

SERVICE STANDARD OF THE
OFFICE OF THE CITY CIVIL REGISTRAR
City Government of Paranaque

VISION

Metro Manila's prime advocate of a world-class, knowledge-based civil registration system, passionately driven to serve and build a nation.

MISSION

1. To intensify information dissemination through modernization.
2. To influence the system in establishing better, practical and strategic policies supporting the full implementation of the civil registration law.
3. To strengthen competency of the civil registration force by facilitating easier and simpler processes with significant impact that go beyond mandated functions.
4. To reinforce the spirit of oneness and interconnections with one another, nurturing a driving force that powerfully promotes national growth.

Schedule of Availability of Service:

Monday to Friday

8:00 a.m. to 5:00 p.m. Without noontime break.

FRONTLINE SERVICES OFFERED

- | | |
|---|---|
| 1 APPLICATION FOR MARRIAGE LICENSE | 8. LEGITIMATION BY SUBSEQUENT MARRIAGE OF PARENTS |
| 2 ISSUANCE OF CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATES | 9. REGISTRATION OF BIRTH |
| 3 BURIAL PERMIT | 10. REGISTRATION OF COURT DECISIONS |
| 4 CERTIFICATIONS | 11. REGISTRATION OF MARRIAGE |
| 5 CHANGE OF FIRST NAME (R.A. 9048) | 12. REG. OF RA 9255 ALLOWING ILLEGITIMATE CHILDREN TO USE THE SURNAME OF THE FATHER |
| 6 CORRECTION OF TYPOGRAPHICAL OR CLERICAL ERROR (R.A. 9048) | 13. RENTAL OF NICHE |
| 7 R.A. 10172 CORRECTION OF SEX AND MONTH AND DAY ON THE CERTIFICATE OF LIVE BIRTH | 14. SUPPLEMENTAL REPORT |
| | 15. APPLICATION FOR DELAYED REGISTRATION OF THE CERTIFICATE OF LIVE BIRTH |

Prepared by:

Ma. Elnora L. Espiritu
City Civil Registrar

Approved by:

Hon. Edwin L. Olivarez
City Mayor II

SERVICE OFFERED: (1)

APPLICATION FOR MARRIAGE LICENSE

Who may avail of the service: Man and woman who intend to get married
(At least one of the applicants must be a resident of Parañaque)

What are the requirements:

- 1 18 – 20 years old consent of father (personal appearance of father with valid ID)
- 2 21 – 24 years old advice of father and mother (personal appearance of father and mother with valid IDs)
- 3 25 years old and above – Certificate of NO MARRIAGE (original copy) from Philippine Statistics Authority (PSA)
(formerly known as National Statistics Office or NSO)
- 4 Personal appearance of Applicants
- 5 Birth certificate (original) from Philippine Statistics Authority
- 6 Barangay clearance (original)
- 7 Marriage counseling and family planning seminar
- 8 For foreigners:
 - Legal capacity to marry from their embassy in the Philippines
 - Photocopy of passport
- 10 Marriage application will be posted for 10 days

***FOR THOSE WITH ANNULMENT**

1. Marriage certificate with annotation from Philippine Statistics Authority
2. Certificate of registration of court decision
3. Finality
4. Decision

***WIDOW/WIDOWER**

1. Certificate of death
from Philippine Statistics Authority

Time Duration: 30 minutes with 10 calendar days posting

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements.	Evaluate and Review the requirements.	5 mins	Glenda Tolentino Andrea Pascual Alicia Mendoza Krista Carla Abanto		
2	Fill up the application form in triplicate.	Evaluate the application form and interview the contracting parties.	10 mins			Mun. Form 90 (Form No. 2) Accountable Form No.54
3	Have the application form notarized.	Let the applicants fill up their personal information on the logbook. Issue an order of payment.	5 mins			
4	Pay to the Treasurer's office and photocopy the receipt.	Attach the photocopy of the receipt to the application and write on the original receipt the date of release. Advise the applicants to undergo Marriage Counseling and family planning seminar at the DSWD Office.	5 mins		Php 200	Official Receipt
5	Present the original receipt.	Release the marriage license after the completion of 10 calendar days posting period.	5 mins			Form no. 10
END OF TRANSACTION						

SERVICE OFFERED: (2)

ISSUANCE OF CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

Who may avail of the service: Owner of the document (18 yrs.old & above), parents and authorized person.

What are the requirements: Accomplished request form or the owner's copy of the document
(Authorization letter and valid I.D. of authorized person for Birth Certificate only)

Time Duration: 30 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements	Interview the client, search manually and verify the document.	20 minutes	Rozelyne Biñas, Leah Bibaoco, Rechell Palce and Bernadette Bautista		
2	Pay to the Treasurer's Office	Issue order of payment	5 minutes		Php 70	Official Receipt
3	Present the receipt	Attach the receipt to the document and have it signed by the authorized officer and release the document to the requesting party.	5 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (3)

BURIAL PERMIT

Who may avail of the service: Funeral representatives, Relatives of the deceased and authorized person.

What are the requirements:

1. Death Certificate
2. For those who died outside Parañaque - transfer permit
3. For cremation - authority to cremate
4. For exhumation - permit from the church or cemetery

Time Duration: 20 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Present the death certificate	Review the death certificate	10 minutes	Jennelyn Tan		Municipal form 103
2	Pay at the Treasurer's Office	Issue order of payment	5 minutes		Php 100 – for burial Permit 500 – for cremation 200 – for exhumation 200 – for transfer Permit 100 – for entrance for those who died outside Parañaque	Official Receipt
3	Release the owner's copy	Advice will be given that registry number will be assigned the following day	5 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (4)

CERTIFICATIONS

Who May Avail of the Service: Husband, Wife, mother, father, owner (18 yrs.old&above), legal counsel and authorized representative.

What are the requirements:

1. No record of the certificate from Philippine Statistics Authority
2. Letter of request
3. For marriage license - Copy of the Certificate of Marriage from Philippine Statistics Authority

Time Duration: 10 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Present letter of request & PSA no record	Review and evaluate the document	5 minutes	Jennifer SP. Rodriguez		
2	Pay at the Treasurer's Office	Issue order of payment	2 minutes		Php 100	Official Receipt
3	Receive a claim stub when to come back for the requested document	Advice will be given that the requested document will be released after 1 week	3 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (5)

CHANGE OF FIRST NAME (R.A. 9048)

Who may avail of the service: Father, Mother, Husband, Wife, Owner (18 yrs. old & above) and authorized representative.

What are the requirements:

1. Birth certificate from Philippine Statistics Authority
2. Police & NBI Clearance
3. Valid ID's
4. Diploma
5. Employment certificate or affidavit of non-employment
6. Baptismal Certificate
7. If married
 - *Marriage certificate from Philippine Statistics Authority
 - *Birth certificate of children from Philippine Statistics Authority
8. Publication once a week for two weeks from a newspaper of nationwide circulation
9. Community tax certificate
10. For migrant petitioners
 - *All the above requirements

Time Duration: 15 minutes with 10 calendar days posting

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements	Receive and evaluate the requirements	5 minutes	Lucy T. Marquez		Form No.1.1
2	Fill up the form	Receive and evaluate the form	8 minutes			
3	Notarized the Form	Issue order of payment	2 minutes			
4	Pay at the Treasurer's Office & have the receipt photocopied.	Petition will be posted for 10 days and will be acted upon within 5 days. The petition will then be transmitted to the Philippine Statistics Authority for their approval.			Php 3, 000 filing fee (R.A.9048) 70 – each for the certified copy 1, 000 – Service Fee (for migrant petitioner)	Official Receipt
END OF TRANSACTION						

NOTE: upon approval of the petition, a certificate of finality will be issued by our office and the approved petition will be annotated on the affected document.

SERVICE OFFERED: (6)

**CORRECTION OF TYPOGRAPHICAL OR CLERICAL ERROR
(R.A. 9048)**

Who may avail of the service: Father, Mother, Husband, Wife, Owner (18 yrs. old & above) and authorized representative.

What are the requirements:

1. Copy of the certificate from Philippine Statistics Authority
 - Marriage contract of parents
 - Birth certificate of Mother/Father
 - Marriage contract of affiant
2. Baptismal certificate-original copy (owner of the document)
3. Birth certificate of Brother/Sister
4. Community tax certificate
5. Valid ID's
6. And other requirements that may be required by the Local Civil Registrar pertinent to the petition
7. For migrant petitioners
 - * All the above requirements

Time Duration: 20 minutes with 10 calendar days posting

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements	Review and evaluate all the requirements	5 mins	Lucy T. Marquez		
2	Fill up the form	Review and evaluate the form	10 mins			Form No. 1.1
3	Have the form notarized	Issue order of payment	5 mins			
4	Pay to the Treasurer's office & Photocopy the receipt	Petition will be posted for 10 days and will be acted upon within 5 days. The petition will then be transmitted to the Philippine Statistics Authority for their approval.			Php 1, 000 – Filing Fee (R.A. 9048) 500 –Service fee (Migrant Petitioner)	Official Receipt
END OF TRANSACTION						

NOTE: upon approval of the petition, a certificate of finality will be issued by our office and the approved petition will be annotated on the affected document.

SERVICE OFFERED: (7)

**R.A. 10172 CORRECTION OF SEX AND MONTH AND DAY ON THE
CERTIFICATE OF LIVE BIRTH**

Who may avail of the service: Owner of the document – 18 years old and above, their father or mother.

What are the requirements:

1. National Bureau of Investigation (NBI) & Police Clearance
2. Employer's clearance (No Admin. Case)
3. Ultrasound (Pelvic) with film (*for correction of gender only*)
4. Marriage Certificate (If Married)
5. Birth Certificate of child from Philippine Statistics Authority
6. Baptismal Certificate (Original)
7. Form 137- A Elementary School Record (Certified Copy with school seal)
8. Medical Certificate issued by the City Health Officer
(with specified gender - for correction of gender only)
(with specified day and month - for correction of day and month only)
9. Publication once a week for two weeks from a newspaper of nationwide circulation
10. Personal appearance of the owner of the document
11. Certificate of authenticity

Time Duration: 20 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements	Review and evaluate the requirements	5 minutes	Lucy T. Marquez		
2	Fill up the form	Review and evaluate the form	10 minutes			Form 1.1
3	Have the form notarized	Issue order of payment	5 minutes			
4	Pay at the Treasurer's Office and have the receipt photocopied	Petition will be posted for 10 days and will be acted upon within 5 days. The petition will then be transmitted to the Philippine Statistics Authority for their approval.			Php 3, 000 (R.A. 10172)	Official Receipt
END OF TRANSACTION						

NOTE: upon approval of the petition, a certificate of finality will be issued by our office and the approved petition will be annotated on the affected document.

SERVICE OFFERED: (8)

LEGITIMATION BY SUBSEQUENT MARRIAGE OF PARENTS

Who may avail of the service: Mother, Father or Authorized Representative

What are the requirements:

1. Birth Certificate from Philippine Statistics Authority
2. Certificate of no marriage of parents from Philippine Statistics Authority
3. Affidavit of legitimation signed by both parents
4. Marriage certificate of parents from Philippine Statistics Authority

Time Duration: 15 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements	Review and evaluate the requirements	10 minutes	Ma. Cristina Q. Gonzales Grace I. Loo Feliciano Neri P. Lim		Municipal Form 102
2	Pay at the Treasurer's Office	Issue order of payment	2 minutes		Php 300 – legitimation fee 100 – cert. of birth	Official Receipt
3	Receive a claim stub to come back for the annotated birth certificate	Advice will be given that an annotated birth certificate will be released after two weeks	3 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (9)

REGISTRATION OF BIRTH

Who may avail of the service: Hospital clerks, midwives, father, mother & guardian.
(For those born in Parañaque City)

What are the requirements:

1. Certificate of Live Birth
2. Muslim Attachment (for muslim only)
3. Marriage Contract of Parents (If married)
4. Valid I.D. of Father(If not married)

Time Duration: 15 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit the certificate of live birth	Review and evaluate the form	10 minutes	Ma. Cristina Q. Gonzales Fe Esperanza D. Linaogo Jenefer C. David	Free of charge	Municipal Form 102
2	Receive the owner's copy	Advice will be given that registry number will be assigned after one (1) week	5 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (10)

REGISTRATION OF COURT DECISIONS

Who may avail of the service: Counsel of the petitioner, husband, wife, adopting parents and authorized representative.

What are the requirements:

1. If the decision was rendered in Parañaque and the processed document was also registered in Parañaque
 - * Two certified copies from the court of the decision & finality
 - * One certified copy of the document to be processed (birth, marriage or death certificate)
 - * In case of adoption (SPA) Special Power of Attorney with valid ID's of the adopting parents & authorized representative

 2. If the decision was rendered in other cities or municipalities
 - * Three certified copies of the decision & finality certified by the Registrar where the decision was rendered
 - * Three original or certified copies of the certificate of registration of court order issued by the Registrar where the decision was rendered
 - * One certified copy of the document to be processed
 - * Certificate of authenticity of court decision from the office of the Civil Registrar where the decision was rendered
 - * Verification of the court decision from the Court and Local Civil Registrar

 3. If the decision was rendered in Parañaque but the document to be processed was registered in other cities or municipalities
 - * Certificate of Registration of Court Decision
-
- * Certified copies of Finality & Decision
 - * Certificate of Authenticity of court decision

Time Duration: 30 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements	Review & Evaluate the requirements	20 minutes	Vivian B. Cruz		
2	Pay at the Treasurer's	Issue order of payment	5 minutes		Php 1000 - Nullity of Marriage 800 - for adoption 500 - change of name and correction/ cancellation of entries 52 - certified copy of decision and finality 432 - certified copy of birth, marriage & death with annotation 200 - transcription of birth 100 - certification 250 - (Courier) verification with one set of photocopied document 432 - for one certified copy of the annotated document 72 - for add'l copy 200 - certified transcription of birth (one set only) 400- Certificate of Authenticity	Official Receipt
3	Receive the claim stub when to come back for the document	Advise the applicant that the requested document will be released after eight (8) working days	5 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (11)

REGISTRATION OF MARRIAGE

Who may avail of the service: Solemnizing Officer or Authorized Representative, Husband or Wife.

(All marriages that were solemnized in Parañaque City)

What are the requirements:

1. Certificate of Marriage
2. Authority to solemnize marriage if the solemnizing officer is not a judge or mayor (photocopy)
3. Marriage License and pertinent documents if the license was not issued in Parañaque (photocopy)
4. Official receipt paid (photocopy)
5. Muslim Attachment (for muslim only)

Time Duration: 15 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the documents for evaluation and examination	Review and evaluate the requirements	5 minutes	Jennifer SP. Rodriguez Alicia M. Braceros Krista Carla G. Abanto		Municipal Form 97
2	Pay at the Treasurer's Office	Issue order of payment	5 minutes		Php 150 solemnization fee	Official Receipt
3	Receive the owner's copy	Advice will be given that registry number will be assigned after three (3) days	5 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (12)

**REG. OF RA 9255 ALLOWING ILLEGITIMATE CHILDREN TO USE
THE SURNAME OF THE FATHER**

Who may avail of the service: Father

What are the requirements:

1. (2) Certified copies of the certificate of birth.
2. Affidavit of the father allowing his child to use his surname with the conformity of the mother
3. Valid ID of father and mother
4. One set of blank form of birth certificate

Time Duration: 20 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements	Review and evaluate the requirements	10 minutes	Ma. Cristina Q. Gonzales Feliciano Neri P. Lim Grace I. Loo		Municipal Form 102
2	Pay at the Treasurer's office	Issue an order of payment	5 minutes		Php 150 - service fee	Official Receipt
3	Receive a claim stub when to come back for the certificate of birth using the surname of the father	Advice will be given that the certificate of birth using the surname of the father will be released after 2 weeks	5 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (13)

RENTAL OF NICHE

Who may avail of the service: Owners of Niche/ Representative.

What are the requirements:

- 1. Official receipt of latest payment /or
- 2. Certification from cemetery of proof of payment

Time Duration: 10 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Present proof of latest payment	Issue an order of payment	5 minutes	Jennelyn J. Tan		
2	Pay at the Treasurer's Office	Advise the client to present the official receipt to the cemetery	5 minutes		Php 50 – for children 7yrs. old & below 100 – for 8 yrs. old and above	Official Receipt
END OF TRANSACTION						

SERVICE OFFERED: (14)

SUPPLEMENTAL REPORT

Who may avail of the service: Owner of the document – 18 years old and above, parents and authorized person.

What are the requirements:

1. Copy of the document from Philippine Statistics Authority
2. Three copies of affidavit for supplemental report
3. Three copies of what is applicable to the supplemental report
4. Baptismal (original)
5. Form 137-A Elementary School Record -Certified copy with school seal
6. Voter's Registration Record (certified copy)
7. Copy of birth certificate of father from Philippine Statistics Authority
8. Copy of birth certificate of mother from Philippine Statistics Authority
9. Three sets of blank birth certificate form

*Add'l Requirements based on case to case basis

Time Duration: 20 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit all the requirements	Review and evaluate the requirements	10 minutes	Vivian B. Cruz		
2	Pay at the Treasurer's Office	Issue order of payment	5 minutes		Php 300 – supplemental report fee 200 – transcript of Birth 432 – certified copy of birth 300 – advance transmittal to Philippine Statistics Authority	Official Receipt
3	Receive the claim stub when to come back for the document	Advice will be given that the requested document will be released after eight (8) working days	5 minutes			
END OF TRANSACTION						

SERVICE OFFERED: (15)

**APPLICATION FOR DELAYED REGISTRATION
OF THE CERTIFICATE OF LIVE BIRTH**

Who may avail of the service: Owner of the document – 18 years old and above, parents,
guardian and authorized person.

What are the requirements:

1. Affidavit for delayed registration
2. Affidavit of two disinterested persons
3. Original baptismal certificate / immunization card
4. Form 137 – A Elementary school record – certified copy with school seal
5. Copy of no record of birth from Philippine Statistics Authority
6. Marriage contract of parents if married
7. Marriage contract of affiant if married
8. Photocopy of ID of father, mother and affiant with picture
9. Certified copy of voter's registration record
10. Community tax certificate
11. Personal appearance of the applicant 12 years old and above
12. For out of town delayed registration
 - * Affidavit for out of town delayed registration
 - * 2 pcs. 2X2 ID picture
 - * All the above requirements
13. Application will be posted for 10 calendar days upon submission of all the requirements.

Time Duration: 35 minutes with 10 calendar days posting

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM	
1	Submit all the requirements.	Evaluate and Review the requirements.	5 minutes	Grace I. Loo Neri P. Lim Fe Esperanza D. Linaogo			
2	Fill up the birth certificate form in quadruplicate	Evaluate and Review the form.	5 minutes			Mun. Form 102	
3	Have the form notarized and the affidavits	Receive the form and the requirements. Issue a claim stub with the date when to come back for the interview after the completion of the ten days posting period.	5 minutes				
4	Claim the birth certificate form	The applicant will be interviewed by the City Civil Registrar	10 minutes				
5	Pay to the Treasurer's Office	Issue an order of payment	5 minutes			Php 100 – certificate of no record from the Local Civil Registrar 150 – service fee for out of town delayed registration	Official Receipt
6	Receive your personal copy	Advice will be given that registry number will be assigned after one (1) week	5 minutes				
END OF TRANSACTION							