COLB	5 minutes	MCR Staff

Processing Petition Under RA 9048 (Correction of Clerical

or Change of Name or Nickname)

ABOUT THE SERVICE:

Republic Act 1948 authorizes the 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 Civil Registrar without need of a judicial order.

An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing 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 maybe 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 registrar. (Document owner, owner's spouse children, parents, brother, sisters, and grandparents, guardian or any other person duly authorized by law or by the owner of the document.

REQUIREMENT:

For correction of Clerical Error:

Mandatory Requirements:

1. Birth Certificate on Security Paper
2. With at least 2 supporting documents:

▪ *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*

For Change of First Name:

Mandatory Requirements:

1. Birth Certificate on Security Paper
2. Police Clearance
3. NBI Clearance
4. Affidavit of Non-Employment Certificate and other documentary evidences
5. Affidavit of Publication/Newspaper clippings
Publication – Local News for 2 consecutive weeks
National Newspaper (publication shall be done only once) for Migrant Petition

Supporting Documents:

1. Baptismal Certificate
2. School Records
3. Identification Cards
4. Special Power of Attorney (SPA) if the Petitioner is not the owner of the document

SERVICE SCHEDULE:

Monday to Friday, 8:00AM – 12Noon – 12Noon – 1:00 – 5:00PM

FEES/CHANGES:

Change of First Name – P3, 000.00

Correction of Clerical Error – P1, 000.00

Migrant Petition (Service Fee) – 500.00

TOTAL PROCESSING TIME:

16 Days

Note: Does not include postal delivery time of the Office of the Civil Registrar General

PROCESS IN AVAILING OF THE SERVICE**For Correction of Clerical Error:**

Steps Involved	Action MCR	Transaction Time	Responsible Person
1. Secure checklist of documents at the Office of the Civil Registrar	Gives a briefing about the service	15 minutes	MCR Staff
2. Submit all the the required documents & provide the necessary information during the interview	Reviews documents and undertakes on the interview	30 minutes	MCR Staff
3. Pay the corresponding fees at the treasury office	Issues official receipt	10 minutes	RCC II/I (MTO)

Steps Involved	Action MCR	Transaction Time	Responsible Person
4. Return to MCR and submit the official receipt	Informs client on the date of release in conformity with the required 10 days posting & 5 days for the decision	5 minutes	MCR Staff
5. Return to MCR and claim the approved petition MCR level on the appointed date, sign the logbook as proof of receipt	Prepares the approved petition for mailing	After 15 working days	MCR Staff
6. Mail the approved petition to the office of the Civil Registrar General and keep the receipt of the forwarder/counter, together with duplicate	Wait for the return of the Documents from the OCRG Manila	More or less 2 to 3 weeks	MCR Staff

Steps Involved	Action MCR	Transaction Time	Responsible Person
<p>7. Follow up result at the MCR after 2 Or 3 months for the Issuance of the Certificate of Finality</p> <p>7a. If the petition is affirmed by the OCRG, mail to the OCRG the certificate of finality, record sheet and annotated certificate of Live Birth together with the endorsement letter</p> <p>7b. If the petition is impugned, file through the CCR's office within 15 days from receipt of the impugned petition a motion for reconsideration to OCRG and wait for the approval of the impugned petition</p>	<p>Informs 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 COLB and endorsement letter</p> <p>If the petition is impugned receives the motion for reconsideration and transmits to the OCRG</p>	<p>After 2-3 months</p> <p>30 minutes to 1 hour</p>	<p>MCR Staff</p> <p>MCR Staff</p>

Steps Involved	Action MCR	Transaction Time	Responsible Person
8. Following at NSO Manila the request for annotated COLB on security paper 8 days after mailing of present certified copy of the certificate of finality record sheet and annotated COLB together with the endorsement letter and the receipt of the mail			MCR Staff

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Change of First Name:

Steps Involved	Action of MCR	Transaction Time	Responsible Person
1. Secure checklist of the documents at MCR & secure proper instructions	Conduct briefing about the service and provides checklist to client & other instructions	15 minutes	MCR Staff

Steps Involved	Action of MCR	Transaction Time	Responsible Person
2. Submit all the required documents and provide the necessary information during the interview	Receives/reviews documents and undertakes an interview	30 minutes	MCR Staff
3. Pay the corresponding fees at the treasury office	Issues official receipt	10 minutes	RCC II/I (MTO)
4. Return MCR and secure endorsement/notice for publication, present the official receipt and entrust all the documents for preparation & approval of the petition	Prepare the petition	15 minutes	MCR Staff
5. After the termination of 2 weeks publication period submit to the MCR the certification of publication and secure the approval petition, signs the	Prepares the approved petition for mailing	10 minutes	MCR Staff

Steps Involved	Action of MCR	Transaction Time	Responsible Person
6. Mail the approved petition to OCRG and keep the receipt of the forwarder, together with duplicate copy of the mailed documents		30 minutes	MCR Staff
7. Follow-up the approval of the petition results at the MCR after 2-3 months	Informs the client of the decision of the OCRG	After 2-3 months	MCR Staff

Steps Involved	Action of MCR	Transaction Time	Responsible Person
<p>8a. If the petition is affirmed. Mail again to the NSO (Sta. Mesa Manila & QC) the certificate of finality record sheet and annotated COLB together the endorsement letter</p> <p>8b. If the petition is impugned, file through the MCR 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>If OCRG approves the petition, issues the certificate of finality record sheet and annotated COLB & endorsement letter</p> <p>If the petition is impugned, receives the motion for reconsideration and transmit to the OCRG</p>	<p>30 minutes to 1 hour</p>	

With 15 days from receipt of the impugned petition

MCR Staff

9. Request authenticated COLB on security paper after 3 days from the date of mailing at NSO QC. Present copy of the Certificate of finality record sheet and annotated COLB together with the receipt of the courier/forwarder

Issuance of Certified True Transcript Copies of Birth, Death and Marriage

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action MCR	Transaction Time	Responsible Person
1. Fill request form and submit to the receiving clerk	Checks the availability of records & informs client of the status of the requested records	25 minutes	MCR Staff
2. Pay the corresponding fees at treasury office	Issues official receipt	10 minutes	RCC II/I (MTO)

Steps Involved	Action MCR	Transaction Time	Responsible Person
3. Return to MCR & present the OR	Records the OR Number below the requested documents	15 minutes	MCR Staff
4. Claim the certified true transcription copies of the documents	Issues the documents	5 minutes	MCR Staff

Issuance of Marriage License

PROCESS OF AVAILING THE SERVICE

Steps Involved	Action MCR	Transaction Time	Responsible Person
1. Submit all the required documents and provide the necessary information during the interview (both parties) & sign (both parties the application form)	Reviews documents submitted, interviews both parties Instruct parties to pay the fees	20 minutes	MCR Staff
2. Pay the corresponding fees at treasury office	Issues official receipt	10 minutes	MCR Staff
3. Return to MCR and submit the OR & other documents for the 10 day posting period	Informs the client the date of release of the marriage license	5 minutes	MCR Staff
4. Return to MCR as per schedule & claim marriage license & sign logbook	Issues marriage license	5 minutes	MCR Staff