



Internal/External

14. SERVICENAME: PAYMENT OF FILING FEE (R.A 10172)

Description of the Service: An act further authorizing the City or Municipal Civil Registrar or the Consul General to correct clerical or typographical errors in the day and month in the date of birth or sex of a person appearing in the Civil Register without need of a judicial order.

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.	P 3,000.00 Note: All certification issued shall pay an additional Php 30.00 as documentary	2 minutes	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III



		stamps due the BIR.		
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	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III
TOTAL			3 minutes	