

LOCAL CIVIL REGISTRAR

ISSUANCE OF CERTIFIED TRUE COPY OF BIRTH, MARRIAGE, DEATH AND OTHER CIVIL REGISTRY DOCUMENTS

A. ABOUT THE SERVICE:

Civil registry documents such as birth, marriage and death certificates may be availed of by securing a certified transcript or photocopy from the Municipal Civil Registry Office. Any person/individual concerned or his/her duly authorized person can secure a copy of registered civil registry documents.

B. **Fees:** Based on Art. III Section 3.01 of the Revenue Code of 1999 of Municipality of Paniqui

1. Certification Fee (All registrable documents)P50.00
2. Certified True Copy
.....P100.00

C. AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 am to 5:00 pm

ISSUANCE OF CERTIFIED TRUE COPY OF BIRTH, MARRIAGE, DEATH AND OTHER CIVIL REGISTRY DOCUMENTS

HOW TO AVAIL OF THE SERVICE

Step	Applicant and Client	Service Provider	Duration of Activities	Person in Charge	Fees	Forms
1.	Submit the Verification Slip	Verify, evaluate and prepare the request	5 min.	Asst. Registration Officer Administrative Aide VI Administrative Aide IV		Verification Slip Form 1A(Birth) Form 2A(Death) Form 3A(Marriage) Form 1C(Birth Destroyed) Form No 3C(Marriage Destroyed) Form 1B(Birth Not Available) Form 3B(Marriage Not Available) Form 2B(Death Not Available)
2.	Payment of fee for Cert. True Copy	Accept payment and issue official receipt	2 min.	Mun. Treasury Office	P100 / P50	
4.	Present official receipt	Sign and evaluate the processed document	2 min.	Municipal Civil Registrar		
5.	Claim the requested document	Release the requested document	2 min.	Asst. Registration Officer Admin. Aide VI Admin. Aide IV		
Duration of the Service --- TOTAL: 11 Mins.						

APPLICATION FOR MARRIAGE LICENSE

A. ABOUT THE SERVICE:

Before getting married, each of the contracting parties must file separate sworn application for Marriage License with the proper local civil registrar of the place where either or both of the Contracting parties reside.

Marriage Licenses are valid in any part of the Philippines for a period of 120 days from the date of issue. They are be deemed automatically cancelled if the contracting parties have not yet gotten married within this period.

B. REQUIREMENTS

1. Personal appearance of applicants
2. Certified true/photocopy of birth certificate of applicants or Baptismal Certificate.
3. Pre-Marriage Counseling Certificate(For Applicants below 25 yrs. of Age)
4. Parents' advice (for applicants who are 21 yrs.old and above but below 25 years old.)
5. Parents' consent (for applicants who are 18 and under 21 years old)
6. Certificate of No Marriage (CENOMAR) for applicants 25 years old and above.
7. Death Certificate of the deceased spouse if applicant's status is widow or widower.
8. Court Decision and Certificate of Finality if former marriage was annulled or declared null and void.
9. Copy of the Decree of Divorce of Divorce Certificate, if divorced.
10. For Foreign Applicants:
 - a. Legal Capacity to Contract Marriage or Affidavit of No Legal Impediment to Contract Marriage issued and sworn from the embassy of the foreign applicant.
 - b. Valid Passport – Photocopy of the page where the picture of the applicant appears and the page where the date of arrival of the same appear (2 copies)

C. FEES: Based on Art. III Section 3.01 of the Revenue Code of 1999 of the Municipality of Paniqui.

Application for Marriage License:

For Filipino NationalP500.00
For Foreign NationalP1,250.00

D. AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 am to 5:00 pm

**APPLICATION FOR MARRIAGE LICENSE
HOW TO AVAIL OF THE SERVICE**

Step	Applicant and Client	Service Provider	Duration of Activities	Person in Charge	Fees	Forms
1.	Submit Accomplished Personal Information Form and needed requirements	Receive, Interview, evaluate, records the Accomplished Form and prepare the documents	15 min	Administrative Aide VI Administrative Aide IV		Mun. Form No. 94 Mun. form 90 Mun. Form No. 92 Mun. Form No. 68
2.	Pay the required fees	Accept receipt of fees	2 min.		P500 P1,250	
3.		Sign the processed document	5 min.	Municipal Civil Registrar		
4.		Process and post for ten(10) days	10 days	Administrative Aide VI Administrative Aide IV		
5.	Claim	Sign Marriage License	2 min.	Municipal Civil Registrar		
6.	Payment of Fee	Prepare and Release the Marriage License	2 min.	Administrative Aide IV	P2.00	Accountable Form No. 54

**Duration of the Service
TOTAL: 10 days and 26 mins.**

REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATE

• ABOUT THE SERVICE

Republic Act No. 3753 mandates the establishment of a Civil register in the Philippines where acts, legal instruments and court decrees concerning the civil status of persons shall be recorded. The birth of a child, being a vital event for a person, must be registered within 30 days from the time of birth at the Office of the Civil Registrar of the city/municipality where the birth occurred. For ordinary marriages, the time for submission of the Certificate of Marriage is 15 days following the solemnization of marriage. For marriage exempt from the license requirement, the prescribe period is 30 days.

• REQUIREMENTS:

For Birth:

- A. Four(4) copies of certificate of Live Birth duly accomplished correctly, completely and signed by the proper parties. (Data supplied in the certificates must be typewritten on line and must have no erasures).
- B. For illegitimate but acknowledged child.
 1. Affidavit of Acknowledged / Admission of Paternity.

C. For Delayed Registration of Birth

1. For persons less than eighteen (18) year old.
 - a. Affidavit of Delayed Registration (at the back of the Certificate of Live Birth)

Signed by the father, mother or guardian, or the child himself, if he is of understanding capacity;

- b. Any two (2) of the following documentary evidence which may show the name of the child, date and place of birth and name of the parents:
 - Baptismal
 - School Record
 - Medical Record
 - Marriage Certificate
 - Voter's Record/Registration
 - Others
 - c. Affidavit of two (2) Disinterested Persons who might have witnessed or have known about the birth of the child; and
 - d. A Sworn statement of the present whereabouts of the mother, if the person seeking delayed or late registration of an illegitimate child is not the mother.
2. For the persons whose parents are not married at the time of the child's birth.
 - a. Joint Affidavit of Parents
 - b. Sworn Statement of Mother
 - c. Affidavit of Acknowledgement
 - d. Affidavit to Use the Surname of the Father (RA 9255)
3. Certificate of NO RECORD of Birth from the Philippine Statistics Authority (PSA)
 - a. All requirements for a child who is less than eighteen (18) years old; and
 - b. Certificate of Marriage, if married.

For Marriage:

- A. Four (4) copies of Certificate of Marriage duly accomplishment correctly, completely and signed BY proper parties. (Data supplies in the certificates must be typewritten on line and must have no erasure.)
- B. Delayed Registration of Marriage
 - 1. Affidavit of Delayed Registration which shall be executed by the Solemnizing Officer or the person reporting or presenting the Certificate of Marriage, stating therein the exact place and date of marriage and the reason or cause of the delay;
 - 2. A certified copy of the application for marriage license bearing the date when the marriage license was issued, whenever applicable; and
 - 3. Certificate of NO RECORD from the Philippine Statistics Authority (PSA).

FEES: Based on Art. III Section 3.01 of the Reverse code of 1999 of the Municipality of Paniqui.

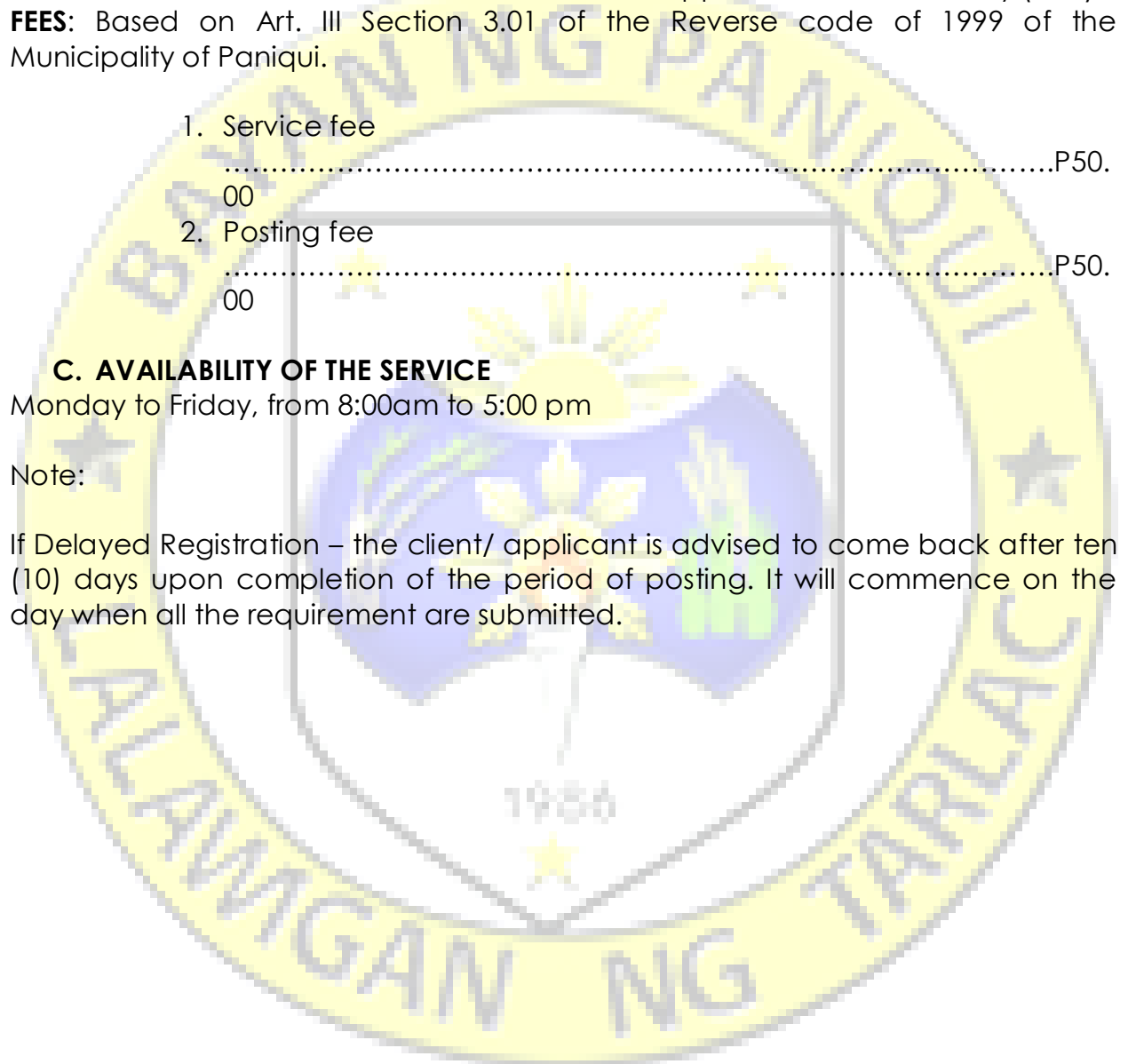
- 1. Service feeP50.
00
- 2. Posting feeP50.
00

C. AVAILABILITY OF THE SERVICE

Monday to Friday, from 8:00am to 5:00 pm

Note:

If Delayed Registration – the client/ applicant is advised to come back after ten (10) days upon completion of the period of posting. It will commence on the day when all the requirement are submitted.



REGISTRATION OF DEATH

A. ABOUT THE SERVICES

The Spouse or nearest relative who has the knowledge of the death of a person – who died without medical assistance – must report the same within 48 hours.

The municipal health office examines the cause of death, prepares, signs the death certificate, and direct the registration of the death certificate at the Municipal Civil Registrar within reglementary period of 30 days.

B. REQUIREMENTS:

- A. Four (4) copies of Certificate of Death Form, duly accomplished ,correctly, completely and signed by proper parties. (Date supplied in the certificates must be typewritten on line and must have no erasures.)
- B. Delayed Registration of Death
 1. Affidavit of Delayed Registration (at the back of the Certificate of Death) which shall be executed by the hospital, clinic or similar institution, or if the person died elsewhere, by the attendant-at-death. In the default of the hospital or clinic administrator or attendant-at-birth, the affidavit shall be executed by any person having legal charge of the decease when he was still alive;
 2. Authenticated copy of the Certificate of Burial, Cremation or any other means of corpse Disposal; and Certificate of NO RECORD from Philippine Statistics Authority (PSA).

- C. **FEES:** Based on Art. III Section 3.01 of the Revenue Code of 1999 of the Municipality of Paniqui

Service Fee	Php. 50.00
Death – Transfer Fee	100.00
Burial Fee	10.00
Removal of Cadaver	100.00
Exhumation Fee	100.00
Niche Rental Fee	75.00

D. AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 am to 5:00 pm

REGISTRATION OF BIRTH, MARRIAGE AND DEATH

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT AND CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1.	Submit duly accomplished form	Receive and Evaluate Documents	5 Mins.	Asst. Registration Officer Adm. Aide VI Adm. Aide IV		Birth – 102 Marriage – 97 Death - 103
2.	Answer needed information and wait for processing	Ask about the details then Prepare and Assign Registry number	10 Mins.	Asst. Registration Officer		
3.	Payment of fees	Accept Receipt of Payment	2 Mins.		Service Fee P50.00	
4.		Review and Approval	5 Mins.	Municipal Civil Registrar		
5.	Claim	Record in the Registry Book and Release copy to the Registrant	5 Mins.	Asst. Registration Officer		

**Duration of the Service
TOTAL: 27 Mins.**