

# CIVIL REGISTRY SERVICES

## BREQS – BATCH REQUEST ENTRY SYSTEM

### ABOUT THE SERVICE

BREQS is a scheme where NSO authorizes a partner to receive request for NSO-issued copies and certification of civil registry documents from the public and issue the documents to clientele. The Municipality of Duero thru the MCR Office is the authorized partner and is known as the BREQS User.

#### Documents that can be applied thru the MCR Office:

- √ Copies of birth, death and marriage
- √ Copies of annotated or endorsed documents provided
- √ Copies of said documents have already been issued by NSO previously
- √ Certificates of No Record of Marriage (singleness)

#### FEES

- √ CCE – P 1,000.00 (P 500.00 service fee for migrant petitioner)

√ CENOMAR – P 395.00 (P 195.00 – NSO)

**☑ HOW TO AVAIL OF THE SERVICE**

<b>Follow These Steps</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Filling up the application form</b>  Client files an application form for his/her Requested documents	It depends on the client	
<b>2. Evaluation</b>  Screening for the completeness of the filled up application form	5 minutes	<b>ALFREDO S. NALUGON</b> Admin. Aide VI
<b>3. Payment of fees</b>  Clients are advise to proceed to MTO for payment of required fees	15 minutes	MTO Collection Officer
<b>4. Record and Accept Payment for NSO fees</b>  Client presents the receipt to LCR Clerk for recording in the Logbook	5 minutes	<b>ALFREDO S. NALUGON</b>

Client pays the required amount to NSO fees		Admin Aide VI
<b>5. Schedule of Release</b>		
The client is advice to comeback from 2-3 weeks for birth and 4 weeks for CENOMAR	5 minutes	

# REGISTRATION OF BIRTH

## ABOUT THE SERVICE

The birth of a child shall be registered within thirty (30) days from the time of birth in the Civil Registrar of the municipality where the birth occurred.

### REQUIREMENTS:

- √ Certificate of Live Birth
- √ Presence of attendant at birth for his/her signature

### FEES

- √ Registration Fee – P 20.00
- √ If Certified Indigent no fees will be collected but certification from the MSWDO is required

 **HOW TO AVAIL OF THE SERVICE**

<b>Follow These Steps</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<p><b>1. Presentation and Examination of Certificate of Live Birth</b></p> <p>Present certificate of live birth for registration</p> <p>Wait while the in-charge examines the document, whether it is submitted on time/delayed and the entries are properly filled-up</p>	5 minutes	<b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar
<p><b>2. Payment of Fees</b></p> <p>Clients are advised to proceed to the MTO for payment of the required fees</p> <p>Present to MTO Collection Officer note from LCR for payment</p>	15 minutes	MTO Collection Officer

<p><b>3. Presentation of Receipt for record in the Logbook</b></p> <p>Clients are advise to proceed to MTO for payment of required fees</p>	<p>5 minutes</p>	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p> <p><b>ALFREDO S. NALUGON</b> Admin. Aide VI</p>
<p><b>4. Review, Approval and Release of Documents to the Client</b></p> <p>LCR will re-examine the document, sign the same and releases the owner's copy</p>	<p>10 minutes</p>	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>
<p><b>5. Registration of documents</b></p>	<p>5 minutes</p>	<p><b>ALFREDO S. NALUGON</b> Admin Aide VI</p>

## **REGISTRATION OF MARRIAGE**

### **ABOUT THE SERVICE**

The submission of the certificate of marriage is within fifteen (15) days following the solemnization of marriage except from marriage exempt from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

## REQUIREMENT

√ Marriage Certificate

### HOW TO AVAIL OF THE SERVICE

<b>Follow These Steps</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<p><b>1. Presentation and Examination of Certificate of Marriage</b></p> <p>Present certificate of marriage for registration</p> <p>Wait while the in-charge examines the document, whether it is submitted on time/delayed and the entries are properly filled-up and signed by the Solemnizing Officer.</p>	10 minutes	<b>ALFREDO S. NALUGON</b> Admin. Aide VI

<p><b>2. Review, Approval and Release of Documents to Client</b></p> <p>LCR will re-examine the document, sign the same and releases the owner's copy.</p>	<p>10 minutes</p>	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>
<p><b>3. Registration of Documents</b></p> <p>Admin assistant registers the office file in the Registry Logbook of Marriage and file the same</p>	<p>5 minutes</p>	<p><b>ALFREDO S. NALUGON</b> Admin. Aide VI</p>

## **REGISTRATION OF APPLICATION FOR MARRIAGE LICENSE**

### **ABOUT THE SERVICE**

Where a Marriage License is required, each contracting parties shall file separate sworn application for such license with proper local civil registrar of the place where either or both of the contracting parties reside.

The Local Civil Registrar concerned shall enter all applications for marriage license filed with him in a registry book strictly in order in which the same are received.

When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

## **REQUIREMENT**

- √ At least 18 years of age and above
- √ For applicants between the age 18-21 parental consent is needed
- √ Marriage Counseling Certificate for Applicants below 25 and Family Planning
- √ Family Planning Certificate for age 25 and below
- √ Birth Certificate from NSO
- √ CENOMAR
- √ For previously married, the applicant shall be required to furnish, instead of birth, the death certificate of the deceased spouse or the judicial decree of annulment or declaration of nullity of his or her previous marriage
- √ For a contracting party who is a citizen of a foreign country, a certificate of legal capacity to contract marriage issued by the respective diplomatic or consular officials

## **FEES**

### Application for Marriage License

- |                              |   |        |
|------------------------------|---|--------|
| √ Application for Marriage   | - | 300.00 |
| √ Marriage License Fee       | - | 50.00  |
| √ Marriage Solemnization Fee | - | 200.00 |

√ House Registration	-	15.00
√ Slaughter Fee	-	8.00
√ Birth Certificate	-	50.00

**☑ HOW TO AVAIL OF THE SERVICE**

<b>Follow These Steps</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<p><b>1. Presentation and Examination of all requirements</b></p> <p>Present the required supporting documents</p> <p>In-charge examines the submitted documents</p>	10 minutes	<p><b>ALFREDO S. NALUGON</b> Admin Aide VI</p>
<p><b>2. Preparation of Application Form</b></p> <p>In-charge types the application form for marriage license</p> <p>Client is advised to review and check the information on the prepared application by the in-</p>	20 minutes	

<p>charge</p> <p>Applicants and parents will sign the application and consent/advice</p>		
<p><b>3. Payment of Necessary Fees</b></p> <p>Clients are advised to proceed to the MTO for payment of the required fees</p> <p>Present to MTO collection officer the note from LCR for payment</p>	<p>15 minutes</p>	<p>MTO Collection Officers</p>
<p><b>4. Recording of Receipt in the Logbook</b></p> <p>Presentation of Receipt for recording in the Logbook</p> <p>Admin Assistant hands on the documents to the client</p>	<p>5 minutes</p>	<p><b>MCR Clerk</b></p> <p><b>ALFREDO S. NALUGON</b> Admin Aide VI</p> <p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>
<p><b>5. Review, Subscribes and releasing of Documents</b></p>	<p>20 minutes</p>	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>
<p><b>6. Issuance of Marriage License (after 10 days of posting)</b></p> <p>LCR prepares, signs and releases the license</p>	<p>10 minutes</p>	

# REGISTRATION OF DEATH

## ABOUT THE SERVICE

Registration shall be made in the Office of the Municipal Civil Registrar of the municipality where the death occurred within 30 days from the time of death.

## REQUIREMENTS

- √ Certificate of Death

## FEES

- √ Registration Fee – P 20.00
- √ If Certified Indigent no fees will be collected but certification from the MSWDO is required.

## ☑ HOW TO AVAIL OF THE SERVICE

<p align="center"><b>Follow These Steps</b></p>	<p align="center"><b>IT WILL TAKE You</b></p>	<p align="center"><b>PLEASE APPROACH</b></p>
<p><b>1. Presentation and Examination of Certificate of Death</b></p> <p>Present certificate of death for registration</p> <p>Wait while the in-charge examines the document, whether it is submitted on time/delayed and the entries are properly filled-up and signed by the attending physician and if embalmed, duly signed by the embalmer</p>	<p>10 minutes</p>	<p align="center"><b>ALFREDO S. NALUGON</b> Admin Aide VI</p>
<p><b>2. Payment of Fees</b></p> <p>Clients are advised to proceed to the MTO for payment of the required fees</p> <p>Present to MTO Collection Officer note from LCR for payment</p>	<p>15 minutes</p>	<p>MTO Collection Officers</p>

<p><b>3.Presentation of Receipt for recording in the Logbook</b> Client presents the receipt to LCR Clerk for recording in the Logbook</p>		<p><b>ALFREDO S. NALUGON</b> Admin. Aide VI</p>
<p><b>4. Review, Approval and Release of Documents to Client</b>  LCR will re-examine the document, sign the same and releases the owner's copy</p>	<p>10 minutes</p>	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>
<p><b>5. Registration of Documents</b>  Admin. Assistant registers the office file in the Registry Logbook.</p>	<p>5 minutes</p>	<p><b>ALFREDO S. NALUGON</b> Admin Aide VI</p>

## ISSUANCE OF CERTIFICATIONS OF ALL VITAL EVENTS

### ABOUT THE SERVICE

Civil registry documents such as birth, marriage and death certificates may be availed of by securing a certified transcript or photocopy from the office.

The mode of issuance of such documents may also be done in Security Paper (SECPA). A Security Paper is a marked short size (8x11 ½) paper that is being printed only by the Bangko Sentral ng Pilipinas for official use of the National Statistics Office (NSO) in photocopying or printing registry documents. Foreign embassies require the submission of Security Papers by Visa applicants.

## FEES

√ Certification Fee - P 50.00

## ☑ HOW TO AVAIL OF THE SERVICE

<b>Follow These Steps</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Request</b>  The client will request the in-charge for certification of the requested document	2 minutes	<b>ALFREDO S. NALUGON</b> Admin Aide VI
<b>2. Verification</b>  Client waits; searched of requested document is	15 minutes	

<p>verified as to availability of records. (If record is not available in the computer, the record will be searched manually.</p>		
<p><b>3. Payment of Necessary Fees</b></p> <p>If record is available, in-charge issues a note of payment and instructs the client to pay at the MTO of the required fees</p>	5 minutes	<b>MTO Collection officers</b>
<p><b>4. Recording of Receipt in the Logbook</b></p> <p>Presentation of Receipt for recording in the Logbook</p>	5 minutes	<b>ALFREDO S. NALUGON</b> Admin Aide VI
<p><b>5. Preparation of Requested Civil Registry Documents</b></p> <p>In-charge prepares the certification as requested</p>	10 minutes	
<p><b>6. Reviewing, signing and Releasing of Certifications</b></p> <p>LCR checks/reviews the correctness of the entries in the prepared certification, then signs the documents</p> <p>Clients claim the requested certification</p>	10 minutes	<b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar

## **R.A. 9048 FILING PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERROR/S (CCE)**

### **ABOUT THE SERVICE**

An act authorizing the city or municipal civil registrar or the consul general to correct a clerical or topographical error in an entry or change of first name in the Civil Register without the need of a judicial order.

### **FEES**

√ CCE - P 1,000.00  
√ CFN - 3,000.00

### **HOW TO AVAIL OF THE SERVICE**

<p style="text-align: center;"><b>Follow These Steps</b></p>	<p style="text-align: center;"><b>IT WILL TAKE You</b></p>	<p style="text-align: center;"><b>PLEASE APPROACH</b></p>
<p><b>1. Presentation of Problem document</b></p> <p>Present his/her problem document</p> <p>In-charge examines the submitted supporting documents</p>	<p><b>2 minutes</b></p>	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>
<p><b>2. Remedies</b></p> <p>Petitioner is advised to submit the supporting documents before filing a petition</p> <p>In-charge hands over a list of supporting documents being required in filing the petition</p>	<p><b>10 minutes</b></p>	<p><b>ALFREDO S. NALUGON</b> Admin Aide VI</p>
<p><b>3. Submission of Requirements</b></p> <p>Petitioner submits all the listed supporting documents to the in-charge</p> <p>In-charge examines if the documents are</p>	<p><b>5 minutes</b></p>	<p><b>ALFREDO S. NALUGON</b> Admin. Aide VI</p>

authentic, compete and duly certified		
<p><b>4. Payment of Fees</b></p> <p>Petitioner is advised to pay the appropriate filing fee in the MTO</p>	15 minutes	MTO Collection Officers
<p><b>5. Recording of Receipt in Logbook</b></p> <p>Presentation of receipt for recording in the Logbook</p> <p>Client present the receipt to LCR Clerk for recording in the Logbook</p>	5 minutes	<p>MCR Clerk</p> <p><b>ALFREDO S. NALUGON</b> Admin. Aide VI</p>
<p><b>6. Preparation of Petition</b></p> <p>Petitioner is advised to wait while his petition is being prepared by the in-charge</p> <p>Petitioner signed the petition and take it together</p>	20 minutes	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>

<p>with the supporting documents to MCR for signature</p> <p>In-charge prepares the petition then ask petitioner to sign his petition</p>		
<p><b>7. Subscribes the Petition</b></p> <p>LCR Reviews the petition and take it to mayor's for subscription</p>	2 working days	<p><b>HON.CONRADA C. AMPARO</b> Municipal Mayor</p>
<p><b>8. Posting and Publication, Posting for Clerical Error and Publication for CFN</b></p>	2 weeks for CFN and 10 days for CCE	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>
<p><b>9. Decision</b></p> <p>LCR make her decision regarding the petition</p>	5 working days after posting	
<p><b>10. Submission of Decision to NSO</b></p> <p>The petition after the approval of the LCR is submitted to NSO Manila legal office for affirmation. Petitioner is advice to call back or follow up His petition after two (2) months</p>	15 minutes	

## **DELAYED REGISTRATION OF CIVIL REGISTRY RECORDS**

### **ABOUT THE SERVICE**

Delayed registration of birth, marriage, death and court decrees – like ordinary registration made at the time of event-shall be filed at the office of the Civil Registrar of the place where the event occurred, following the lapse of the reglamentary period to register.

### **REQUIREMENT**

- √ Negative Certification from NSO
- √ Affidavit of two disinterested persons
- √ Barangay Certification
- √ Baptismal/School Record/Comelec Voter's Registration Record

### **FEES**

- √ Delayed Registration - P 350.00

## **☑ HOW TO AVAIL OF THE SERVICE**

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<p><b>1. Presentation of Documents</b></p> <p>Present document for delayed registration</p> <p>In-charge verifies the NSO negative if the record is available from the archive</p>	<p>5 minutes</p>	<p><b>ALFREDO S. NALUGON</b> Admin Aide VI</p>
<p><b>2. Payment of Fees</b></p> <p>Client is advised to proceed to the MTO for payment of the required fees</p> <p>Present MTO collection officer a note from LCR for payment</p>	<p>15 minutes</p>	<p><b>MTO Collection Officers</b></p>
<p><b>3. Review, Approval and Release of Document</b></p> <p>LCR reviews the prepared delayed registration and signs the same</p> <p>LCR releases the owner's copy of the</p>	<p>15 minutes</p>	<p><b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar</p>

certification requested		
<b>4. Registration of Documents</b>		
Admn Assistant registers the office file in the Registry Logbook and file the same	10 minutes	<b>ALFREDO S. NALUGON</b> Admin. Aide VI

## LEGITIMATION

### ABOUT THE SERVICE

As a general rule, all legal instruments shall be registered in the civil registry of the place where they were executed except the following:

- √ Affidavit of Reappearance – where the parties to the subsequent marriage are residing;
- √ Marriage Settlement – where the marriage was recorded
- √ Admission of Paternity; and

√ Acknowledgement; Legitimation; Voluntary Emancipation of Minor; Paternal Authorization or ratification of Artificial Insemination – where the birth of the child was recorded

**REQUIREMENT**

- √ CENOMAR of both parents
- √ Marriage Contract of parents
- √ Birth Certificate of child
- √ Joint Affidavit of parents
- √ Affidavit of Acknowledgement of Paternity
- √ Legitimation Fee

**FEES**

√ Legitimation Fee - P 100.00

 **HOW TO AVAIL OF THE SERVICE**

<b>Follow These Steps</b>	<b>IT WILL TAKE You</b>	<b>PLEASE APPROACH</b>
<b>1. Presentation and Examination of Documents</b> Submit requirements for legitimation	5 minutes	<b>ALFREDO S. NALUGON</b> Admin. Aide VI

In-charge examines the documents submitted		
<b>2. Payment of Fees</b>  Client is advised to proceed to the MTO for payment of the required fees  Present MTO collection officer a note from LCR for payment	15 minutes	<b>MTO Collection Officers</b>
<b>3. Presentation of Receipt for recording in the Logbook</b>  Client presents the receipt to the LCR Clerk for recording in the Logbook	5 minutes	<b>MCR Clerk</b>  <b>ALFREDO S. NALUGON</b> Admin. Aide VI
<b>4. Annotation and Release</b>  LCR makes annotation and release the document to the owner	10 minutes	<b>CECILIA M. ACAYLAR</b> Municipal Civil Registrar