

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

<b>Office or Divisions:</b>	CITY TREASURER'S OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transactions:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Documents required by the City Civil Registrar Office.		1. City Civil Registrar		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
		<b>TOTAL:</b>		3 minutes	