

## 5. REQUESTING ISSUANCE OF LATE REGISTRATION OF CIVIL DOCUMENTS

Delayed registration of civil documents.

<b>Office or Division:</b>	City Civil Registry Department			
<b>Classification:</b>	Simple, requires 10 days posting (required by the PSA)			
<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>		
<b>BIRTH:</b> <ul style="list-style-type: none"> <li>• Certificate of No Record from the PSA</li> <li>• Certificate of Birth</li> <li>• Certificate of Baptism</li> <li>• Parents' Certificate of Marriage</li> <li>• Certification from the Hospital/Midwife</li> <li>• School Records (Form 137-E)</li> <li>• Community Tax Certificate</li> <li>• Joint Affidavit of two disinterested parties,</li> <li>• Voters affidavit (Certified True Copy from COMELEC)</li> <li>• SSS/GSIS I.D.</li> </ul> <b>MARRIAGE:</b> <ul style="list-style-type: none"> <li>• Certificate of No Record</li> <li>• Certification from the Church</li> <li>• Affidavit of Solemnizing Officer</li> <li>• Affidavit of couples for late registration</li> <li>• Birth Certificate</li> <li>• Marriage License</li> <li>• Marriage Certificate copy (not registered)</li> </ul> <b>DEATH:</b> <ul style="list-style-type: none"> <li>• Certification of NO Record</li> <li>• Unregistered Death Certificate</li> <li>• Certification from the funeral who rendered burial service</li> <li>• Certification from in-charge of cemetery where deceased was buried</li> <li>• ID of deceased</li> <li>• ID of embalmer who signed the DC</li> <li>• ID of physician who signed the DC</li> <li>• ID of the person who prepared the DC</li> <li>• Affidavit of two (2) disinterested persons &amp; their IDs</li> </ul>		Philippine Statistics Authority  Barangay  Philippine Statistics Authority  Philippine Statistics Authority Local Civil Registry  Philippine Statistics Authority		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request & presentation of requirements.	1.1 Verification of requirements 1.2 Order of Payment is issue		3 min.	Adm. Aide IV and/or III

	2. Encode late registration of civil document & personal copy is given without registry number.		2 mins.	Adm. Asst. I and/or Adm. Aide IV
3. Payment of Fees	3. Receipt of Payment and Issuance of Receipt	P200.00	5 mins.	Cashier (City Treasury)
4. Presentation of Official Receipt	4. Client is briefed that late registration is subject to 10 day posting prior to release		1 min	Adm. Aide IV
	5. Posting of petition for late registration		10 days	Admin Asst
6. Presentation of receipt and receipt of late registered civil document	6. The OR number, amount paid and name of requesting party is entered in the logbook for the day's transaction. Release of Civil document		2 mins.	Adm. Asst. I and/or Adm. Aide IV

**END OF TRANSACTION (Total Processing Time: 13 minutes, subject to 10 days posting)**