

2. FOR REGISTRATION OF CIVIL DOCUMENTS

Timely registration of birth, marriage and death certificates.

Office or Division:	City Civil Registry Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public (must be personal or his duly authorized representative)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Duly accomplished birth, marriage and death forms. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request and presentation of duly accomplished birth, marriage or death certificates.	1. Verification of entries made on the civil document.		2 mins.	Adm. Aide III and/or AA IV
2. Waits for registration number to civil document presented.	2. Registration of the civil document and release of civil document.	None	5 mins.	Adm. Asst. I, Reg. Officer I & III
3. Accepts registered civil document and requests for certified true copy.	3. Name of requesting party is entered in the logbook for the day's transaction.		3 mins.	Adm. Aide III and/or IV

END OF TRANSACTION (Total Processing Time: 10 minutes)