

REGISTERING BIRTH, DEATH, FETAL DEATH and MARRIAGE CERTIFICATE

Office/Department:

City Civil Registration Office (CCRO)
3/F, Makati City Hall Main Bldg.
J.P. Rizal St., Poblacion, Makati City

Contact Person (s):

Josephine Camata Copada
City Civil Registrar

Shirly R. Dela Cruz
Registration Officer IV- Registration Division
Tel. No. 8895-5125/8870-1345

Requirements for Timely Registration of Birth, Marriage, Death and Fetal Death Certificate:

1. Filled-out Certificate of Live Birth, Marriage, Death and Fetal Death properly in three (3) original copies.
2. For birth registration, photocopy of the father's valid ID attached to the Affidavit of Admission of Paternity or Acknowledgment, if the child is illegitimate.
 - If executed outside of Makati but within the Philippines, must be endorsed by the Civil Registrar of the place where the party resides.
 - If executed abroad with the Philippine Consular Official, must be registered at the nearest Foreign Service Post and authenticated by the Office of the Consular Affairs, Dept. of Foreign Affairs, together with Cert. of Registration
 - 2.1 Municipal Form No. 102, if the parent/s is/are of ethnic origin.
 - 2.2 Indigenous People (IP) Form No. 1, if the parent/s belong/s to an indigenous tribe.
3. For death registration, Medico Legal Certificate, if the deceased was pronounced dead-on- arrival, has expired in transit, or in case of questionable death.

4. For marriage registration, copy of Marriage, License secured outside of Makati, and photocopy of Authority of Solemnizing Officer (SO) to solemnize marriage.
 - 4.1 Certified True Copy of Pre-Nuptial Agreement, if couple has entered into one, and registered prior to the date of marriage at the Civil Registry Office (CRO) where the marriage took place
 - 4.2 Sworn and subscribed request, if marriage was held outside of the church, sala, or office of the Solemnizing Officer.
 - 4.3 Affidavit for Marriage without License under Family Code

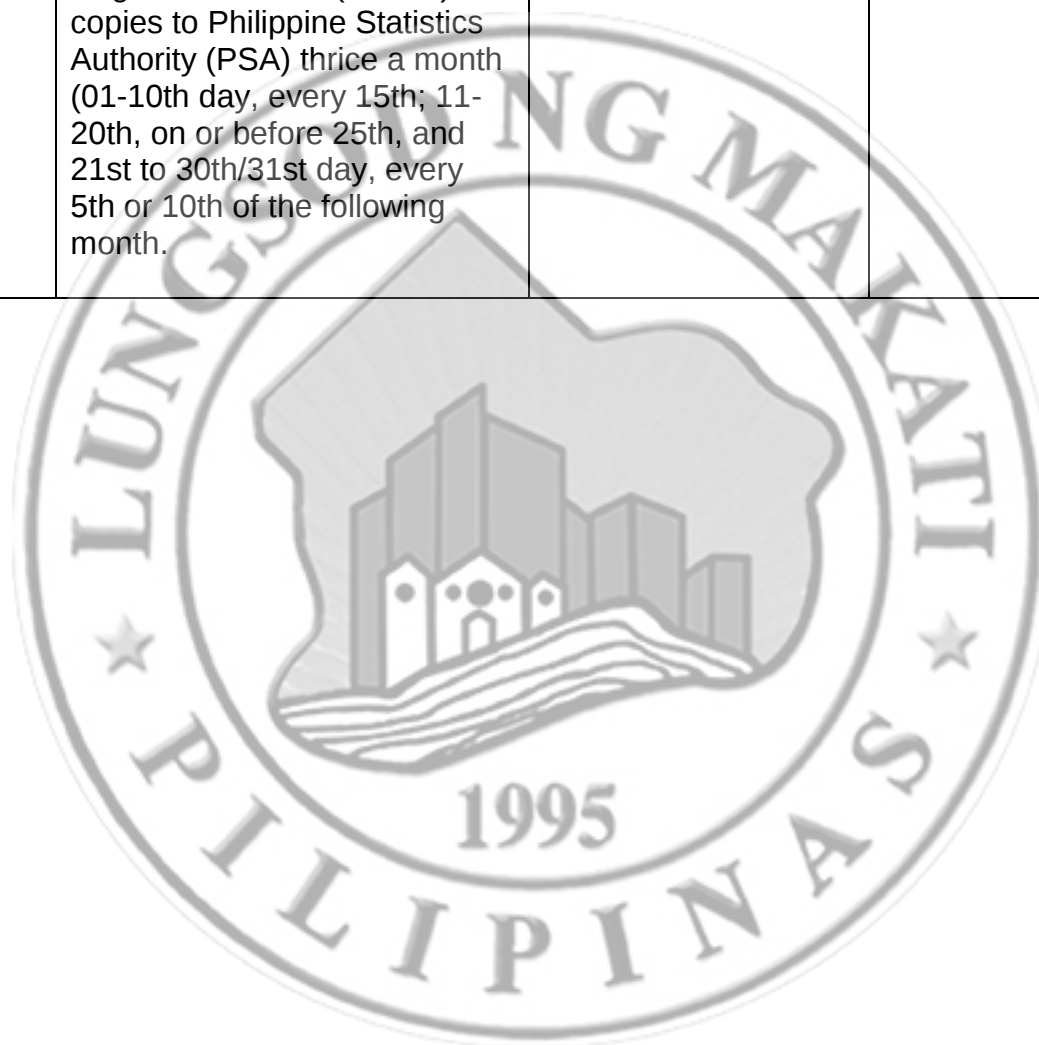


PROCESS:

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
1	Submit properly filled-up Certificate of Birth, Marriage, Death and Fetal Death together with the transmittal letter/slip.	Validate submitted Certificate of Live Birth (COLB)/Certificate of Marriage (COM)/Certificate of Death (COD)/Certificate of Fetal Death (COFD) vis-a-vis transmittal. Assign Transaction Number to the transmittal form. Stamp "Received by/date/time" and return to the client receiving copy of the transmittal.	Clerk		3 minutes
2		Review and Evaluation of Certificates -For City Civil Registrar's (CCR) approval/signature registrable documents -Preparation of letter of non-compliance for not registrable Documents	Clerk/Division Head		10-20 minutes
		Approval & signing of registrable documents Issuance of advice/decision for unregistrable documents	City Civil Registrar		

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
3	Present the receiving copy of transmittal/follow up slips. Receive owner's copy of Civil Documents and instruction where to secure Community Tax Certificate (CTC), or the written advice on what action to take for compliance for unregistrable documents.	Upon submission of compliance Re-evaluate documents and recommend for City Civil Registry's (CCR) Approval (Return to Step 2)	Clerk/Division Head		5 minutes
4		Process the registration of registrable civil documents. (Assign registry number, encode entries on data base, enter registry book and affix Philippine Statistics Authority (PSA) Codings	Clerk		10-20 minutes
5		Transmit Daily registered documents to the City Civil Registry (CCR), Office of the Registrar-General (OCRG Copy) and Civil Registry Office (CRO) Archives Local Civil Registry Office (LCRO Copy)	Clerk		2-3 minutes.

		Forward Office of the Registrar-General (OCRG) copies to Philippine Statistics Authority (PSA) thrice a month (01-10th day, every 15th; 11-20th, on or before 25th, and 21st to 30th/31st day, every 5th or 10th of the following month.			
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APPLYING FOR DELAYED REGISTRATION OF BIRTH, MARRIAGE AND DEATH OR FETAL DEATH CERTIFICATE (30 Days Processing)

Office/Department:

City Civil Registration Office (CCRO)
3/F, Makati City Hall Main Bldg.
J.P. Rizal St., Poblacion, Makati City

Contact Person (s):

Josephine Camata Copada
City Civil Registrar

Shirly R. Dela Cruz
Registration Officer IV- Registration Division
Tel. No. 8895-5125/8870-1345

Requirements for the Delayed Registration of Birth, Marriage, Death or Fetal Death Certificate:

DELAYED REGISTRATION OF BIRTH

1. Original Philippine Statistical Authority (PSA) and City Civil Registration Office Certificate of No Record.
2. Present any of two of the following documents showing name, date of birth, place of birth and parents of registrant:
 - a. Original Copy of Baptismal Certificate
 - b. Certified copy of Form 137/school records (Highschool, Elementary, Nursery, Kinder or Prep)
 - c. Certified copy of Medical Records
 - d. Parents' Income Tax Return
 - e. Certified Copy of Voter's Registration Record (VRR), If a voter
 - f. Employment Service Record, if employed
 - g. Insurance policy, if insured.
 - h. Other supporting documents that can be presented if only one of the above-mention requirements is available such as Certificate from the Barangay Captain, or an Affidavit from two disinterested persons who might have knowledge on the person's birth background.
3. If married, must present a Certificate of Marriage.
4. Affidavit of Delayed Registration to be executed by the registrant/authorized representative
5. Affidavit of Acknowledgement/Admission of Paternity. If the child is illegitimate.

6. Duly accomplished Certificate of Live Birth (COLB).

- If executed outside of Makati but within the Philippines, must be endorsed by the Civil Registrar from the place where the party resides.
 - If executed abroad with the Philippine Consular Official, must be registered at the Manila Civil Registry Office after an authentication by the Department of Foreign Affairs (DFA).
7. For those born and to be registered outside Makati execute an affidavit of out of town reporting attested by two (2) witnesses of birth event.

Note: *Oldest documents are more acceptable or preferable. Present original with clear photocopies.*

DELAYED REGISTRATION OF DEATH

1. Four (4) copies of Certificate of Death or Fetal Death accomplished correctly and completely.
2. Affidavit for Delayed Registration of Death or Fetal Death executed by the Hospital or Clinic Administrator, if the person died in the hospital, clinic or similar institution; or by the Attendant-at-Death, if the person died elsewhere. In the absence of a Hospital or Clinic Administrator or Attendant-at-Death, the Affidavit shall be executed by any of the nearest relatives of the deceased, or by any person having legal charge of the deceased when he was still alive.
3. Authenticated copy of Certificate of Burial, Cremation or other means of corpse disposal.

DELAYED REGISTRATION OF MARRIAGE

1. Philippine Statistics Authority (PSA) and City Civil Registry Office (CRO) Certificate of No Record.
2. Original copy of unregistered Marriage Certificate with signatures.
3. Affidavit for Delayed Registration of Marriage stating the cause of delay, executed by the solemnizing officer/his secretary/ies, witness/es and contracting parties or the person reporting the marriage.
4. In the absence of an old Marriage Contract, certified copy of Solemnizing Officer's record/registry book.
5. Certified copy of Marriage License or Certification that was issued.
6. Certificate of No Marriage (CENOMAR) from both parties involved.

PROCESS:

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
1	Receive draft or unregistered original Civil Registry Certificate and all the required documents stated in the checklist.	1. Receive Draft Civil Registry Certificate and all the required documents stated in the checklist.	Frontline Clerk		30-60 Minutes
	Log in the transaction logbook.	2. Assign transaction number, issue follow-up slip to customer, and prepare an Order of Payment.			
	Fill-up application form and draft Certificate of Live Birth (COLB), Certificate of Marriage (COM), Certificate of Death (COD), Fetal Death Certificate (FDC)	3. Check draft or unregistered Civil Registry Certificate, evaluate the attached documents and indicate finding/s.			
	Affix signature on the finalized Civil Registry Certificate	4. Finalize the Civil Registry Certificate.			
		5. Forward application to the head of the Registration Division.			

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
2	Pay the necessary fees at Window A or B. Secure an Official Receipt and present it to the Registration Officer.	Evaluate final Civil Registry Certificate and other attachments, and require submission of additional evidence for non-conforming application.	Division Head/ Registration Officer	For below 2 years delayed. Php. 200.00	10-20 minutes.
		Give Order of Payment and instruct client to pay at the Miscellaneous Taxes and Fees Division.		For Beyond 2 years of delayed. Php. 500.00	
		Receive payment for the delayed registration of marriage.	Cashier	Forms Php. 50.00	5-10 minutes.
		Recommend for the Administration of Oath and instruct to prepare Notice of Posting for approved application.	Division Head/ Registration Officer	Out of Town Reporting (Regardless of age) Php. 500.00"	3-5 minutes.
3	Present documents to City Civil Registration or City Legal Officer for Administration of Oath.	Affidavit of Admission of Paternity for Delayed Registration of Two Disinterested Persons for administration of oath.	City Civil Registrar/City Legal Officer		10-20 minutes.

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
4		Re-evaluate recommendations endorsed by the Division Head and issue instructions for compliance to non-conforming application.	City Civil Registrar		10-20 minutes
		Sign Notice of Posting for Delayed Registration of Birth, Marriage, Death and Fetal Death.			10 days
5		Processing after 10 days of posting.			
		Receive posted application/s for registration. Sign in the "Received by" portion of the Civil Registry Certificates.	Registration Officer		10-20 minutes
		Write the Registry No. in the LCRO Registry No. portion of the document.			
		Encode data in the E-Register and prepare Transmittal list of the documents.			

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
5 Cont..		Record data on the Register of Birth/Marriage/Death. Stamp facsimile of the City Civil Registrar and affix initials on the "Received" portion of the documents. Fill-up statistical box Forward all registered Certificates of Birth/Marriage/Death/Fetal and its transmittal to Archives.	Clerk		4 days
6	After 15 days Present Follow Up Slip. Receives owner's copy of civil documents and instructions where to secure a Certificate True Copy of Marriage.		Clerk/Division Head/City Civil Registrar		5-10 minutes.
7	Secure owner's copy; and request for Certified True copy	Release to client owner's copy. Accept request for Certified True Copy (this is an archive transaction- this should be given another step)	Clerk/Officer/ Frontline Service	Scheduled Request Php. 104.00 Rush Process Php. 154.00	2-3 minutes 3-5 minutes

**CHANGE OF FIRST NAME AND CORRECTION OF CLERICAL ERROR
OR ENTRY ON BIRTH, MARRIAGE, OR DEATH CERTIFICATE
PURSUANT TO R.A. 9048 AND R.A. 10172
(2-4 months processing)**

Office/Department:

City Civil Registration Office (CCRO)
3/F, Makati City Hall Main Bldg.
J.P. Rizal St., Poblacion, Makati City

Contact Person (s):

Josephine Camata Copada
City Civil Registrar

Anna Marie I. Villa
Administrative Assistant II - R.A. 9048 Unit
Tel. No. 8895-5125/8870-1341

Requirements for Change of First Name and Correction of Clerical Error. (All requirements must be in the original copy and with two photocopies each):

CHANGE OF FIRST NAME

1. Certified True Copy (CTC) of documents to be corrected from Philippine Statistics Authority (PSA) and CRO.
2. Clearance: Employer's clearance, if employed; Affidavit of non-employment and non-pending case, if unemployed; reason for change of first name. NBI and PNP clearances stating all names used (ex. Ma. Ana also known as Maria Ana) and the purpose for the Change of First Name.
3. Authentic documents to prove the correct data/information (not less than 2 public/private documents):

a. Baptismal Certificate	e. GSIS/SSS/PAGIBIG Records
b. School Permanent Records	f. Philhealth Records (MDR)
c. Medical Records	g. Voter's Certificate
d. Employment Records	h. Birth Certificate of parents (father/mother)
4. Certificate of Posting
5. Newspaper publication at least once a week for 2 (two) consecutive weeks upon issuance of Notice of Publication by the Civil Registrar.
 - a. Affidavit of Publication
 - b. Copy of newspaper clippings

Note: *Postal Money Order Check to cover filing and incidental expenses for processing in the province, city, or municipality (migrant). Bring Community Tax Certificate (CTC or Cedula), one (1) valid ID and long brown envelope.*

CORRECTION OF TYPOGRAPHICAL ERRORS

1. Certified True Copy (CTC) of document to be corrected from PSA and CRO.
2. Original documents to show proof of the correctness of data/information provided; at least 2 public or private documents.
 - a. Baptismal Certificate
 - b. School Permanent Records
 - c. Medical Records
 - d. Employment Records
 - e. GSIS/SSS/PAGIBIG Records
 - f. Philhealth Records (MDR)
 - g. Voter's Certificate
 - h. Birth Certificate of parents (father/mother)
3. Birth Certificates / Marriage Certificate
4. Other documents that the Civil Registrar may deem necessary such as: Birth Certificate of parents (father/mother), Voter's Affidavit, Baptismal, Certificate or Employment Records, Marriage Contract of parents, Birth Certificate of older siblings, Birth Certificate of children.
5. Certificate of Posting

Note: *Postal Money Order Check to cover filing and incidental expenses for processing in the province, city or municipality. Bring Community Tax Certificate (CTC or Cedula), one (1) valid ID and a long brown envelope.*

CORRECTION OF BIRTH MONTH, DAY & SEX (R.A. 10172)

1. Certified True Copy (CTC) of documents to be corrected from PSA and CRO.
2. Clearance: Employer's clearance, if employed; Affidavit of non-employment and non-pending case, if unemployed; reason for change of first name. NBI and PNP clearances stating both birthday/genders reason: for correction of sex/birthday and month.
3. Authentic documents to prove the correct data/information (not less than 2 public/private documents):
 - a. Baptismal Certificate
 - b. School Permanent Records
 - c. Medical Records
 - d. Employment Records
 - e. GSIS/SSS/PAGIBIG Records
 - f. Philhealth Records (MDR)
 - g. Voter's Certificate
 - h. Birth Certificate of parents (father/mother)
4. Certificate of Posting
5. Newspaper publication at least once a week for 2 (two) consecutive weeks upon issuance of Notice of Publication by the Civil Registrar.
 - a. Affidavit of Publication
 - b. Copy of newspaper clippings

Note: *Postal Money Order Check to cover filing and incidental expenses for processing in the province, city, or municipality (migrant). Bring Community Tax Certificate (CTC or Cedula), one (1) valid ID and long brown envelope.*

PROCESS:

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
1	Submit erroneous document with corresponding evidence. Secure proforma of petition and Draft Petition for Pre-evaluation.	Validate submitted requirement vis- a-vis checklist. Assign Transaction Number and issue follow-up slip	Clerk/Officer II		15-20 minutes
2		Evaluate submitted evidences recommend for the process of acceptable documents. Prepare draft letter of non-compliant. After evaluation, notify petitioner by mail or thru phone regarding the status of his submitted documents.	Section Head/Officer II		20-30 minutes
3	Submit corrected draft petition. Referral to City Health Office for Physical Exam. (For correction of sex) Secure Order of Payment For non - compliant document insufficient evidence, secure letter of non - compliance for re - evaluation	Issue referral letter to City Health Officer and payment order or list of requirements for compliance.	Clerk/Officer II		5-10 minutes

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
4	Pay corresponding fees at Window B, (cashier). Secure official receipt.	Issue official receipt (OR).	Cashier		10 minutes
	Filing fee for Change of First Name (CFN)			Php. 3,000.00	
	Filing fee for Correction of Clerical Error (CCE)			Php. 1,000.00	
	Filing fee for RA 10172			Php. 3,000.00	
	Miscellaneous fees			Php. 402.00	
	Service fee for Migrant CFN/RA 10172			Php. 3,000.00	
5	Submit official receipt (OR) with (2) two photocopies. Finalize Petition for typing.	Prepare Finalize Petition to Petitioner Print-out (2) two copies of the Petition	Clerk /Officer II		15-30 Minutes
	Submit self for administration of oath by CCR or Notary Public at Law Dept.	Administers oath	Notary Public or City Civil Registrar		10-15 Minutes

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
6		Post the petition for 10 days Upon Receipt of Affidavit of Publication types CCR Decision. Prepare letter to Denied Petitions. Publish Petition in Newspaper of General and National circulation for two consecutive weeks.	Clerk/Officer/ CCR/OCRG		5 days to 1.5 months
7		Upon Receipt of Affirmation, Issue Certificate of Finality, annotated documents and certified copy of Petition. Retrieve original petitions and documents, prepare the certificate of finality, Annotate original records. Reproduce complete Set of Petitions, annotated and unannotated documents.	Clerk/Officer II		5-10 days
8	Submit follow-up slip	Release processed petition and annotated document to client	Releasing Clerk		5-10 minutes

**SECURING CERTIFIED TRUE COPY (CTC) OF BIRTH,
MARRIAGE, DEATH AND FETAL CERTIFICATE
(Processing Time: Rush – 1 Hour; Scheduled/SECPA – 3 Days)**

Office/Department:

City Civil Registration Office (CCRO)
3/F, Makati City Hall Main Bldg.
J.P. Rizal St., Poblacion, Makati City

Contact Person (s):

Josephine Camata Copada
City Civil Registrar

Remedios M. Carreon
Registration Officer II - Archives & Data Management Division
Tel. no. 8895-5125/8870-1363

Requirements for Certified True Copy of Birth, Marriage, Death or Fetal Death Certificate:

1. Government Issued ID of the requesting party (the document owner, his or her parents, spouse or offspring of the document owner) pursuant to R.A 10173.
2. Authorization letter from the document owner if to be taken by his or her representative other than parent, spouse or offspring.

PROCESS:

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
1	Fill up a Request Form for Certified True Copy of Birth, Marriage, Death or Fetal Death Certificate.	Receive and review completeness of information provided in the Verification Request Form (VRF) Fill-up the Order of Payment for the VRF and instruct the client to pay necessary fees at the Miscellaneous Taxes and Fees Division and at the cashier of the Office of Provincial Statistician for the Security Paper (SECPA)	Frontline Clerk		5 minutes
2	Pay the Corresponding fees and secure an official receipt (OR) A. Pay at the Miscellaneous Taxes Division for scheduled or rush processing. - Certified True Copy - Photocopying Fee/copy - Legal Research Fund	Receive Payment and Issues Official Receipt	Cashier Window A (Birth), Window B (Marriage & Death) at Misc. and Taxes Division LGU Window (PSA-NCR IV Outlet)	Php. 100.00 for Scheduled and Php. 150.00 for Rush Process Php. 2.00 Php. 2.00	10-30 minutes

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
2 Cont..	B. Pay at the PSA Provincial Office for SECPA (PSA authenticated) request: - Certified Copy (COLB, COM, COD) - Photocopying Fee/copy - PSA Authentication	Receive Payment and Issues Official Receipt	PSA Cashier 5th flr. Carolena Corporate Bldg. Cardona St. Poblacion, Makati City	Php. 90.00 (LGU) Php. 2.00 (LGU) Php. 60.00 (PSA	30 minutes
3	Submit O.R. and Verification Request Form (VRF) to CRO Personnel Receive claim stub.	Receive the O.R. and assign a transaction number to the VRF. Issue claim stub to client	Frontline Clerk		2-3 minutes
4		Verifies record on E-Register and Civil Registry Computerized Retrieval System	Computer Operator		2-5 minutes
5		Retrieve original documents and submit for reproduction Stamp Certified True Copy the reproduced documents affix dry seal and signature	Searcher, Reproduction Machine Operator and Division Head		10-15 minutes for Rush Process; and up to 3 days for Scheduled Process/ SECPA
6	Present claim slip and acknowledge receipt of requested documents.	Release requested document/s to client	Releasing Clerk		2 minutes

REGISTRATION OF COURT DECREE AND LEGAL INSTRUMENT (CDLI)

Clients whose Birth, Marriage or Death Certificate have undergone judicial and/or administrative proceedings. Children eligible under RA 9255 and RA 9858 and legitimated children.

Office/Department:

City Civil Registration Office (CCRO)
3/F, Makati City Hall Main Bldg.
J.P. Rizal St., Poblacion, Makati City

Contact Person (s):

Josephine Camata Copada
City Civil Registrar

Federico P. Rodriguez
Registration Officer III - Miscellaneous Registration Division
Tel. No. 8895-5125/8870-1364

Requirements for Registration of CDLI:

Requirements must be original copy with two (2) photocopies.

Note: *Registration will be considered late for: Court Decree (CD) - If not filed within thirty (30) days after the issuance of finality.
Legal Instrument (LI) - If not filed within twenty (20) days from the time it was executed.*

- If executed outside of Makati but within the Philippines, must be endorsed by the Civil Registrar of the place where the party resides.
- If executed abroad with the Philippine Consular Official, must be registered at the Manila Civil Registry Office after authentication by the Department of Foreign Affairs (DFA). Except for RA 9255.

Submit Affidavit citing the reason for the late registration. For those cases by Representatives, submit authorization from Petitioners with the purpose specifically stated, pursuant to RA 10173 (Data Privacy Act) with photocopy of their valid IDs.

A. Acknowledgement by Parents/Admission of Paternity for an illegitimate child.

- i. *Civil Code* - Birth before August 3, 1988, both parents to acknowledge the illegitimate child (Article 185)
- ii. *Family Code* - August 3, 1988 to March 18, 2004.

Proof of filiation to be presented:

1. GSIS/SSS member's data records
2. Income Tax Return of the father
3. Member's Data Record of the father
4. Father's Insurance Record
5. Original copy of Report Card or Certified True Copy of School Record showing the father's signature
6. Statement of Assets, Liabilities and Net Worth (SALN)
7. Medical Record of the child with information and signature of Father.
 - Affidavit of Admission of Paternity to be registered at the Civil Registry Office where the child's birth was recorded.

RA 9255

- Affidavit of Admission of Paternity to be registered at the Civil Registry Office where the child's birth was recorded.
- For Father residing outside of the Philippines, Affidavit of Admission of Paternity must be executed and registered at nearest Philippine Foreign Service Post; and
- Together with Certificate of Registration to be submitted to Local Civil Registrar's Office where child was born.

B. Use of Surname of the Father by an illegitimate child of unmarried woman.

REPUBLIC ACT 9255 (for children born on 19 March 2004 onwards (Revised IRR effective Aug. 1, 2016) (4-6 weeks processing):

1. City Civil Registration Office (CCRO) and Philippine Statistics Authority (PSA) Certified True Copy of child's Birth Certificate.
2. Affidavit of Admission of Paternity executed by the father; Certificate of Registration issued by the Phil. Foreign Service Post and duly authenticated by the DFA (for AAP and AUSF executed abroad)
3. Affidavit to Use the Surname of the Father (AUSF), executed by the mother; or by child if aged 7-17 years old. attested by the mother; or by child. If of age; or by guardian, in the absence of the mother;
 - For Mother/child residing outside of the Philippines, Affidavit to Use Surname of Father must be executed and registered at nearest Philippine Foreign Service Post; and together with Certificate of Registration, to be submitted to Local Civil Registrar's Office where child was born.
4. Valid ID's of parents/child/guardian;

C. Requirements for legitimation by subsequent marriage/s:

1. City Civil Registration Office (CCRO) & Philippine Statistics Authority(PSA) Certified Copy of Birth Certificate.
2. Father's Affidavit of Admission of Paternity/ Acknowledgement, if not yet acknowledged.
3. Joint Affidavit of Legitimation executed by parents.

4. Certified Copy of Marriage Certificate, with copy of Annulment/ Divorce Decree (if with previous marriage/s) or Death Certificate, in case of deceased parent.
5. Certificate of No Record of Marriage (CENOMAR) for both parents

Note: *If a child was conceived and born from parents with previous existing marriage or when parents have legal impediments to marry, an Affidavit of Legitimation is not registrable.*

- Parents' appearance is a must to execute an Affidavit of Legitimation.
- IDs of parents' subject for verification.
- Notarial service fees will be charged to the applicant/s. Free if oath is administered by the Civil Registrar.

D. Requirements for Registration of Foundling (4 weeks processing):

1. Duly accomplished Certificate of Foundling (3 copies)
2. 2x2 picture of the child (3 pcs)
3. Affidavit of Finder citing the facts, circumstances and date when he was found, stating the child's condition.
4. Certified Copy of DSWD Secretary's Certificate of a Child Legally Available for Adoption and Child's Profile Form.

E. Requirements for Election of Citizenship/Repatriation - Administrative Proceedings

Requirements for Naturalization (30 days posting period, 6 weeks processing):

1. Affidavit of Election of Citizenship and Oath of Allegiance,
2. City Civil Registration Office (CCRO) and Philippine Statistics Authority (PSA) Birth Certificate
3. 2 X 2 picture with signature – 3 pcs.,
4. Marriage Contract of parents, and
5. Alien Certificate of Registration.

F. Requirements for Supplemental Report (4 weeks processing):

1. City Civil Registration Office (CCRO) and Philippine Statistics Authority (PSA) copy of the document,
2. At least three (3) supporting evidences showing the correct entry/ies omitted on the document

G. Requirements for Pre-Nuptial Agreement:

1. Proof/Certification when and where marriage will be held.
2. Duly notarized agreement of the would be couple (4 copies).
3. Authorization if submitted by representatives.
4. Valid ID's of couples and representatives.

H. Requirements for Re-appearance of Person declared Presumptively dead.

1. Sworn statement of the fact and circumstances of reappearance executed at the instance of an interested person.
2. Proof of residency of the parties to the subsequent marriage.
3. Copy of Notice given to spouses of the subsequent marriage.

COURT DECREE PROCESS:

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
1	Secure Checklist. Fill up application form and submit requirements. Secure Transaction number and follow - up slip	Assign Transaction Number and issue follow-up slip.	Frontline Clerk		5- 10 minutes
2	Secure letter of non-compliance if document is not acceptable.	Evaluate submitted evidence/s and recommend for the processing of registrable documents. Prepare draft letter of non-compliance	Clerk/Section Head		30-60 minutes
3	Follow - up to confirm payment	Verify authenticity and veracity of the document with RTC and/or LCRO	Officer II/ Section Head/Division Head/CCR		6 weeks (Court Decrees)
4	Follow - up to confirm payment	Inform client to pay. Prepare payment order	Clerk		2-3 minutes
5	Pay Official Receipt (OR).	Issue Payment Order / list of payment.	Cashier		10-15 minutes

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
5 Cont...	Pay Official Receipt (OR).	Processing Fee for:	Cashier		10-15 minutes
		Adoption		800.00	
		Annulment		1500.00	
		Presumptive Death		3000.00	
		Change of Name/Correction of Entry thru Court		500.00	
		Election of Citizenship/Naturalization		2000.00	
6	Submit OR with Photocopy for the Registration of Court Decree	Register Court Decree and/or Civil Documents	Registration Officer/CCR		3-5 days
7	After 6 weeks Present claim slip	Release registered Court Decree and annotated documents.	Frontline/Clerk		2-3 minutes

LEGAL INSTRUMENT PROCESS:

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
1	Secure Checklist. Submit requirements. Fill up application form. Log in the transaction Book	Assign Transaction Number and issue follow-up slip.	Frontline Clerk/ Registration Officer		2-3 minutes

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
2	Submit documents and drafted Legal Instrument for screening.	Evaluate submitted evidence/s and recommend for the processing of registrable documents. Prepare draft letter if non-compliant	Frontline Clerk/ Registration Officer	30-60 minutes	30-60 minutes
3	Finalize Legal Instrument	Secure finalized Legal Instrument and submit for evaluation and approval and Notarial Service or Administration of Oath	Frontline Clerk/ Registration Officer		60 minutes
4	Execute Oath before authorized Notary Public or City Civil Registrar	Administer Oath	City Civil Registrar/City Legal Officer		2-3 hours
5	Pay corresponding fees	Issue Payment Order / list of payment. Processing Fee for: Acknowledgment/ Admission of Paternity Processing Fee RA 9255 Use of Father's Last Name Legitimation Supplemental Report Pre-Nuptial Agreement	Cashier	670.00 670.00 670.00 602.00 3000.00	10-15 minutes

STEP #	Client / Taxpayer	Service Provider	Employer-in-Charge	Fees (per procedure)	Duration of Process
6	Submit Official Receipt (OR) with photocopy for authentication. Secure Follow-up slip and original OR.	Issue follow-up slip.	Frontline Clerk/ Registration Officer		5-10 minutes
7		Register Legal Instrument upon CCR's approval Annotate Original documents.	Clerk/Division Head/CCR		3-5 days 3-5 days
8	After 4 weeks Present claim slip	Release registered Legal Instrument and annotated documents.	Frontline Clerk		2-3 minutes

ISSUANCE OF MARRIAGE LICENSE
(Two (2) weeks Processing and ten (10) days Posting)

Office/Department:

City Civil Registration Office (CCRO)
3/F, Makati City Hall Main Bldg.
J.P. Rizal St., Poblacion, Makati City

Contact Person (s):

Josephine Camata Copada
City Civil Registrar

Charina C. Macadaeg

Administrative Assistant III - Marriage Licensing Section
Tel. No. 8895-5125/8870-1329

Requirements for Marriage License Application:

1. Certified Copy of Birth/ Baptismal Certificate (*bring original*);
2. Pre-Marriage Counseling Cert. (DSWD & MHD accredited counselor);
3. Parental Advice (21 yrs. – below 25 yrs. old);
4. Parental Consent (18 yrs. – below 21 yrs. old);
5. CENOMAR from Philippine Statistics Authority (PSA);
6. Divorce/ Annulment Decree, if divorced/ annulled;
7. Death Certificate, if widow/ widower;
8. Legal Capacity to Marry issued by Foreigner's Embassy;
9. Photocopy of Foreigner's Passport w/ recent arrival stamp;
10. Barangay Certification and Community Tax Certificates.
11. Photocopy of valid Identification Card

Note: Application for Marriage License (3 copies) must be accomplished in applicants' own handwriting. LEFT column for MALE and RIGHT column for FEMALE.

PROCESS:

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
1	Secure requirements/checklist and Payment Order for Pre-marriage Counselling and Marriage Licensing fee.	Provide list of requirements	Clerk		5 - 10 minutes
2	Pay the Following at the Miscellaneous	Issue Payment Order for Marriage Counseling and Marriage Licensing	Cashier		5 - 10 minutes
		Pre- Marriage Counseling Certificate		Php100.00	
		Marriage License Fee		Php100.00	
		Application for Marriage License Form		Php50.00	
		Filing Fee for Application for Marriage License		Php50.00	
3	Proceed to Makati Social Welfare Department (MSWD) (Pre-Marriage Counselling Division, 4th Floor) for seminar schedule. Attend scheduled Pre-Marriage Counseling and Family Planning Seminar at the assigned venue and Secure Pre-Marriage Counselling and Family Planning Certificate	Conduct Information Educational Campaign on the proper filling-up of Marriage License and on the importance.	DSWD and Family Planning Counselor		4-5 hours

STEP #	Client / Taxpayer	Service Provider	Employee-in-Charge	Fees (per procedure)	Duration of Process
4	Fill-up Application for Marriage License (AML) and submit the requirements and accomplished AML. Secure Transaction number and claim stub.	Check and evaluate submitted requirements.	Clerk/ Registration Officer		10 days 15 minutes
5	Appear before the City Civil Registrar(CCR) or City Legal Officer for Administration of Oath.	Administer Oath Register Marriage License 10 days of posting period	CCR/City Legal Officer		
6		Post Notice and register AML.	Clerk/ Registration Officer		10 days
7	Present Claim slip	Acknowledge receipt of Marriage License and all necessary documents. Release Marriage License to Applicant	Clerk		5 minutes

Source: City Civil Registration Office (CCRO)