

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	<p>Carina Theresa Bulan Clerk II City Treasurer's Office</p> <p>Albert Maddara RCC III City Treasurer's Office</p> <p>Ruben S. Calimag RCC III City Treasurer's Office</p>
		TOTAL:		3 minutes	