

8. Payment of Certification of Birth, Marriage and Death

Office or Divisions:	CITY TREASURER'S OFFICE			
Classification:	SIMPLE			
Type of Transactions:	G2C-Government to Client			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documents required by the City Civil Registrar Office.		1. City Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment. 1. Issue the Official Receipt.	Certification of Birth, marriage, and Death: 1. Local P 100.00 2. Abroad P 220.00 3. Certification of filing a petition for correction P 50.00 4. Other Fees Endorsement Fee P 165.00 Out of Town Fee P 165.00 Note: All certification issued shall pay an additional Php 30.00	2 minutes	Carina Theresa Bulan Clerk II City Treasurer's Office Albert Maddara RCC III City Treasurer's Office Ruben S. Calimag RCC III City Treasurer's Office

		as documentary stamps due the BIR.		
2. Return to the Office of the City Civil Registrar and claim the requested documents.	2. Assist and instruct the client to return to the City Civil Registrar Office.	None	1 minute	Carina Theresa Bulan Clerk II City Treasurer's Office Albert Maddara RCC III City Treasurer's Office Ruben S. Calimag RCC III City Treasurer's Office
	TOTAL:		3 minutes	