



Internal/External

10.SERVICENAME: PAYMENT OF MISCELLANEOUS FEE/DELAYED REGISTRATION B/D/M

Description of the Service: This service covers the acceptance and processing of payments for miscellaneous fees, including penalties for the delayed registration of vital events such as **Birth, Death, and Marriage (B/D/M)**. It is provided to clients who were unable to register these events within the reglementary period prescribed by law. The service involves the assessment of applicable fees, verification of supporting documents, and issuance of official receipts to facilitate the continued processing of delayed registration applications.

Office or Division:	CITY TREASURER'S OFFICE
Classification:	SIMPLE
Type of Transaction:	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. 1.1 Issue the Official Receipt.	1. One day to thirty days P 150.00 2. One month and one day to	2 minutes	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III



		<p>six months P 175.00</p> <p>3. Six months and one day to five years P 200.00</p> <p>4. Five years and 1 day to ten years P 300.00</p> <p>5. Ten years and one day to twenty years P 400.00</p> <p>6. Twenty years and one day to thirty years P 500.00</p> <p>7. 31 years and above P 1,000.00</p> <p>Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.</p>		
2. Return to the Office of the City Civil Registrar and claim the	2. Assist and instruct the client to return to the City	None	1 minute	Lyka A. Dupo Admin. Aide I Ruben S. Calimag



requested documents.	Civil Registrar Office.			RCC III
TOTAL			3 minutes	