

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 |

[Back to top](#)

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 |