



Registration of Birth and Marriage Certificates

ABOUT THE SERVICE

REPUBLIC ACT No. 3753 mandates the establishment of a civil register in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of person shall be recorded.

The birth of the child, being a vital event of a person, must be registered within thirty (30) days from the time of birth at the office of the Civil Registrar of the city/municipality where the birth occurred.

For ordinary marriage, the time for submission of the Certificate of Marriage is (15) days following the solemnization of marriage. For marriage exempt from license requirement, the prescribed period is thirty (30) days.

FEES:

BIRTH/MARRIAGE Free

BIRTH (FOR UNMARRIED PARENTS):

- Registration Fee
- Affidavit to Use the Surname of the Father (AUSF) PHP 300.00

Department / Office:	CITY CIVIL REGISTRY OFFICE
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail	Birth: Parents of newborns, relatives, attendants at birth, record staff of hospitals, clinics. Marriage: Contracting parties, solemnizing officers, and any other person authorized by the contracting parties/solemnizing officer.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Birth: <ul style="list-style-type: none"> • Accomplished Certificate of Live Birth (COLB) IF PARENTS ARE NOT MARRIED: <ul style="list-style-type: none"> • Accomplished AUSF (Affidavit to Use the Surname of the Father) duly notarized • Signature of the father at the Affidavit of Admission of Paternity IF PARENT/S IS/ARE BELOW 18 YRS. OLD <ul style="list-style-type: none"> • Accomplished Sworn Attestation executed by the mother of parent below 18 • Signature of the father at the Affidavit of Admission of Paternity Marriage: <ul style="list-style-type: none"> • Accomplished and signed Certificate of Marriage • Affidavit of the contracting parties and the solemnizing officer in cases where the marriage are exempt from license requirements 	<ul style="list-style-type: none"> • Birth: Hospitals, Clinics and Lying-In where the birth occurred • Already attached to the COLB if none from CCRO • Found at the back of the COLB • City Civil Registry Office (Window 1) • Found at the back of the COLB • Church/ Solemnizing Officer where the marriage was solemnized • Found at the back of the COM or affidavits can be executed in a separate instruments



• Certificate to Solemnize Marriage		• Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation & Examination of Document. Present COLB for registration.	2. Receives and examines the submitted COLB.		2 – 5 minutes	WINDOW 1 (Birth) ROSEMARIE A. PENAFLORES Administrative Aide I (Casual)
3. Payment of Fees (For Birth with AUSF). Client pay the required fees to CTO.	4. Receives payment and issue receipt.	P300.00	10 – 20 minutes	Local Revenue Collection Officer City Treasurer's Office
6. Registration of Document. For Birth with AUSF - Present the O.R.	7. Register the COLB and AUSF. Issue certificate of registration.		10 – 20 minutes	WINDOW 1 (Birth) ROSEMARIE A. PENAFLORES Administrative Aide I (Casual) KRISTIN A. CACERES Administrative Aide I (Casual)
8. Registration of Marriage Certificate. Presentation of the Certificate of Marriage (COM)	9. Receives and examines the submitted Certificate of Marriage. Registration of the Certificate of Marriage (COM). Records the Certificate of Marriage (COM).		10 – 20 minutes	WINDOW 2 (Marriage) RENATO B. INOCENCIO Administrative Aide VI
	6. Approval of Document. Reviews, approve and signs the civil registry document.		2 minutes	MA. LOURDES P. ALVAREZ Registration Officer I MA. MIA B. ORDONEZ Registration Officer IV MARIA



				DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
	7. Release of Document. Release of client's personal copy and hospital/ clinic/ attendant's copy. 2 copies of the registered documents are retained as file copy of the office & PSA.		2 – 3 minutes	WINDOW 1 (Birth) ROSEMARIE A. PENAFLO Administrative Aide I (Casual) WINDOW 2 (Marriage) RENATO B. INOCENCIO Administrative Aide VI
TOTAL		P300.00	1 hour and 10 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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