



Transfer of Registered Civil Registry Documents

ABOUT THE SERVICES

Civil Registry Documents that are wrongly registered should be transfer where the vital event occurred (Place of Occurrence is the place of registration) in accordance with OCRG Circular No. 91-6.

FEES

Endorsement Fee	P300.00
Certified Copy	150.00
Postal Money Order	196.00

Department / Office:		CITY CIVIL REGISTRY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Those whose civil registry record was wrongly registered.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Endorsement		• Civil Registry Office where the document was wrongly registered		
• Original/Certified copy of the Birth/Marriage/Death Certificate		• Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of the Documents. For Transfer or Endorsement to/ from other Civil Registry Office.	2. Receive the documents.		2 minutes	ANDREA MILAGROS V. SALVA Administrative Aide IV
	3. Verification Verifies from the computer database for the availability of the record If not available in the computer database, a diligent manual search will be done.		2-4 minutes 30 minutes	ANDREA MILAGROS V. SALVA Administrative Aide IV ROY C. MALANYAON Data Encoder (Job Order)
	4. Issuance of Order of Payment. Issue the Order of Payment.		1 minute	ANDREA MILAGROS V. SALVA Administrative Aide IV
5. Payment of fees. Pay the required fees.	6. Receive payment and issue O.R.	See fees above.	10 – 20 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
7. Preparation of the Endorsement. Present the O.R. and	8. Receive the O.R. and PMO, record and prepares documents and		10 – 20 minutes	ANDREA MILAGROS V. SALVA



the Postal Money Order.	endorsement to PSA.			Administrative Aide IV
	9. Review and Approval. Review, approves and sign the documents.		2 – 3 minutes	MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
10. Release of Documents Signs the logbook.	11. Record and release the client's file copies and endorsement to other civil registry office.		1 minute	ANDREA MILAGROS V. SALVA Administrative Aide IV
	12. Transmit the endorsement to PSA.			
TOTAL		P	1 hour and 21 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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