



Issuance of Certified Copy of Birth, Marriage or Death Records

ABOUT THE SERVICES

CIVIL REGISTRY documents such as birth, marriage & death certificates may be availed by securing a certified transcript or photocopy from the office. The mode of issuance of such documents may also be done in Security Paper (SECPA). A Security Paper is a marked short size (8 x 11½) paper that is being printed only by the Bangko Sentral ng Pilipinas for official use of the National Statistics Office (NSO) Local Civil Registry Offices (LCROs) in photocopying or printing registry documents. Foreign embassies require the submission of Security Papers by Visa applicants.

Naga City Civil Registrar's Office is one the offices in the Bicol Region authorized to issue Security Paper per Memorandum of Agreement executed by the City Government of Naga and the National Statistics Office on October 12, 2000.

FEES

For travel Abroad	P300.00/copy
SECPA	300.00/copy
Birth Certificate Fee	50.00/copy
Marriage Certificate Fee	50.00/copy
Death Certificate Fee	50.00/copy

Department / Office:		CITY CIVIL REGISTRY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Document owner, Spouse, Children, Parents, Siblings or any authorized person. Please refer to the PSA Memo Circular No. and the Data Privacy Act of 2012.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DOCUMENT OWNER <ul style="list-style-type: none"> Valid ID with signature and photo OTHER THAN THE DOCUMENT OWNER <ul style="list-style-type: none"> Authorization Letter/Special Power of Attorney (SPA) - specifically <ul style="list-style-type: none"> Indicated the intent to secure Civil Registry Document from the City Civil Registry Office Indicate the type of document to be requested, number of copies & the specific details of the document to be requested Valid ID of the Document Owner/Authorized person, with signature and photo. 		<ul style="list-style-type: none"> Document Owner/Nearest Kin/Guardian <p>Please refer to the Data Privacy Act of 2012 and PSA Memo Circular No. 2019- 5 posted at Window 3</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request. Fill out request slip and submit it to EIC. Present valid ID and Authorization Letter / SPA (if not document	2. Receives the request slip, valid ID / authorization letter.		2 minutes	WINDOW 3 MURIEL D. LIM Data Encoder (Job Order)



owner)				
	<p>3. Verification</p> <p>Verifies availability of the civil registry document in the computer database.</p> <p>If the record is not found in the computer database a diligent manual search is done.</p>		<p>2 minutes</p> <p>30 minutes</p>	<p>WINDOW 3</p> <p>MURIEL D. LIM Data Encode (Job Order)</p> <p>ROY C. MALANYAON Data Encoder (Job Order)</p> <p>NICK D. NACARIO Administrative Aide I (Casual)</p>
	<p>4. Issuance of the Order of Payment.</p> <p>Issue Order of Payment.</p>			<p>WINDOW 3</p> <p>MURIEL D. LIM Data Encoder (Job Order)</p> <p>ROY C. MALANYAON Data Encode (Job Order)</p>
<p>5. Payment of Fees</p> <p>Pay the required fees.</p>	<p>6. Receives the payment and issue O.R.</p>	<p>see Fees Above</p>	<p>1 – 20 minutes</p>	<p>Local Revenue Collection Officer CITY TREASURER'S OFFICE</p>
<p>7. Record of Request</p> <p>Present the O.R. and request logbook.</p>	<p>7. Record the request and O.R.</p>		<p>2 minutes</p>	<p>WINDOW 3</p> <p>MURIEL D. LIM Data Encoder (Job Order)</p>
	<p>8. Preparation of Requested Civil Registry Documents.</p> <p>Prepares the certified copy of the requested civil registry document.</p>		<p>10 – 20 minutes</p>	<p>NICK D. NACARIO Administrative Aide I (Casual)</p> <p>VANESSA S. MARISCAL Administrative Aide I (Casual)</p> <p>ROY C. MALANYAON Data Encoder (Job Order)</p>
	<p>9. Approval of the requested Civil</p>			<p>MA. LOURDES P. ALVAREZ</p>



	Registry Document		2 – 3 minutes	Registration Officer I MA. MIA B. ORDOÑEZ Registration Officer IV MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
10. Issuance of Certified Copy. Signs the logbook and receive the document.	11. Record and release the requested document.		1 minute	WINDOW 3 MURIEL D. LIM Data Encoder (Job Order)
TOTAL		P	1 hour and 20 minutes	

CITY CIVIL REGISTRY OFFICE

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur

For more information, please contact:

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