



**Internal/External**

**9. SERVICENAME: PAYMENT OF CERTIFIED COPIES OF ANY DOCUMENTS IN THE CIVIL REGISTRAR**

**Description of the Service:** This is a process of paying the required fees to obtain official, authenticated copies of civil registry records. These documents are issued by the Civil Registrar’s Office and are considered legally valid for personal, legal, and administrative use.

<b>Office or Division:</b>	CITY TREASURER'S OFFICE
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Public

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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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.	For each 100 words/True Copies P 50.00  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	