



Internal/External

2. SERVICENAME: SECURE LOCAL BIRTH, MARRIAGE AND DEATH CERTIFICATION (MUNICIPAL FORM 1A, MUNICIPAL FORM 3A, MUNICIPAL FORM 2A,)

Description of the Service: The basic services of this office is issuance of Local Certification of Birth.

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 Esulong Ilagan-Online application for Local Civil Registry Document	Verify the online application	None	2 Minutes	Sheila Marie T. Buslig <i>Admin. Aide- I</i>
2. Request for Local Birth, Marriage and Death to Window 1	Interview, Accept and verify the record	None	3 Minutes	Manilyn M. Ramos <i>Admin Aide I</i>



3. Pay the required fee at the City Treasury Office.	Ask for official receipt	Local certification fee- 130.00	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	