



Civil Registry Services
Office of the City Civil Registrar



1. Registration of Live Birth, Death and Marriage

Live Birth, Death and Marriage should be registered within the 30-day reglementary period.

Hospital administrators are responsible for the registration of live births or deaths in their hospital.

Registration of marriages is the responsibility of the church, the court or authority that solemnized the marriage.

A foundling is an abandoned infant or child with unknown parents, guardians, relatives with unknown facts of birth and parentage if found in Laoag City and must be registered within the 30-day reglementary period from the date the child is found.

Office or Division:	Office of the City Civil Registrar	
Classification:	Simple	
Type of Transactions:	G2C – Government to Citizen	
Who may avail:	All for live birth, death and marriage Only DSWD authorized social worker for Foundling	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none"> ➤ For Registration of Birth <ul style="list-style-type: none"> * Certificate of Live Birth Form 102 (if born at the hospital) * Certificate of marriage of parents of new born baby (if applicable) ➤ For Registration of Death <ul style="list-style-type: none"> * Cert. of Death Form 103 (if died at the hospital/clinic) * Barangay Chairman's Certification (if died at home) * Certificate of Fetal Death Form 103A (if died at the Hospital) ➤ For Registration of Marriage <ul style="list-style-type: none"> Certificate of Marriage Form 97 	<ul style="list-style-type: none"> Hospital where the child was born Local Civil Registrar Hospital/Clinic died Barangay Chairman Hospital Local Civil Registrar 	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ For Registration of Foundling * Certified True Copy of certification issued by the Secretary of DSWD stating that the child was legally available for adoption *Certified true copy of child profile issued by DSWD		Department of Social Welfare and Development Department of Social Welfare and Development		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document	1. Receives and evaluates the document if properly filled out.	None	1 minute	City Civil Registrar staff
TOTAL:			1 minute	

2. Late Registration of Birth, Death or Marriage or Any Civil Registration Document

Late registration applies to events (birth, death, marriage, court decrees) that are not yet registered after the 30-day reglementary period (after the occurrence of the event)

It also accommodates the registration of events (birth, death, marriage) when the record of these are not found in the civil registry books or in the records of the Philippine Statistics Authority (PSA).



Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Those without records at the PSA and Civil Registry Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Birth <ul style="list-style-type: none"> ➤ Certificate of Live Birth Form 102 ➤ Negative Certification of Birth ➤ Affidavit of two disinterested persons ➤ Documentary evidences (baptismal/Islam certificate, baby's record, school record, voter's certification, etc. ➤ Valid identification card ➤ Marriage Certificate (if married) 	Local Civil Registrar Philippine Statistics Authority Notary Public Church, school, COMELEC, hospital/clinic Employer, Government Agency Local Civil Registrar, PSA
Death <ul style="list-style-type: none"> ➤ Certificate of Death Form 103 ➤ Negative Certification of Death ➤ Affidavit of two disinterested persons ➤ Proof of Death 	Local Civil Registrar Philippine Statistics Authority (PSA) Notary Public Hospital/Clinic
Marriage <ul style="list-style-type: none"> ➤ Marriage Certificate/Municipal Form 97 ➤ Certificate of No Marriage ➤ Affidavit of two disinterested persons ➤ Affidavit of Late Registration by registrant 	Philippine Statistics Authority Notary Public Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Receives and evaluates the document interviews the client	None	10 minutes	Staff in-charge for late registration



3. Application for Marriage License

This service applies to all would-be couples who intend to get married, except for live-in partners of 5 years or more who wish to marry (Art. 34 of the Family Code of the Philippines).

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Would-be couples who intend to get married One of the contracting parties must be a bona fide resident of the city.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Certificate of No Marriage (CENOMAR) ➤ Birth Certificate ➤ CTC/Cedula ➤ Certificate of Pre-Marriage Counseling ➤ Certificate of tree planting (2 seedlings) ➤ 2 pictures of the actual tree planting ➤ Identification/Advice Forms to be signed by parents ➤ Capacity to Marry from Embassy Concerned – if one party is a foreigner 		Philippine Statistics Authority Local Civil Registrar, PSA Office of the City Treasurer PMOC Barangay Chairman Applicant Embassy		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Receives and evaluates the documents	None	3minutes	Staff in-charge for Application for Marriage License
2. Fill out the information sheet	2. Assists the client	None	3 minutes	Staff in-charge for Application for Marriage License
3. Submit the duly accomplished information sheet	3. Receives and reviews the information sheet if properly accomplished	None	3 minutes	Staff in-charge for Application for Marriage License



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay the required fee at the Office of the City Treasurer	4. Accept payment 4.1 Issue Official Receipt	100.00	2 minutes	Revenue Collection Clerk
5. Presents the Official Receipt	3. Check Official Receipt 3.1 Records the O.R. No. and processes the marriage license (Note: a notice of posting is required before the document is registered.)	None	10 minutes	Staff in-charge for Application for Marriage License
6. Sign the application for marriage license and the parents signs the Consent/ Advice (if contracting parties are below 25 years old)	6. Witnesses the signing of the application for Marriage License and the Parental Consent/Advice (if needed) and subscribes the said documents. 6.1 Signs and registers the Marriage License after the 10-day posting period.	None	3 minutes 3 minutes	City Civil Registrar or the Officer-in-Charge City Civil Registrar or the Officer-in-Charge
7. Receives the Marriage License	4. Issues the marriage license	None	1 minute	Staff in-charge for late registration
TOTAL:		100.00	28 minutes	



4. Out of Town Registration/Reporting

Out-of-Town Registration/Reporting applies to residents of Laoag City whose vital events (birth, death, marriage) took place outside the City but are not indicated in the Registry of Books of that place or in the records of PSA.

Office or Division:	Office of the City Civil Registrar	
Classification:	Simple	
Type of Transactions:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Birth</p> <ul style="list-style-type: none"> ➤ Certificate of Live Birth Form 102 ➤ Negative Certification of Birth ➤ Affidavit of two disinterested persons ➤ Documentary evidences (baptismal/Islam certificate, baby's record, school record, voter's certification, etc. ➤ Valid identification card ➤ Marriage Certificate (if married) <p>Death</p> <ul style="list-style-type: none"> ➤ Certificate of Death Form 103 ➤ Negative Certification of Death ➤ Affidavit of two disinterested persons ➤ Proof of Death <p>Marriage</p> <ul style="list-style-type: none"> ➤ Marriage Certificate/Municipal Form 97 ➤ Certificate of No Marriage ➤ Affidavit of two disinterested persons ➤ Affidavit of Late Registration by registrant 	<p>Local Civil Registrar Philippine Statistics Authority Notary Public</p> <p>Church, school, COMELEC, hospital/clinic</p> <p>Employer, Government Agency Local Civil Registrar, PSA</p> <p>Local Civil Registrar Philippine Statistics Authority (PSA) Notary Public</p> <p>Hospital/Clinic</p> <p>Philippine Statistics Authority</p> <p>Notary Public Notary Public</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Receives and evaluates the document interviews the client	None	3 minutes	Staff in-charge for Out-of-Town Reporting
2. Signs the affidavit of Delayed Registration at the back of the document	2. Processes the document (Note: a 10-day notice of posting is required before the document is forwarded to the Civil Registry Office where the event took place)	None	10 minutes	Staff in-charge for Out-of-Town Reporting
	2.1 Signs the documents for registration/reporting and forwards the same to the Civil Registry Office where the event took place.	none	3 minutes	City Civil Registrar or the Officer-in-Charge
2. Awaits advice through phone call	3. Informs the client as soon as document is received.	None	5 minutes	Staff in-charge for Out-of-Town Reporting
3. Receives the document	4. Issues the document	None	5 minutes	Staff in-charge for Out-of-Town Reporting
TOTAL:			26 minutes	



5. Registration of Legal Instruments

Legal Instruments are documents (Affidavit of Acknowledgement, Affidavit of Legitimation and Affidavit to Use Surname of the Father under RA 9255) that are required to update the birth record of the registrant.

- An Affidavit of Acknowledgement is required if the natural father of an illegitimate child decides to have his name indicated in the Certification of Live Birth of his child.
- An Affidavit of Legitimation is executed by the married couple in order for their child to be legitimated.
- An Affidavit to Use Surname of the Father (AUSF) under RA 9255 is required if the mother allows the child to bear the surname of his father.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Affidavit of document to be registered ➤ Birth Certificate of the person concerned in the affidavit 		Notary Public Local Civil Registrar, PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1. Receives and evaluates the document	None	3 minutes	City Civil Registrar Staff



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the required fee at the Office of the City Treasurer	2. Accept payment 2.1 Issue Official Receipt	Acknowledgment 300.00 Legitimation- 150.00 AUSF – 360.00 Admission/denial of Paternity – 300.00 Oath of allegiance of naturalized Fil Citizen – 300.00	2 minutes	Revenue Collection Clerk
3. Submit the Official Receipt (OR)	3. Receives the OR and processes the document	None	10 minutes	City Civil Registrar Staff
	3.1 Signs and register the document		3 minutes	City Civil Registrar or the Officer-in-Charge
4. Receives the document	4. Issues the registered document	None	1 minute	City Civil Registrar Staff
TOTAL:		150.00 – 360.00	19 minutes	



6. Issuance of Supplemental Report

This service allows the client to have his/her civil registration document (birth, death, marriage) completed by providing the data for the missing entries

Office or Division:		Office of the City Civil Registrar		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ PSA document that needs supplemental report (birth, death, marriage) ➤ Affidavit of Supplemental Report ➤ 2 supporting documents (baptismal, voter's ID, school records, etc.) 		Philippine Statistics Authority Notary Public Church, School, Comelec		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Receives and evaluates the document	None	5 minutes	City Civil Registrar Staff
2. Pay the required fee at the Office of the City Treasurer	2. Accept payment 2.1 Issue Official Receipt	Supplemental Report – 150.00 Birth Certificate – 100.00	2 minutes	Revenue Collection Clerk
3. Submit the Official Receipt (OR)	3. Receives the OR and processes the document 3.1 Signs the document	None	10 minutes 3 minutes	City Civil Registrar Staff City Civil Registrar or the Officer-in-Charge
4. Receives the document	4. Issues the registered document	None	1 minute	City Civil Registrar Staff
TOTAL:		150.00 – 250.00	21 minutes	



7. Granting of Petition for Change of First Name (CFN) or Correction of Clerical Error (CCE) under R.A. 9048 and R.A. 10172

This service intends to enable the Change of First Name of the client when the registered name in the Birth Certificate is ridiculous, tainted with dishonor, extremely difficult to write or pronounce.

Correction of Clerical Error is limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register all of which are harmless. This service is performed without a judicial order.

Office or Division:	Office of the City Civil Registrar	
Classification:	Complex	
Type of Transactions:	G2C – Government to Citizen G2G – Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Basic</p> <ul style="list-style-type: none"> ➤ Document (Birth, Death, Marriage) that is subject for change of correction <p>Change of First Name (CFN)</p> <ul style="list-style-type: none"> ➤ PSA copy of Live Birth of the person whose first name is sought to be changed. ➤ Baptismal Certificate ➤ School records (Diploma, TOR) ➤ Medical records ➤ Valid Identification cards (driver's license, passport, SSS/ GSIS ID, PRC ID, etc.) ➤ Voter's certificate ➤ Birth Certificate of children ➤ Other documents which the CCR may require 	<p>Philippine Statistics Authority</p> <p>PSA</p> <p>Church</p> <p>School</p> <p>Hospital/Clinic</p> <p>Government Agency issuing the identification cards</p> <p>COMELEC</p> <p>PSA/Local Civil Registrar</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Clearances from: <ul style="list-style-type: none"> a. Employer, if employed (must indicate that employee has no pending administrative case) or Affidavit of unemployment b. PNP c. NBI ➤ Affidavit of publication with newspaper clipping from publisher (publication of 2 consecutive weeks) 	<p>Employer</p> <p>Philippine National Police National Bureau of Investigation Notary Public</p>
<p>Correction of Clerical Error (CCE)</p> <ul style="list-style-type: none"> ➤ PSA copy of the civil registry document sought to be corrected ➤ Baptismal/Dedication Certificate ➤ School records (Diploma, TOR) ➤ Medical records ➤ Marriage Certificate ➤ Birth Certificate of parents/ children (if applicable) ➤ Death Certificate of parents (if applicable) ➤ Valid Identification cards (driver's license, passport, SSS/ GSIS ID, PRC ID, etc.) ➤ Voter's certificate ➤ Other documents which the CCR may require 	<p>PSA</p> <p>Church</p> <p>School</p> <p>Hospital/Clinic</p> <p>PSA/Local Civil Registrar</p> <p>PSA/Local Civil Registrar</p> <p>PSA/Local Civil Registrar</p> <p>Government Agency issuing the identification cards</p> <p>COMELEC</p>
<p>Correction of Sex/date of birth</p> <ul style="list-style-type: none"> ➤ PSA copy of Live Birth sought to be corrected. ➤ LCRO copy of the birth certificate ➤ Earliest school record/document (Elementary Form 137) or Affidavit of No School Record, if never entered school 	<p>PSA</p> <p>Local Civil Registrar</p> <p>School or Law Office</p>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Medical Record or Affidavit of No Medical Record, if never had medical check-up ➤ Baptismal/ dedication Certificate or Affidavit of No Baptismal Certificate, if never baptized ➤ Clearances from: <ul style="list-style-type: none"> a. Employer, if employed (must indicate that employee has no pending administrative case) or Affidavit of unemployment b. PNP c. NBI ➤ Other documents which the CCR may require ➤ Affidavit of publication with newspaper clipping from publisher (publication of 2 consecutive weeks) 		<p>Hospital/Clinic</p> <p>Church</p> <p>Employer or Law Office</p> <p>Philippine National Police</p> <p>National Bureau of Investigation</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Receives and evaluates the document	None	10 minutes	City Civil Registrar Staff
	1.1 Refers the petition to the CCR for final approval 1.2 Interviews the client and approves the filing of petition		10 minutes	City Civil Registrar
2. Pay the filing fee at the Office of the City Treasurer	2. Accept payment 2.1 Issue Official Receipt	CCE – 1,000.00 CFN – 3,000.00 Change of Sex/ date of birth – 3,000.00	2 minutes	Revenue Collection Clerk



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the Official Receipt (OR)	3. Receives the OR and processes the petition (Note: a 10-day notice of posting is required before the CCR decides on the petition)	None	15 minutes	City Civil Registrar Staff
	3.1 Grants or Denies the petition & forwards the granted petition to the Office of the Civil Registrar General for affirmation		15 minutes	City Civil Registrar
	3.2 Prepares the Certificate of Finality after affirmation by the CRG		10 minutes	City Civil Registrar Staff
	3.3 Signs the Certificate of Finality and endorses a copy to the PSA for the annotation of the corrected/changed entry.		5 minutes	Civil Registrar City
Receives the Certificate of Finality	4. Issues a copy of the Certificate of Finality	None	3 minutes	City Civil Registrar Staff
TOTAL:		1,000.00 to 3,000.00	1 hour 10 minutes	



8. Registration of Court Decrees (Annulment, Adoption, Presumptive Death, Rectification/Revocation of Adoption, Correction/Deletion of Entries, i.e. date of birth, citizenship)

Court decrees/decisions must be registered in the Civil Registrar's Office, where the court that heard the case is functioning, within ten (10) days after the decree/order has become final.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Individuals who filed an annulment and/or adoption in any court			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Certified photo copy of the Court Decision		Court		
➤ Certified true copy of the finality		Court		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document for registration	1. Receives and evaluates the document	None	3 minutes	City Civil Registrar Staff
2. Pay the filing fee at the Office of the City Treasurer	2. Accept payment 2.1 Issue Official Receipt	Adoption 400.00 Adoption for foreign decrees – 500.00 Annulment of marriage- 400.00 Declaration of absolute nullity of marriage – 400.00 Legal separation – 400.00 Correction of entry-300.00 Declaration of presumptive death – 500.00	2 minutes	Revenue Collection Clerk



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		500.00 Appointment of guardianship – 400.00 Emancipation of minor – 100.00 Naturalization – 500.00 Renunciation of Citizenship – 500.00		
3. Submit the Official Receipt (OR)	3. Receives the OR and processes the document 3.1 Signs the document and endorses a copy to the Office of the Civil Registrar General	None	20 minutes 10 minutes	City Civil Registrar Staff City Civil Registrar or the Officer-in-Charge
4. Receives the registered document	4. Issues a copy of the registered document	None	3 minutes	City Civil Registrar Staff
TOTAL:		Depends on the kind of transaction	38 minutes	



9. Issuance of Certified Machine Copy

Certified Machine copies are provided based on the original copy of the document from the client himself/herself.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Original file copy of the registered civil registry document		PSA, Local Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document (for certified machine copy)	1. Receives and evaluates the document	None	3 minutes	City Civil Registrar Staff
	1.1 Verifies office record (for certified true copy)		5 minutes	City Civil Registrar Staff
2. Pay the required fee at the Office of the City Treasurer	2. Accept payment 2.1 Issue Official Receipt	80.00	2 minutes	Revenue Collection Clerk
3. Present the Official Receipt (OR)	3. Records the OR and processes the document	None	3 minutes	City Civil Registrar Staff
	3.1 Signs the document		3 minutes	City Civil Registrar or the OIC
Receives the document	4. Issues a copy of document	None	3 minutes	City Civil Registrar Staff
TOTAL:		80.00	19 minutes	



10. Reconstruction/Transcription of Document

Reconstruction of documents applies to very old but original documents in tattered condition while Transcription of documents applies to documents that are intended to be recopied (client's copy/PSA issued documents that are blurred/from the Registry Books) for signature by the incumbent Civil Registrar.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Any individual in possession of old but original civil registry documents/ PSA documents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Original copy (old and tattered) of the document for reconstruction ➤ Original document 		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document for reconstruction or transcription	1. Receives and evaluates the document for authentication or refers to the Registry Book	None	10 minutes	City Civil Registrar Staff
2. Pay the required fee at the Office of the City Treasurer	2. Accept payment 2.1 Issue Official Receipt	100.00	2 minutes	Revenue Collection Clerk
3. Present the Official Receipt (OR)	3. Records the OR and processes the document 3.1 Signs the document	None	5 minutes	City Civil Registrar Staff
			3 minutes	City Civil Registrar or the Officer-in-Charge
Receives the document	4. Issues the document	None	1 minute	City Civil Registrar Staff
TOTAL:		100.00	21 minutes	