

# **LATE REGISTRATION OF CIVIL REGISTRY DOCUMENTS**

## **(Birth, Marriage & Death)**

### **Schedule of Availability of Service:**

Monday –Friday, 8:00 am to 5:00 pm. without noon break

### **Who May Avail of the Service:**

The place of the occurrence is the place of registration, so, all individual born, married and died within the territorial jurisdiction of San Rafael shall be register in the Office of the Civil Registrar of San Rafael, Bulacan

### **What are the requirements:**

#### **FOR BIRTH**

1. Four (4) Copies of Duly Accomplished Municipal Form 102
2. Marriage Contract of Parents (if applicable) Birth only
3. Negative Record from PSA
4. Any two of the following documents:
  - a. Baptismal/ Handog or Dedication Certificate
  - b. School records
  - c. Medical records
  - d. Voter's certification
  - e. Philhealth MDR
  - f .SSS Membership Record
  - g . Punong Barangay Certification (for 0-3 yrs. old.)
5. Affidavit of Two Dis-interested Person

#### **FOR MARRIAGE**

1. Four (4) Copies of Duly Accomplished Municipal Form 97
2. Negative Record from PSA
3. Affidavit of Two Dis-interested Person

#### **FOR DEATH**

1. Four (4) Copies of Duly Accomplished Municipal Form 103
2. Negative Record from PSA
3. Affidavit of Two Dis-interested Person
4. Certificate of Interment from cemetery or funeral parlor

### **Duration:**

10 minutes (documents subject to 10 days posting)

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
1	Proceed to the Municipal Civil Registry Office and present requirements	Receive, Evaluate and verify requirements Issue order of payment	3 minutes	All Municipal Civil Registry Office Staff	None	Certificate of Live Birth, Certificate of Marriage, Certificate of Death
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (OR)	5 minutes	Revenue Collection Clerk II	P100.00	Accountable Form No. 51/Official Receipt
3	Subscribe and Sworn Affidavit of Late Registration	Administer Oath ( if applicable)	1 minute	Municipal Civil Registrar	None	
4	Get claim stub	Issue claim stub	1 minute	All Municipal Civil Registry Office Staff	None	
<b>END OF TRANSACTION</b>						

# **TIMELY REGISTRATION OF CIVIL REGISTRY DOCUMENTS**

## **(Birth, Marriage & Death)**

### **Schedule of Availability of Service:**

Monday-Friday 8:00 am to 5:00 pm. without noon break

### **Who May Avail of the Service:**

The place of the occurrence is the place of registration, so, all individual born, married and died within the territorial jurisdiction of San Rafael shall be register in the Office of the Civil Registrar of San Rafael, Bulacan

### **What are the requirements:**

- 1) Four (4) Copies of Duly Accomplished Municipal Form 102/97/103
- 2) Marriage Contract of parents (if applicable) BIRTH ONLY

### **Duration:**

11 minutes

### **How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
1	Proceed to the Municipal Civil Registry Office and present complete requirements	Receive, Evaluate and Verify submitted requirements Issue Order of Payment	3 minutes	All Municipal Civil Registry Office Staff	None	Certificate of Live Birth, Certificate of Marriage, Certificate of Death
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II		Accountable Form No. 51/Official Receipt
3	Affix signature	Administer Oath (if applicable)	1 minute	Municipal Civil Registrar	None	
4		Register and Assign registry number	1 minute	Municipal Civil Registrar	None	
5	Claim the registered civil registry document	Release the registered civil registry	1 minute	All Municipal Civil Registry Office Staff	None	Certificate of Live Birth, Certificate of Marriage, Certificate of Death
<b>END OF TRANSACTION</b>						

# **APPLICATION FOR MARRIAGE LICENSE**

## **Schedule of Availability of Service:**

Monday to Friday, 8:00 am to 5:00 pm. without noon break

## **Who May Avail of the Service:**

Resident of this Municipality can apply for marriage license which shall be issued upon the lapse of ten (10) days following the submission of all the requirements for application.

## **What are the requirements:**

1. Four (4) copies of Municipal Form 90
2. Birth Certificate
3. CENOMAR (Certificate of No Marriage Record)
4. Pre- Marriage Counseling (PMC) – if applicable
5. Certificate of Legal Capacity ( if foreigner)
6. Certificate of Death ( if widow/er)
7. Divorce or Court Order/ Decree (if applicable)

## **Duration:**

18 minutes

## **How to Avail of the Service:**

<b>STEP</b>	<b>APPLICANT/ CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>PROCESSING TIME (Under normal circumstances)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORMS</b>
1	Proceed to the Municipal Civil Registry Office and present complete requirements	Receive and Evaluate submitted documents Issue order of payment	2 minutes	All Municipal Civil Registry Office Staff	None	Order Payment Form
2	Pay at the Treasurer's Office	Process payment and Issue Official Receipt (OR)	5 minutes	Revenue Collection Clerk II	P150.00	Accountable Form No. 51/Official Receipt
3	Return to the Municipal Registry Office Present OR	Prepare Application for Marriage License (AML)	5 minutes	All Municipal Civil Registry Office Staff	None	Application for Marriage License, parents consent, sworn statement that advice had been asked upon intended marriage
4	Verify the entries and Affix signatures	Interview applicants and Administer Oath	5 minutes	Municipal Civil Registrar	None	
5	Get claim stub	Issue claim stub	1 minute	All Municipal Civil Registry Office Staff	None	

## ISSUANCE OF TRANSCRIPTION CERTIFICATE OF BIRTH, MARRIAGE & DEATH

**Schedule of Availability of Service:**

Monday-Friday, 8:00 am to 5:00 pm. without noon break

**Who May Avail of the Service:**

A transcription certificate of marriage and death can be issued to any interested party. While, in the issuance of birth transcription, the document owner, his/her parents or husband/ wife or any party authorized by the owner can avail of it.

**What are the requirements:**

**BIRTH**

1. Valid ID ( for owner/parent)
2. Authorization letter ( authorized claimant)

There is no required document for the request of marriage and death transcriptions

**Duration:**

9 minutes

**How to avail of the Service:**

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME <small>(Under Normal Circumstances)</small>	PERSON IN CHARGE	FEES	FORM
1	Proceed to the Municipal Civil Registry Office and present complete requirements (for Birth) Get and Fill-up request slip	Verify, search and retrieve document Issue order of payment	3 minutes	All Municipal Civil Registry Office Staff	None	Certificate of Live Birth, Certificate of Marriage, Certificate of Death
2	Pay at the Treasurer's Office	Accept payment and Issue Official Receipt (OR)	5 minutes	Revenue Collection Clerk II	P50.00	Accountable Form No. 51/Official Receipt
3	Return to the Municipal Civil Registry Office Present OR and receive the document	Check OR and release the transcription certificate	1 minute	All Municipal Civil Registry Office Staff	None	

**END OF TRANSACTION**