



Internal/External

8.SERVICENAME: PAYMENT OF CERTIFICATION OF BIRTH, MARRIAGE AND DEATH

Description of the Service: **Payment of Certification of Birth, Marriage, and Death** is a civil registry service that allows individuals to pay the required fees to obtain official copies of vital records. These documents are issued by the government and serve as legal proof of important life events.

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
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1. Documents required by the City Civil Registrar Office.	1. City Civil Registrar
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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.	Certification of Birth, marriage and Death: 1. Local P 100.00 2. Abroad P 220.00	2 minutes	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III



		<p>3. Certification of filing a petition for correction P 50.00</p> <p>4. Other Fees</p> <p>Endorsement Fee P 165.00</p> <p>Out of Town Fee P 165.00</p> <p>Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.</p>		
<p>2. Return to the Office of the City Civil Registrar and claim the requested documents.</p>	<p>2. Assist and instruct the client to return to the City Civil Registrar Office.</p>	<p>None</p>	<p>1 minute</p>	<p>Lyka A. Dupo Admin. Aide I</p> <p>Ruben S. Calimag RCC III</p>
<p>TOTAL</p>			<p>3 minutes</p>	