

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

ABOUT THE SERVICES: A document issued to client certifying that the same has not applied for a marriage license nor contracted marriage with anybody in the Municipality of Irosin.

CLIENT GROUPS:	Relatives of the person themselves who are of legal age and unmarried.
REQUIREMENTS:	Barangay Certification
SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 12:00 noon & 1:00 to 5:00 PM
TOTAL PROCESSING TIME:	45 minutes
TOTAL FEES/CHARGES:	P 20.00

Step 1 >> 20 minutes

Submit requirements & provide the needed information during the interview.

MCR Staff receives requirements & review client

Step 2 >> 20 minutes

Pay the corresponding fees at the treasury office.

RCC II/I (MTO) issues Official Receipt

Step 3 >> 15 minutes

Return to MCR & present OR

MCR Staff records documents on logbook

Step 4 >> 5 minutes

Receive the certification, sign the logbook as proof of receipt

MCR Staff releases the certification

Registering Legal Instruments

ABOUT THE SERVICES: Similar to court decrees/order, legal instruments are also registerable in the Civil Registrar where the birth certificate of the child is registered.

The following are considered legal instruments:

- The affidavit of Acknowledgement/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 fiction, considered legitimate, it being supposed that they were born when their parents were already validly married.
- Affidavit to Use 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.
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<p>REQUIREMENTS:</p>	<p>Acknowledgement/Admission of Paternity:</p> <ol style="list-style-type: none"> 1. Registered Certificate of Live Birth of the child 2. Duly notarized affidavit of acknowledgement/admission of paternity 3. Baptismal Certificate 4. Proof of Paternal filiation (if the child is not acknowledged upon registration.) <p>Legitimation:</p> <ol style="list-style-type: none"> 1. Registered Certificate of Live Birth of the child duly acknowledged by the father 2. Duly notarized affidavit of legitimation executed by both parents 3. Marriage Contract 4. Certificate of no previous marriage to other person <p>Affidavit to Use Surname of Father:</p> <ol style="list-style-type: none"> 1. Registered Certificate of Live Birth of the child 2. Duly notarized AUSF executed by the father himself (if the father is not mentioned in the Certificate of Live Birth of the child; or by the mother/guardian (if the father is already mentioned in the COLB of the child) 3. At least two (2) public handwritten instrument of the father (if not...)
<p>SERVICE SCHEDULE:</p>	<p>Monday to Friday 8:00 AM to 12:00 noon & 1:00 to 5:00 PM</p>
<p>TOTAL PROCESSING TIME:</p>	<p>40 minutes</p>
<p>TOTAL FEES/CHARGES:</p>	<p>P 50.00</p>

Step 1 >> 20 minutes

Submit requirements & provide the necessary information during

the interview

MCR Staff reviews requirements & interviews the client, instruct to pay the fees

Step 2 >> 5 minutes

Pay the corresponding fees at the treasury office.

RCC II/I (MT0) issues Official Receipt

Step 3 >> 10 minutes

Return to MCR and submit the official receipt.

MCR Staff records the documents & informs the client of the date of release

Step 4 >> 5 minutes

Claim the certified true copies of the COLB of the child on the date advised sign the logbook as proof of receipt

MCR Staff releases certified true copies of COLB

Processing Petition Under RA 9048 (Correction of Clerical or Change of Name or Nickname)

ABOUT THE SERVICES: Republic Act 9048 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 the Civil Registrar without need 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 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 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.
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REQUIREMENTS:

For correction of Clerical Error:

Mandatory Requirements:

- Birth Certificate on Security Paper
- 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
 - NBI/Police Clearance

For Change of First Name:

Mandatory Requirements:

- Birth Certificate on Security Paper
 - Police Clearance
 - NBI Clearance
- Affidavit of Non-Employment or Employment Certificate and other documentary evidences
 - Affidavit of Publication/Newspaper clippings Publication – local newspaper for 2 consecutive weeks national newspaper (publication shall be done only once) for Migrant Petition
- Supporting documents:
 - Baptismal Certificate
 - School Records
 - Identification Cards
- Special Power of Attorney (SPA) if the Petitioner is not the owner of the document

SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 12:00 noon & 1:00 to 5:00 PM
TOTAL PROCESSING TIME:	16 DAYS Note: Does not include postal delivery time of the Office of the Civil Registrar General
TOTAL FEES/CHARGES:	P 3,000.00 – Change of First Name P 1,000.00 – Correction of Clerical Error P 500.00 – Migrant Petition (Service Fee)

For correction of Clerical Error

Step 1 >> 15 minutes

Secure checklist of documents at the Office of the Civil Registrar.

MCR Staff gives a briefing about the service

Step 2 >> 30 minutes

Submit all the required documents & provide the necessary information during the interview.

MCR Staff reviews documents and undertakes on the interview

Step 3 >> 10 minutes

Pay the corresponding fees at the treasury office.

RCC II/I (MTO) issues Official Receipt

Step 4 >> 5 minutes

Return to MCR and submit the official receipt.

MCR Staff informs client on the date of release in conformity with the required 10 days posting & 5 days for the decision

Step 5 >> after 15 working days

Return to MCR and claim the approved petition MCR level on the appointed date, sign the logbook as proof of receipt.

MCR Staff prepares the approved petition for mailing

Step 6 >> more or less 2 to 3 weeks

Mail the approved petition to the Office of the Civil Registrar General and keep the receipt of the forwarder/courier together with the duplicate copy of the mailed documents.

MCR Staff wait for the return of the Documents from OCRG Manila

Step 7 >> after 2 to 3 months

Follow up result at the MCR after 2 or 3 months for the issuance of the Certificate of Finality.

MCR Staff informs the client of the decision of the Civil Registrar General

Step 8 >> 30 minutes to 1 hour

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.

If OCRG affirms the petition, MCR Staff issues the certificate of finality record sheet and annotated COLB and endorsement letter

Step 9 >>

If petition is impugned file through the OCR's office within 15days from receipt of the impugned petition a motion for reconsideration to OCRG and wait for the approval of the impugned petition.

If the petition is impugned receives the motion for reconsideration and transmits to the OCRG

Step 10 >>

Follow-up at NSO Manila the request for annotated COLB on security paper 3days 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.

Change of First Name

Step 1 >> 15 minutes

Secure checklist of the documents at MCR & secure proper instructions.

MCR Staff conduct briefing about the service and provides checklist to client & other instructions

Step 2 >> 30 minutes

Submit all the required documents and provide the necessary information during the interview.

MCR Staff receives/reviews documents and undertakes an interview

Step 3 >> 10 minutes

Pay the corresponding fees at the treasury office.

RCC II/I (MT0) issues Official Receipt

Step 4 >> 15 minutes

Return MCR and secure endorsement/notice for publication, present the official receipt and entrust all the documents for preparation & approval of the petition.

MCR Staff prepare the petition

Step 5 >> 10 minutes

After the termination of 2weeks publication period, submit to the MCR the certification of publication and secure the approval petition, signs the logbook as proof receipt.

Step 6 >> 30 minutes

Mail the approved petition to OCRG and keep the receipt of the forwarder, together with the duplicate copy of the mailed documents.

Step 7 >> after 2 to 3 months

Follow-up the approval of the petition results at the MCR after 2 – 3 months.

MCR Staff informs the client of the decision of the OCRG

Step 8 >> 30 to 1 hour

If the petition is affirmed, mail again to the NSO (Sta. Mesa Manila & QC) the certificate of finality record sheet and annotated COLB together with the endorsement letter.

If OCRG approves the petition, issues the certificate of finality, record sheet and annotated COLB & endorsement letter.

Step 9 >> With 15days from receipt of the impugned petition if the petition is impugned, file through the MCR a motion for reconsideration within 15days from the receipt of the impugned petition and wait for the reconsideration and approval of the impugned petition.

If the petition is impugned, receives the motion for reconsideration and transmit to the OCRG.

Step 10 >>

Request authenticated COLB on security paper after 3days 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

ABOUT THE SERVICES: Civil Registry documents such as birth, marriage & death certificate may be availed or by securing certified true transcription copies from the office.

CLIENT GROUPS:	Owner or relative of those whose birth, death and marriage happened in the Municipality of Irosin.
SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 12:00 noon & 1:00 to 5:00 PM
TOTAL PROCESSING TIME:	55 MINUTES

<p>TOTAL FEES/CHARGES:</p>	<p>Birth Records Available (IA):</p> <ol style="list-style-type: none"> 1. P 10.00 – School purposes 2. P 50.00 – Reference 3. P 50.00 – Local Employment 4. P 100.00 – Travel Abroad 5. P 50.00 – Retirement 6. P 50.00 – Claims 7. P 50.00 – Board Examination 8. P 100.00 – Establishing Citizenship <p>P 50.00 – Birth Records Not Available P 50.00 – Birth Records Destroyed</p> <p>Death Records Available:</p> <ol style="list-style-type: none"> 1. P 50.00 – Claims & Settlement 2. P 50.00 – Reference <p>P 50.00 – Death Records Not Available P 50.00 – Death Records Destroyed</p> <p>Marriage Records Available:</p> <ol style="list-style-type: none"> 1. P 100.00 – Travel Abroad 2. P 50.00 – Local Purposes 3. P 50.00 – Personal File <p>P 50.00 – Marriage Records Not Available</p> <p>P 50.00 – Marriage Records Destroyed P 50.00 – Certified Photocopy of any documents</p> <p>P 100.00 – Adoption of minors P 100.00 – Registration fee (Annulment)</p> <p>P 100.00 – Registration fee (Court Decision)</p> <p>P 100.00 – Legitimation</p>
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STATUS OF AVAILABILITY/ NON AVAILABILITY OF BIRTH/DEATH/MARRIAGE RECORDS:
BIRTH:

Previous years to 1945	Destroyed
1946 – 1950 (March)	Available
1950 (April-Dec) – 1954	Destroyed
1955 – 1958 (Sept)	Partly Damaged
1959 – 1963	Destroyed
1964 – 1965	Available/from Registry Book only
1966 – 1968	Destroyed
1969 – 1977	Available
1978 – 1979	Partly Available
1980 – 2009	Available

DEATH:

Previous years to 1946	Destroyed
1947 – 1966 (March)	Partly Destroyed
1967 – 1969	Available/from Registry Book only
1970 – 2009	Available

MARRIAGE:

Previous years to 1946	Destroyed
1947 – 1969	Available/from Registry Book only
1970 – 2009	Available

Step 1 >> 25 minutes

Fill in request form and submit to the receiving clerk.

Registration Officer/Clerk checks the availability of records & informs client of the status of the requested records

Step 2 >> 10 minutes

Pay the corresponding fees at the treasury office.

RCC II/I (MT0) issues Official Receipt

Step 3 >> 15 minutes

Return to MCR & present the OR.

Registration Officer/Clerk records the OR Number below the requested documents

Step 4 >> 5 minutes

Claim the certified true transcription copies of the documents.

Registration Officer/Clerk issues the documents.

Issuance of Marriage License

ABOUT THE SERVICES: 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 corner 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 & 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.
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REQUIREMENTS:	<ul style="list-style-type: none"> • Pre-marital Counseling Certificate • Birth Certificate/Baptismal Certificate of contracting parties <ul style="list-style-type: none"> • Parental Consent (18-20 of age) • Parental Advise (21-40 of age) • Certificate of No Marriage (CENOMAR) • Passport & legal capacity to contract marriage (for foreigners) • Personal appearances of the contracting parties
SERVICE SCHEDULE:	Monday to Friday 8:00 AM to 12:00 noon & 1:00 to 5:00 PM
TOTAL PROCESSING TIME:	40 MINUTES
TOTAL FEES/CHARGES:	<ol style="list-style-type: none"> 1. P 50.00 – Pre-Marital Counseling 2. P 50.00 – Filing Fee 3. P 200.00 – Application for Marriage 4. P 50.00 – Marriage License 5. P 50.00 – Solemnization Fee

Step 1 >> 20 minutes

Submit all the required documents and provide the necessary information during the interview (both parties) & sign (both parties) the application form.

Registration Officer/Clerk reviews documents submitted, interviews both parties. Instruct parties to pay the fees

Step 2 >> 10 minutes

Pay the corresponding fees at the treasury office.

RCC II/I (MTO) issues Official Receipt

Step 3 >> 5 minutes

Return to MCR and submit the OR & other documents for the 10day posting period.

Registration Officer/Clerk informs the client the date of release of the marriage contract

Step 4 >> 5 minutes

Return to MCR as per schedule & claim marriage license & sign logbook.

Registration Officer/Clerk issues marriage contract