



Internal/External

1. SERVICENAME: SECURE CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

Description of the Service: The basic services of this office is Certifying true Copy of Documents.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ID of the owner of the document. If representative, authorization letter w/ ID from the owner of the document. Official receipt.		Client / Authorized representative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the online application: Request for certified true copy of Civil Registry Document	Verify the online application	None	2 Minutes	Sheila Marie T. Buslig <i>Admin. Aide- I</i>
2. Request certified true copy to Window 1. Present original and photocopy of	Interview, accept and verify the record	None	3 Minutes	Manilyn M. Ramos <i>Admin Aide I</i>



the civil registry document				
3. Pay the required fee at the City Treasury Office.	Ask for official receipt	Certified True Copy fee- 50.00	5 Minutes	<i>CTO Staff</i>
4. Present official receipt to Window 1	Accomplish and sign the document	None	1 Minute	Manilyn M. Ramos <i>Admin Aide I</i> Atty. Syra M. Miguel - Miranda <i>City Civil Registrar</i>
5. Receive duly accomplished document from the City Civil Registry Office	Release the document	None	1 Minute	Manilyn M. Ramos <i>Admin Aide I</i> Atty. Syra M. Miguel - Miranda <i>City Civil Registrar</i>
TOTAL			12 Minutes	



ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT

