

## 8. ISSUANCE OF CERTIFICATE OF FINALITY

Issuance of Certificate of Finality for the approved petitions for correction of clerical error, change of first name, correction of gender, birth date and birth month in their civil documents.

<b>Office or Division:</b>	City Civil Registry Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	General Public (must be personal or his duly authorized representative)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Copy of filed petitions.</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call CCRD after 2 to 3 months for follow up on filed petition re: RA 9048 and/or RA 10172.	1. If petition was approved by the PSA, preparation of Cert. of Finality is done. Issue order of payment		7 mins.	RO IV
2. Pay fee for Cert. of Finality.	2. Receipt of payment and issuance of receipt	P200.00	2 mins.	LTOO II (Treasury office)
3. Presents Official Receipt of payment made.	3. Release of Cert. of Finality duly signed by CCR.		1 min.	RO IV

**END OF TRANSACTION (Total Processing Time: 10 minutes after 2 to 3 months from PSA affirmation)**