



MUNICIPAL CIVIL REGISTRY OFFICE

External Services



1. Issuance of Civil Registry Certifications

The Local Civil Registry Office issues civil registry certifications to all qualified individuals needed for official transactions to different offices.

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	<p><u>Birth Certificate:</u></p> <ol style="list-style-type: none"> 1. The document owner, or any person authorized by him. 2. His spouse, parents, direct descendants or guardian, or institution legally in-charge of him, if he is a minor. 3. The court or proper public official whenever absolutely necessary in administrative, judicial or other official proceedings to determine the identity of the child's parents or other circumstances surrounding his birth. 4. In case of the person's death, the nearest relative of the deceased. <p><u>Marriage Certificate:</u></p> <ol style="list-style-type: none"> 1. The document owner, or any person authorized by him. <p><u>Death Certificate:</u></p> <ol style="list-style-type: none"> 1. The nearest relative of the deceased. 2. All qualified individuals. 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the Service Request Form at the Municipal Civil Registry Office and submit to the Record's Clerk together with valid ID Card	1.1 Receives the Service Request Form and validates	None	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
None	2.1 Verifies the record in the civil	None	5 minutes	<i>Municipal Civil Registrar</i>



	registry system			Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
2. Receives result and request for number of copies	2. Feedbacks the result to the client	None	1 minute	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
3. Pay corresponding fees and receives Official Receipt (OR) at the Municipal Treasury Office	3. Receives payment and issues Official Receipt (OR)	For Abroad- P130.00/ copy For Local- P65.00/ copy Doc. Stamp- P30.00/ copy	5 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasury Office
4. Presents Official Receipt (OR) at the Municipal Civil Registry Office	4.1 Receives Official Receipt (OR) and prints the number of requested copies	None	3 mins/copy	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
None	4.2 Verifies and signs the documents	None	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office



5. Receives the requested certificate at the Municipal Civil Registry Office	5. Issues the requested certificate	None	2 minutes	<i>Records Clerk Municipal Civil Registry Office</i>
	TOTAL	For Abroad P160.00/ copy For Local P95.00/ copy	20 minutes	



2. Timely Registration of Live Birth

Birth registration is the permanent and official recording of a child's existence. The birth of a child shall be registered within thirty (30) days from the date of birth to the Office of the Civil Registrar where the birth occurred.

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All those born in Santol, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give the required information at the Municipal Civil Registry Office	1. Interviews Client	None	15 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
None	1.2 Prepares the Certificate of Live Birth (COLB)	None	5 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
2. Review Certificate of Live Birth (COLB), affix signature	2. Checks the COLB if properly signed by the client	None	1 minute	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office



3. Bring the COLB to the attendant at birth for signature	3. Signs the certification portion in the COLB	None		<i>Attendant at birth Municipal Health Office</i>
4. Submit duly accomplished COLB at the Municipal Civil Registry Office	4.1 Receives the COLB	None	15 seconds	<i>Records Clerk Municipal Civil Registry Office</i>
None	4.2 Signs the COLB for registration	None	2 minutes	<i>Municipal Civil Registrar Municipal Civil Registry Office</i>
None	4.3 Assigns registry number and records in the Registry Book	None	5 minutes	<i>Records Clerk Municipal Civil Registry Office</i>
5. Receive owners copy at the Municipal Civil Registry Office	5. Issues the document	None	2 minutes	<i>Records Clerk Municipal Civil Registry Office</i>
	TOTAL	None	30 Minutes & 15 Seconds	



3. Delayed Registration of Live Birth

All birth registered beyond the reglementary period of 30 days is considered delayed. Delayed registration of birth, like ordinary registration made at the time of birth, shall be filed at the Office of the Civil Registrar of the place where the birth occurred.

Office or Division:	Municipal Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All those born in Santol, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Baptismal Certificate (2 photocopies)		Place of Baptism		
➤ School Record (2 photocopies)		Last School Attended		
➤ Marriage Certificate (2 photocopies)		Place of Marriage		
➤ Voter's Certification (2 photocopies)		COMELEC Office		
➤ ECCD Card (0-5 year old) (2 photocopies)		Municipal Health Office		
➤ Other documents bearing Date of Birth and Place of Birth (2 photocopies)		Office/agency where the document/ ID secured		
➤ Certification from the Barangay Captain (only upon advice of the LCRO) – 2 photocopies		Place of Residence		
➤ Affidavit of 2 disinterested person (2 original copies)		Any person/ office authorize to administer oath		
➤ Negative Certification of Birth from PSA (1 original, 1 photocopy)		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements at the Municipal Civil Registry Office	1. Evaluates the requirements	None	5 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil



				Registry Office
2. Give the required information	2.1 Interviews client	None	10 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
None	2.3 Prepares the Certificate of Live Birth (COLB)	None	5 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
3. Review Certificate of Live Birth (COLB), affix signature*	3. Checks the COLB if properly signed by the client	None	1 minute	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
4. Bring the COLB to the attendant at birth for signature	4. Signs the certification portion in the COLB	None		<i>Attendant at birth</i> Municipal Health Office
5. Submit duly accomplished COLB at the Municipal Civil Registry Office	5.1 Receives the COLB	None	15 seconds	<i>Records Clerk</i> Municipal Civil Registry Office
None	5.2 Posts the COLB at the bulletin board		10 days	<i>Records Clerk</i> Municipal Civil Registry Office
None	5.3 Accepts and signs the COLB for registration**	None	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office



				MCR Office
None	5.4 Assigns registry number and records in the registry book	None	5 minutes	<i>Records Clerk</i> Municipal Civil Registry Office
6. Pay corresponding fees and receives Official Receipt (OR) at the Municipal Treasury Office	6. Receives payment and issues Official Receipt (OR)	P135.00/ copy	5 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasury Office
7. Presents Official Receipt (OR) at the Municipal Civil Registry Office	7. Receives Official Receipt (OR)	None	15 seconds	<i>Records Clerk</i> Municipal Civil Registry Office
8. Receive owners copy at the Municipal Civil Registry Office	8. Issues the document	None	2 minutes	<i>Records Clerk</i> Municipal Civil Registry Office
	TOTAL	P135.00/ copy	10 Days, 35 Minutes & 30 Seconds	



4. Timely Registration of Death

Death is a permanent disappearance of all evidence of life anytime after live birth has taken place. It shall be registered in the Local Civil Registry Office where it occurred within thirty (30) days from the date of death.

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	The nearest relative or person who has knowledge of the facts of death of the deceased.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give the required information at the Municipal Civil Registry Office	1.1 Interviews client	None	10 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
None	1.2 Prepares the Certificate of Death (COD)	None	5 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
2. Review COD and affix signature	2. Checks the COD if properly signed by the client	None	1 minute	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil



				Registry Office
3. Bring the COD to the Municipal Health Officer at Santol Lying-in Clinic for certification	3. Asks the cause of death and signs the certification and review portion of the COD	None		<i>Municipal Health Officer</i> Municipal Health Office
4. Bring the COD to the embalmer for signature	4. Signs the embalmer certification at the back	None		<i>Licensed Embalmer</i>
5. Return duly accomplished COD at the Municipal Civil Registry Office	5.1 Receives the COD	None	15 seconds	<i>Records Clerk</i> Municipal Civil Registry Office
None	5.2 Signs the COD for registration	None	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
None	5.3 Assigns registry number and records in the registry book	None	5 minutes	<i>Records Clerk</i> Municipal Civil Registry Office
6. Pay cemetery fees and receives Official Receipt (OR) at the Municipal Treasury Office	6. Receives payment and issues Official Receipt (OR)	None	5 minutes	<i>Revenue Collection Clerk I</i> Municipal Health Office
7. Presents Official Receipt (OR) at the Municipal Civil Registry Office	7. Receives official receipt (OR)	None	15 seconds	<i>Records Clerk</i> Municipal Civil Registry Office
8. Pays burial permit and receive owners copy at the Municipal Civil Registry Office	8. Issues the document and burial permit	P75.00 – burial permit	3 minutes	<i>Records Clerk</i> Municipal Civil Registry Office



	TOTAL	P75.00 – burial permit	31 minutes & 30 Seconds	
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5. Delayed Registration of Death

All deaths registered beyond the reglementary period of 30 days is considered delayed.

Office or Division:	Municipal Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	The nearest relative or person who has knowledge of the facts of the deceased			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Affidavit for delayed registration (2 original copies)		Any person authorize to administer oath		
➤ Burial Permit (2 photocopies)		Place of burial (MCR Office)		
➤ Approval by the Municipal Health Officer		Santol Lying-In Clinic		
➤ Negative Certification of Death from PSA (1 original, 1 photocopy)		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements at the Municipal Civil Registry Office	1. Evaluate the requirements	None	5 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
2. Give the required information	2. Interviews client	None	10 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
None	2.1 Prepares the Certificate of	None	5 minutes	<i>Municipal Civil Registrar</i>



	Death (COD)			Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
3. Review COD and affix signature*	3. Checks the COD if properly signed by the client	None	1 minute	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
4. Bring the COD to the Municipal Health Officer at Santol Lying-in Clinic for certification	4. Asks the cause of death and signs the certification and review portion of the COD	None		<i>Municipal Health Officer</i> Municipal Health Office
5. Bring the COD to the embalmer for signature	5. Signs the embalmer certification at the back	None		<i>Licensed Embalmer</i>
6. Return duly accomplished COD at the Municipal Civil Registry Office	6. Receives the COD	None	15 seconds	<i>Records Clerk</i> Municipal Civil Registry Office
None	6.1 Posts the COD at the bulletin board	None	10 days	<i>Records Clerk</i> Municipal Civil Registry Office
None	6.2 Signs the COD for registration**	None	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
None	6.3 Assigns registry number and records in the registry book	None	5 minutes	<i>Records Clerk</i> Municipal Civil Registry Office



7. Pay corresponding fees and receives Official Receipt (OR) at the Municipal Treasury Office	7. Receives payment and issues Official Receipt (OR)	P135.00/ copy	5 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasury Office
8. Presents Official Receipt (OR) at the Municipal Civil Registry Office	8. Receives Official Receipt (OR)	None	15 seconds	<i>Records Clerk</i> Municipal Civil Registry Office
9. Receive owners copy at the Municipal Civil Registry Office	9. Issues the document	None	2 minutes	<i>Records Clerk</i> Municipal Civil Registry Office
	TOTAL	P135.00/ copy	10 Days, 35 Minutes & 30 Seconds	



6. Registration of Marriage

In ordinary marriage, the time for submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage; while in marriage exempt from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

Office or Division:		Municipal Civil Registry Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All couples married in Santol, La Union		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Certificate of Marriage (COM) at the Municipal Civil Registry Office	1.1 Receives the Certificate of Marriage	None	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Records Clerk</i> Municipal Civil Registry Office
None	1.2 Signs the Certificate of Marriage (COM) for registration	None	2 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
None	1.3 Assigns registry number and records in the registry book	None	5 minutes	<i>Records Clerk</i> Municipal Civil Registry Office
2. Receive owners copy at the Municipal Civil Registry Office	2. Issues the document	None	2 minutes	<i>Records Clerk</i> Municipal Civil Registry Office
	TOTAL	None	11 Minutes	