

1. PAANO MAG REHISTRO NG CERTIFICATE OF LIVE BIRTH (On Time)

Pagrehistro sa tamang araw ng sertipiko ng kapanganakan.

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	All live births in Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For Married Parents: Certificate of live Birth (Form 102) (4 Original Copy) or For Not Married Parents: Certificate of live Birth (Form 102) (4 Original Copy)		Hospital / Maternity Hospital / Lying -in Clinic / Midwife / Hilot		
2. Physical appearance of Child's Parents		Client		
3. Valid ID of Parents (1 Photocopy)		Client		
4. Affidavit to Use the Surname of the Father (1 Original & 4 Photocopies)		Municipal Civil Registrar's Office		
5. Certification (1 Original & 4 Photocopies)		Municipal Civil Registrar's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang Certificate of Live Birth	1. Tanggapin at suriin kung kumpleto ang mga impormasyon ng Certificate of Live Birth	Wala	2 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry

	1.2. Gawin ang Certificate of Live Birth. Kung hindi kasal, gawin ang Affidavit of Acknowledgment / Admission of Paternity, Affidavit to Use the Surname of the Father at Certification.	Wala	15	minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	1.3 Magtalaga ng registry number sa Certificate of Live Birth.	Wala	2	minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	1.4 Pirmahan ang mga attachments at ang Certificate of Live Birth.	Wala	2	minute/s	<i>Municipal Civil Registrar</i> Civil registry
2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero.	Wala	5	minute/s	<i>Cashier</i> Treasurer's Office
3. Bayaran ang Order of Payment sa Window 4	3. Tanggapin ang bayad at ibigay ang Official Receipt	Certificate of Live Birth - PHP 60.00	1	minute/s	<i>Cashier</i> Treasurer's Office
4. Bumalik sa tanggapan ng Pambayang Taga Talang Sibil at ipakita ang resibo.	4. Tanggapin ang resibo at ibigay ang Certificate of Live Birth at iba pang mga kasamang dokumento upang mapapirmahan.	Wala	1	minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry

<p>5. Pirmahan ang taas ng pangalan sa informant section. Kung hindi kasal, pirmahan rin ang Affidavit of Acknowledgment/Admission of Paternity at Authority to Use the Surname of the Father.</p>	<p>5. Ibigay ang rehistradong Certificate of Live Birth.</p>	<p>Wala</p>	<p>1 minute/s</p>	<p><i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry</p>
<p>6. Sagutan ang Clients Survey Form at ihulog sa drop box.</p>	<p>6. Ibigay ang Clients Survey.</p>	<p>Wala</p>	<p>1 minute/s</p>	<p><i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry</p>
<p style="text-align: right;">TOTAL</p>		<p>Certificate of Live Birth - PHP 60.00</p>	<p>31 minute/s</p>	

2. PAANO MAG REHISTRO NG CERTIFICATE OF LIVE BIRTH (Late Registration)

Pagrehistro ng naantalang sertipiko ng kapanganakan.

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Complex			
Type of Transaction:	Government to Citizens			
Who may avail:	All live births in Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth (Form 102) (4 Original Copy)	Client			
2. Negative Philippine Statistics Authority (1 Original copy)	Client			
3. Baptismal Certificate (1 Photocopy)	Church			
4. Form 137E - School Record (1 Photocopy)	School			
5. Voter's Certification Record (1 Photocopy)	Commission on Elections (COMELEC)			
6. Passport (1 photocopy)	Department of Foreign Affairs			
7. Marriage Certificate of Parents (1 Photocopy)	Philippines Statistic Authority / Municipal Civil Registry Office			
8. Affidavit of 2 disinterested person (1 Original Copy)	Notary Public			
9. Physical appearance of child's parents	Client			
10. Affidavit to Use the Surname of the Father (1 Original & 4 Photocopies)	Municipal Civil Registrar's Office			
11. Certification (1 Original & 4 Photocopies)	Municipal Civil Registrar's Office			
12. Sworn Attestation (1 Original & 4 Photocopies)	Client			
13. Valid ID of parents (1 Photocopy)	Client			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang Certificate of Live Birth	1. Tanggapin at suriin kung kumpleto ang mga impormasyon ng Certificate of Live Birth	Wala	2 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry

	1.2. Gawin ang Certificate of Live Birth at Affidavit of Delayed Registration of Birth. Kung hindi kasal, gawin ang Affidavit of Acknowledgment/Admission of Paternity, Authority to Use the Surname of the Father at Certification.	Wala	15 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero.	Wala	5 minute/s	<i>Cashier</i> Treasurer's Office

3. Bayaran ang Order of Payment.	3. Tanggapin ang bayad at ibigay ang official Receipt.	Certificate of Live Birth - pagkakaiba ng bayad ayon sa tagal ng panahon.	1 minute/s	Cashier Treasurer's Office
4. Bumalik muli sa opisina ng Pambayang Taga Talang Sibil at ipakita ang resibo.	4. Tanggapin ang resibo at ibigay ang Certificate of Live Birth at iba pang mga kasamang dokumento upang mapapirmahan.	Wala	1 minute/s	Administrative Aide III Civil Registry or Bookbinder II Civil Registry or Bookbinder III Civil Registry or Data Controller IV Civil Registry or Registration Officer I Civil Registry
5. Pirmahan ang taas ng pangalan sa informant section at Affidavit for Delayed Registration of Birth. Kung hindi kasal, papirmahin rin sila sa Affidavit of Acknowledgment/Admission of Paternity sa likod ng COLB at Authority to Use the Surname of the Father.	5. Tanggapin ang dokumento na pinirmahan.	Wala	1 minute/s	Administrative Aide III Civil Registry or Bookbinder II Civil Registry or Bookbinder III Civil Registry or Data Controller IV Civil Registry or Registration Officer I Civil Registry
	5.1. Ipaskil ang Certificate of Live Birth ng Sampung (10) araw	Wala	10 Days	Administrative Aide III Civil Registry or Bookbinder II Civil Registry or Bookbinder III Civil Registry or Data Controller IV Civil Registry or Registration Officer I Civil Registry
	5.2. Magtalaga ng registry number sa Certificate of Live Birth.	Wala	2 minute/s	Administrative Aide III Civil Registry or Bookbinder II Civil Registry or Bookbinder III Civil Registry or Data Controller IV Civil Registry or Registration Officer I Civil Registry
	5.3. Pirmahan ang mga attachments at ang Certificate of Live Birth.	Wala	2 minute/s	Municipal Civil Registrar Civil registry

<p>6. Bumalik sa tanggapan Pambayang Taga Talang Sibil pagkatapos ng sampung araw</p>	<p>6. Ibigay ang rehistradong Certificate of Live Birth.</p>	<p>Wala</p>	<p>1 minute/s</p>	<p><i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry</p>
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7. Sagutan ang Clients Survey Form at ihulog sa drop box.	7. Ibigay ang Clients Survey.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
TOTAL		Certificate of Live Birth - Magkakaiba ng bayad ayon sa tagal ng panahon.	10 days & 32 minutes/s	

3. PAG-AAPLY NG MARRIAGE LICENSE

Aplikasyon ng lisensya sa pagpapakasal.

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	All residents of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. If 18-20 years old: The applicant must be accompanied by his / her father If 21-24 years old: The applicant must be accompanied by their parents		Client		
2. If Widow / Widower: The applicant must present and attach the Death Certificate of their deceased husband / wife.		Philippines Statistic Authority / Municipal Civil Registry Office		
3. If foreigner: Legal capacity from the Philippine Embassy		Embassy		
4. If Annuled / Divorced: Court Order with Finality / Certificate of Marriage with Annotation		Court where the divorce or annulment of marriage was decided / Philippines Statistic Authority / Municipal Civil Registry Office		
5. Pre-marriage orientation and counsel certificate (2 Original copy)		Municipal Population Office		
6. Certificate of No Marriage / CENOMAR (1 Original & 1 Photocopy)		Philippines Statistic Authority		
7. Birth Certificate (1 Original & 1 Photocopy)		Philippines Statistic Authority / Municipal Civil Registry Office		
8. Valid ID ng ikakasal at magulang (1 Original & 1 Photocopy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Tanggapin at suriin kung kumpleto ang mga isinuniteng dokumento	Wala	2 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
2. Ibigay ang kaukulang impormasyon ayon sa tinatanong.	2. Interbyuhin at gawin ang Application for Marriage License.	Wala	15 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry

	2.1. Ipacheck sa aplikante kung tama at kumpleto ang lahat ng impormasyon na nakalagay sa Application for Marriage License form.	Wala	3 minute/s	Administrative Aide III Civil Registry or Bookbinder II Civil Registry or Bookbinder III Civil Registry or Data Controller IV Civil Registry or Registration Officer I Civil Registry
	2.2. Gawin ang Order of Payment.	Wala	1 minute/s	Administrative Aide III Civil Registry or Bookbinder II Civil Registry or Bookbinder III Civil Registry or Data Controller IV Civil Registry or Registration Officer I Civil Registry
3. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	3. Tawagin ang numero.	Wala	5 minute/s	Cashier Treasurer's Office
4. Bayaran ang Order of Payment.	4. Tanggapin ang bayad at ibigay ang official Receipt.	Application for Marriage - PHP 250.00 Marriage License - PHP 122.00	1 minute/s	Cashier Treasurer's Office
5. Bumalik sa Tanggapan Pambayang Taga Talang Sibil	5. Tanggapin ang resibo.	Wala	1 minute/s	Administrative Aide III Civil Registry or Bookbinder II Civil Registry or Bookbinder III Civil Registry or Data Controller IV Civil Registry or Registration Officer I Civil Registry

6. Pirmahan ang Marriage License.	6. Tanggapin ang dokumento na pinirmahan.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	6.1. Ipaskil ang dokumento ng sampung (10) araw.	Wala	10 days	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	6.2. Pirmahan ang Marriage License.	Wala	2 minute/s	<i>Municipal Civil Registrar</i> Civil registry
7. Bumalik sa tanggapan Pambayang Taga Talang Sibil pagkatapos ng sampung (10) araw.	7. Ibigay ang rehistradong dokumento.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
8. Sagutan ang Clients Survey Form at ihulog sa drop box.	8. Ibigay ang Clients Survey.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry

TOTAL	Application for Marriage - PHP 250.00 Marriage License - PHP 122.00	10 days and 33 minute/s	
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4. PAGKUHA NG CERTIFIED TRUE COPY AT LOCAL COPY NG BIRTH, MARRIAGE AT DEATH CERTIFICATE

Pagkuha ng record ng Certified True at Local Copy ng Birth, Marriage at Death na naganap sa bayan ng Guiguinto

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	All recorded civil registry documents in Guiguinto (Birth, Marriage, Death)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. If the requester is the document owner: Valid ID (Original)		Client		
2. If the requester is not the document owner: Authorization letter from the document owner		Document Owner		
Valid ID of document owner (1 Photocopy)		Document Owner		
Valid ID of authorized person (1 Photocopy)		Client		
Proof of relationship (Certificate of Live Birth or others)		Philippines Statistic Authority / Municipal Civil Registry Office		
3. If the document owner is already dead: Affidavit of Nearest Kin		Notary Public		
Valid ID of nearest kin (1 Photocopy)		Client		
Proof of relationship (Certificate of Live Birth or others)		Philippines Statistic Authority / Municipal Civil Registry Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang dalang dokumento.	1. Tanggapin at suriin ang ipinasang dokumento.	Wala	5 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero.	Wala	5 minute/s	<i>Cashier</i> Treasurer's Office

3. Bayaran ang Order of Payment.	3. Tanggapin ang bayad at ibigay ang official Receipt.	Certificate of Marriage - PHP 100.00 Certificate of Birth - PHP 100.00 Certificate of Death - PHP 100.00	5 minute/s	<i>Cashier</i> Treasurer's Office
4. Bumalik muli sa opisina ng Pambayang Taga Talang Sibil at ipakita ang resibo.	4. Tanggapin ang resibo	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	4.1. Para sa CTC: Tatakan at pirmahan ang hinihinging na dokumento. Para sa Local Copy: Pirmahan ang aprubadong dokumento.	Wala	5 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	4.2. Ibigay ang aprubadong dokumento.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry

5. Sagutan ang Clients Survey Form, at ihulog sa drop box.	5. Ibigay ang Clients Survey.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
TOTAL		Certificate of Marriage - PHP 100.00 Certificate of Birth - PHP 100.00 Certificate of Death - PHP 100.00	24 minute/s	

**5. PAGTATAMA NG BIRTH, MARRIAGE AT DEATH CERTIFICATE
RA 9048 (CHANGE OF FIRST NAME / CORRECTION OF CLERICAL ERROR) / RA 10172 (CORRECTION OF
GENDER / DATE OF BIRTH EXCLUDING YEAR)**

Pagtatama ng record ng birth, marriage at death na naganap sa bayan ng Guiguinto

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Highly technical			
Type of Transaction:	Government to Citizens			
Who may avail:	All recorded civil registry documents in Guiguinto (Birth, Marriage, Death)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements for Change of First Name / Clerical Error (RA 9048)				
1. NBI Clearance (1 Original and 3 Photocopies)		National Bureau of Investigation (NBI)		
2. Police Clearance (1 Original and 3 Photocopies)		Police Station		
3. Brgy. Clearance (1 Original and 3 Photocopies)		Barangay Hall where the petitioner resides		
4. Various IDs (3 Photocopies)		Client		
5. Certificate of Employment (1 Original and 3 Photocopies)		HR Office where the petitioner works		
6. Affidavit of Non-employment (1 Original and 3 Photocopies)		Notary Public		
7. Marriage Certificate (if married) (1 Original and 3 Photocopies)		Philippines Statistic Authority / Municipal Civil Registry Office		
6. Birth Certificate of Children (1 Original and 3 Photocopies)		Philippines Statistic Authority / Municipal Civil Registry Office		
Requirements for Gender / Date of Birth excluding year (RA 10172)				
1. PSA and LCRO copy of the birth certificate (1 Original and 3 Photocopies)		Philippines Statistic Authority / Municipal Civil Registry Office		
2. Earliest school record (From 137E (1 Original and 3 Photocopies)		School Record		
3. Medical Records (1 Original and 3 Photocopies)		Hospital		
4. Baptismal Certificate (1 Original and 3 Photocopies)		Church		
5. NBI Clearance (1 Original and 3 Photocopies)		National Bureau of Investigation (NBI)		
6. Police Clearance (1 Original and 3 Photocopies)		Police Station		
7. Brgy. Clearance (1 Original and 3 Photocopies)		Barangay Hall where the petitioner resides		
6. Medical Certification by an accredited government physician (1 Original and 3 Photocopies)		Municipal Health Office / Rural Health Center		
7. Publication for National Circulation (1 Original and 3 Photocopies)		Publication Company		
8. Supporting legal documents any of the following: (1 Original and 3 Photocopies)				
a. Passport		Department of Foreign Affairs		
b. Voter's Registration Record		COMELEC		
c. Marriage Contract		Philippines Statistic Authority / Municipal Civil Registry Office		
d. Birth certificate of Children		Philippines Statistic Authority / Municipal Civil Registry Office		
e. Identification Card (SSS, Philhealth, HDMF, etc)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang PSA copy ng ipapatamang dokumento kasama ang mga suportang dokumento.	1. Suriin at pag-aralan ang mga dalang dokumento.	Wala	5 minute/s	Data Controller IV Civil Registry or Registration Officer I Civil Registry or Municipal Civil Registrar Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	Data Controller IV Civil Registry or Registration Officer I Civil Registry or Municipal Civil Registrar Civil Registry

2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero.	Wala	5 minute/s	Cashier Treasurer's Office
3. Bayaran ang Order of Payment.	3. Tanggapin ang bayad at ibigay ang official receipt.	Clerical Error - PHP 1,000.00 Change of First Name, Correction of Gender and Date of Birth excluding birth year - PHP 3,000.00	1 minute/s	Cashier Treasurer's Office
4. Bumalik sa opisina ng Pambayang Taga Talang Sibil upang ipakita ang resibo.	4. Tanggapin ang resibo.	Wala	1 minute/s	Data Controller IV Civil Registry or Registration Officer I Civil Registry or Municipal Civil Registrar Civil Registry
	4.1. Gawin ang Petition Form.	Wala	15 minute/s	Data Controller IV Civil Registry or Registration Officer I Civil Registry or Municipal Civil Registrar Civil Registry
	4.2 Ipacheck sa aplikante kung tama ang mga impormasyon na nakatala sa Petition Form.	Wala	2 minute/s	Data Controller IV Civil Registry or Registration Officer I Civil Registry or Municipal Civil Registrar Civil Registry
5. Icheck at lagdaan ang Petition Form.	5. Kuhanin ang Petition Form na nilagdaan.	Wala	3 minute/s	Data Controller IV Civil Registry or Registration Officer I Civil Registry or Municipal Civil Registrar Civil Registry
6. Sagutan ang Clients Survey Form, at ihulog sa drop box.	6. Ibigay ang Clients Survey.	Wala	1 minute/s	Data Controller IV Civil Registry or Registration Officer I Civil Registry or Municipal Civil Registrar Civil Registry

TOTAL	Clerical Error - PHP 1,000.00 Change of First Name or Correction of Gender and Date of Birth excluding birth year - PHP 3,000.00	34 minute/s	
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6. REHISTRO NG CERTIFICATE OF MARRIAGE AND DEATH (ON TIME)

Pagrehistro ng sertipiko ng kasal at kamatayan sa tamang araw.

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	All marriages and death that occurred in Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Marriage (Form 97) (4 Original Copy)		Client		
2. Certificate of Death (Form 103) (4 Original Copy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang dalang dokumento.	1. Tanggapin at suriin ang ipinasang dokumento.	Wala	2 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero	Wala	5 minute/s	<i>Cashier</i> Treasurer's Office

3. Bayaran ang Order of Payment.	3. Tanggapin ang bayad at ibigay ang official Receipt.	Certificate of Marriage - PHP 100.00 Burial Permit - PHP 100.00 Cremation Permit - PHP 100.00 Transfer Permit - PHP 200.00 Exhumation Permit - PHP 200.00 Niche Rental - PHP 1,000.00	5 minute/s	<i>Cashier</i> Treasurer's Office
4. Bumalik muli sa opisina ng Pambayang Taga Talang Sibil at ipakita ang resibo.	4. Tanggapin ang resibo.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	4.1 Pirmahan ang Certificate of Marriage o Certificate of Death	Wala	2 minute/s	<i>Municipal Civil Registrar</i> Civil Registry
	4.2 Magtalaga ng registry number sa Certificate of Marriage o Certificate of Death	Wala	2 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
	4.3 Ibigay ang rehistradong Certificate of Marriage o Certificate of Death	Wala	2 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry

5. Sagutan ang Clients Survey Form at ihulog sa drop box.	5. Ibigay ang Clients Survey.	Wala	1 minute/s	<i>Administrative Aide III</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Bookbinder III</i> Civil Registry or <i>Data Controller IV</i> Civil Registry or <i>Registration Officer I</i> Civil Registry
TOTAL		Certificate of Marriage - PHP 100.00 Burial Permit - PHP 100.00 Transfer Permit - PHP 200.00	21 minute/s	

Prepared by:

Noted by:

Approved by:

RIEL ANTHONY M. PACHECO
Registration Officer I

ARNOLD R. BACANI
Municipal Civil Registrar

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor