

9. Payment of Certified Copies of Any Documents in the Civil Registrar

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	PROCESS TIME	PERSON RESPONSIBLE
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment. 1.1 Issue the Official Receipt.	For each 100 words/True Copies P 50.00 Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.	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
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	