

**1. SERVICE NAME: ISSUANCE OF CERTIFIED TRUE COPY OF BIRTH, MARRIAGE OR DEATH CERTIFICATE IN COMPLIANCE TO R.A. 10173 (DATA PRIVACY ACT OF 2012)**

City Civil Registry documents such as birth, marriage and death certificates may be availed by securing a certified transcript or photocopy from this department.

<b>Office or Division:</b>	Civil Registry Department			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	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>		
<p><b>For Birth and Marriage Certificate:</b></p> <ul style="list-style-type: none"> <li>• Filled out form</li> <li>• Government issued valid ID of the document's owner</li> <li>• In case of representative, authorization letter and valid ID of the document's owner and the representative</li> </ul> <p><b>For Death Certificate:</b></p> <ul style="list-style-type: none"> <li>• Filled out form</li> <li>• Document showing relationship to the deceased person and government issued valid ID</li> <li>• In the absence of the direct relative, affidavit of the nearest of kin and government issued valid ID</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. Request for a certified true copy of any civil documents (Birth, Marriage or Death Certificate).	1.1 Verify documents presented. 1.2 Search the availability of the civil document (computer or manual search). 1.3 Issue order of payment.		10 minutes	Administrative Aide
2. Pay the required fee at the Treasury Office.	2 Receive the payment and issue receipt.	50.00 per CTC	2 minutes	Collection Officer
3. Return to Civil Registry Office and present official receipt.	3.1 Prepare and certify the civil document.  3.2 Sign the civil document.		2 minutes	Admin Aide  Registration Officer

4. Receive the duly signed CTC of the civil document then sign the logbook.	4.1 Record transaction details in the logbook (Client's Name, Civil Document, Time, O.R. Number) 4.2 Release the civil document requested.		2 minutes	Administrative Aide
---	---	--	-----------	---------------------

**END OF TRANSACTION (Total Processing Time: 16 minutes)**