CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
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OFFICE OF THE CITY CIVIL REGISTRAR

External Services

1. TIMELY REGISTRATION OF BIRTH

Refers to the registration of a birth reported within the reglementary period of thirty (30) days from the date of birth, in accordance with existing laws, rules, and regulations governing civil registration.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Born in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished Municipal Form No.102 (4 original copies)	Civil Registrar's Office/Hospitals/Lying-in Clinics/Health Centers in Meycauayan
2. Marriage Contract (1 original and 1 photocopy) (for married parents)	Any Civil Registrar offices, PSA Offices/outlets
3. Notarized Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (for unmarried parents)	Any Legal Offices/Notary Public
4. Notarized Affidavit of Acknowledgment/ Admission of Paternity found at the back portion of Form No. 102 (for unmarried parents)	Any Legal Offices/Notary Public
5. Valid Government Issued Identification Card of Parents (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same
If single parent: Valid Government Issued Identification Card of Parent (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same
If one of the parents of the registrant is a foreigner:	
Valid passport and birth certificate of parent (1 original and 1 photocopy each)	Other Country's passport offices

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the duly accomplished Birth Certificate application.	1. Receive and verify documents and issue an order of payment.	None	5 Minutes	*Asst. Registration Officer* *Asst. Registration Officer* *Administrative Officer I* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City	2. Receive payment and issue	PHP 50 (Art. B Sec. 306 Local	5 minutes	Office of the City Treasurer

Treasurer for payment.	an official receipt.	Revenue Code)		
3. Present the Official Receipt.	3. Attach the receipt, prepare, and register the certificate.	None	4 Minutes	*Asst. Registration Officer* *Registration Officer III* *Administrative Officer I* *Acting City Civil Registrar* Office of the City Civil Registrar
4. Receive the certificate and sign in the logbook.	4. Release Certificate.	None	2 minutes	*Asst. Registration Officer* *Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**PHP 50**	**16 Minutes**	

2. TIMELY REGISTRATION OF MARRIAGE

Refers to the registration of a marriage reported within the reglementary period: fifteen (15) days from the date of marriage for marriages contracted with a marriage license, and thirty (30) days for marriages under Article 34 of the Family Code. Registration is conducted in accordance with existing laws, rules, and regulations governing civil registration.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Solemnized in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished Municipal Form No.97 (4 original copies)	Civil Registrar's Office, Churches, Solemnizing Offices, and other Religious Sectors in Meycauayan
2. Request to Solemnize Marriage outside Church (if civil wedding) (1 original) (1 photocopy)	Any Legal Offices/Notary Public
3. Certificate of Registration of Authority to Solemnize Marriage (1 original) (1 photocopy)	PSA
4. Marriage License / Duly Notarized Article 34 (1 original) (1 photocopy)	Any Civil Registrar Offices
5. Wedding picture (if married outside the church)	Provided by the client
Additional attachments for Marriage Certificate under Article 34:	
a. Birth Certificate from PSA (1 original)	PSA Offices, PSA outlets
b. Updated CENOMAR with receipt (1 original copy each)	PSA Offices, PSA outlets
c. Barangay Certification (1 original)	Barangay Halls

d. Birth certificate of eldest child (1 original)	PSA Offices, PSA outlets, Civil Registry offices
e. Latest Cedula (1 original each)	Barangay halls
f. Valid Government-issued ID (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same
g. Baptismal certificate or Certificate of Membership to Church (1 original)	Churches
h. Certificate of Finality (if annulled)	The court where the decision was made
i. Court Decision (if annulled)	The court where the decision was made
j. PSA copy or local copy of the death certificate of spouse (if widow/er)	PSA Offices, PSA outlets

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the duly accomplished Marriage Certificate application.	1. Receive and verify the documents submitted.	None	4 Minutes	*Registration Officer III* *Asst. Registration Officer* Office of the City Civil Registrar
	1.2. Prepare and register the Certificate.	None	3 Minutes	*Registration Officer III* *Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar
2. Receive the certificate and sign in the logbook.	2. Release Certificate.	None	2 minutes	*Registration Officer III* *Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**None**	**9 Minutes**	

3. TIMELY REGISTRATION OF DEATH CERTIFICATE

Refers to the registration of a death reported within the reglementary period of thirty (30) days from the date of occurrence, in accordance with existing laws, rules, and regulations governing civil registration.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Death in Meycauayan)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Duly Accomplished Municipal Form No.103 (4 original copies)		Civil Registrar's Office/Hospitals/Funeral Services/Health Centers in Meycauayan		
2. Burial or Transfer or Cremation Permit (1 original)		Office of the City Health Officer of Meycauayan		
3. Medico Legal report if with autopsy (1 original)		Police or Investigative Agency/ hospital or medical facility		
4. Certification of Cremation (if direct cremation)		Crematory		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the duly accomplished Death Certificate application with the transfer/ cremation permit.	1. Receive and verify the documents submitted.	None	4 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
	1.1.Prepare and register the Certificate.	None	3 Minutes	*Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar
2. Receive the certificate and sign in the logbook.	2. Release Certificate.	None	2 minutes	*Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**None**	**9 Minutes**	

4. LATE REGISTRATION OF BIRTH

Refers to the registration of a birth reported beyond the reglementary period of thirty (30) days from the date of birth, in accordance with existing laws, rules, and regulations governing civil registration.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Born in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished Municipal Form No.102 (4 original copies)	Civil Registrar's Office, Hospitals, Lying-in Clinics, Health Centers in Meycauayan
2. Philippine Statistics Authority (PSA) – Negative Certification (1 original)	PSA Offices, PSA outlets
3. Barangay Certification for Late Registration (1 original and 1 photocopy)	Barangay where the child/registrant was born
4. Marriage Contract of Parents or Registrant (if available)	Any Civil Registrar offices, PSA Offices/outlets
5. Passport (1 original, 1 photocopy)	DFA offices
6. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102	Any Legal Offices/Notary Public
7. Joint Affidavit of Two Disinterested Persons (2 original copies)	Any Legal Offices/Notary Public
8. Registrant's Affidavit (1 original)	Any Legal Offices/Notary Public
9. Affidavit of whereabouts of mother if the mother is not available (1 original)	Any Legal Offices/Notary Public
10. Valid Government Issued Identification Card of Parents, Registrant (if aged 18-up), 2 witnesses in the Joint Affidavit (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same
11. National ID/ Ephil ID / Digital ID / Validated Transaction Slip of the Registrant and/or his/her parents (0 to 1 yr. old is not mandatory)	PSA, Philsys Outlets
12. Unedited front-facing photo (2x2) (2 original)	Photo Studios
13. Death Certificate and Affidavit of registrant in case the document owner is deceased (1 original)	PSA Offices, PSA outlets / Any Legal Offices/Notary Public
14. Personal appearance (18 yrs. Old and above)	
15. Two (2) documentary evidence of parents	
Additional Requirements for unmarried parents:	

1. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (if unmarried parents)	Any Legal Offices/Notary Public
2. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102	Any Legal Offices/Notary Public
3. Sworn Attestation of the mother (for birth aged 7 years and above (2 original copies)	Any Legal Offices/Notary Public
4. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)	Any Legal Offices/Notary Public
If one of the parents of the registrant is a foreigner:	
a. Valid Passport or BI Clearance Certificate or ACR-I Card (1 original, 1 photocopy)	Passport/Immigration officers
b. Birth certificate of parent/s (1 original, 1 photocopy)	Civil registry offices
Any 2 Documentary Evidences:	
a. Baptismal Certificate (1 original, 1 photocopy)	Church where the registrant was baptized
b. School record (Form 137) (1 original, 1 photocopy)	School where the registrant studied
c. Medical or Immunization record (1 original, 1 photocopy)	Any healthcare offices
d. Voter's Registration Record (1 original, 1 photocopy)	Comelec Offices
e. NBI Clearance (1 original, 1 photocopy)	NBI offices
f. Police Clearance (1 original, 1 photocopy)	PNP Offices
g. Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy)	GSIS/SSS/Phillhealth Offices
h. Income Tax Return (1 original, 1 photocopy)	BIR Offices

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the duly accomplished Birth Certificate (if applicable) application and complete requirements.	1.1 Receive and verify the documents submitted and issue an order of payment. 1.2 Interview the registrant.	None	8 Minutes	*Asst. Registration Officer* *Asst. Registration Officer* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue an official receipt.	PHP 100 (Art. B Sec. 306 Local Revenue Code)	5 minutes	Office of the City Treasurer

3. Present the Official Receipt.	3.1 Prepare the Certificate, Notice of Posting, and issue claim stub.	None	5 Minutes	*Asst. Registration Officer* *Asst. Registration Officer* Office of the City Civil Registrar
	3.2 Post the Notice of Posting at the bulletin board.	None	10 days (posting period)	*Asst. Registration Officer* *Asst. Registration Officer* Office of the City Civil Registrar
	3.3 Register the Certificate.	None	2 Minutes	*Asst. Registration Officer* *Asst. Registration Officer* *Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
4. Present claim stub, receive Certificate, and sign in the logbook.	6. Release Certificate.	None	3 Minutes	*Asst. Registration Officer* *Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**PHP 100**	**23 Minutes + (10 days for posting)**	

5. LATE REGISTRATION OF MARRIAGE

Refers to the registration of a marriage reported beyond the reglementary period of thirty (30) days from the date of marriage, in accordance with existing laws, rules, and regulations governing civil registration.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (solemnized in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Original Copy or Certified Copy of Marriage Certificate	Solemnizing Offices, Churches, and other Religious sectors in Meycauayan
2. Philippine Statistics Authority (PSA) – Negative Certification (1 original)	PSA Offices/Outlets
3. Certificate of No Marriage (CENOMAR) (1 original copy each) (both parties)	PSA Offices/Outlets
4. Affidavit of Late Registration of Marriage	Any Legal Offices/Notary Public
5. Wedding Pictures (original and photocopy)	To be provided by the client

6. Certificate of Live Birth of Children (original and photocopy)			Any Civil Registrar's Offices PSA Offices/Outlets	
7. Death certificate of spouse (if applicable) (1 original and 1 photocopy)			Any Civil Registrar's Offices PSA Offices/Outlets	
8. Cedula and valid government-issued ID (1 original and 1 photocopy)			Barangay Hall (Cedula) / BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the duly accomplished Marriage Certificate application and complete the requirements.	1. Receive and verify the documents and issue an order of payment.	None	5 Minutes	*Asst. Registration Officer* *Registration Officer III* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue an official receipt.	PHP 100 (Art. B Sec. 306 Local Revenue Code)	5 minutes	Office of the City Treasurer
3. Present the Official Receipt.	3.1 Prepare the Certificate, Notice of Posting, and issue claim stub.	None	8 Minutes	*Asst. Registration Officer* *Registration Officer III* Office of the City Civil Registrar
	3.2 Post the Notice of Posting at the bulletin board.	None	10 days (posting period)	*Asst. Registration Officer* Office of the City Civil Registrar
	3.3 Register the Certificate.	None	3 Minutes	*Registration Officer III* *Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar
4. Present claim stub, receive Certificate, and sign in the logbook.	4. Release Certificate.	None	2 Minutes	*Asst. Registration Officer* *Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**PHP 100**	**23 Minutes + (10 days for posting)**	

6. LATE REGISTRATION OF DEATH CERTIFICATE

Refers to the registration of a death that is reported beyond the reglementary period of thirty (30) days from the date of occurrence, in accordance with existing laws, rules, and regulations governing civil registration.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Deaths in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished Municipal Form No.103 (4 original copies)	Civil Registrar's Office, Hospitals, and Funeral Services in Meycauayan
2. Affidavit of Late Registration of Death (1 original)	Any Legal Offices/Notary Public
3. Philippine Statistics Authority (PSA) – Negative Certification/ CENODEATH (1 original)	PSA Offices/Outlets
4. Burial or Cremation or Transfer Permit	Office of the City Health Officer of Meycauayan
5. Medico Legal report if with autopsy	Police Station
6. Picture of gravestone (Lapida) (1 printed copy)	Cemetery where the cadaver was buried or cremated
7. Cedula of the Informant /Relative(1 original, 1 photocopy)	Any Barangay Hall, Office of the City/Municipal Treasurer
8. Valid Government-issued ID of informant/authorization letter (1 original, 1 photocopy)	Provided by the informant (letter) , BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same
9. Joint Affidavit of two disinterested persons	Legal Offices
10. Funeral Service Certification or Certification from the Cemetery/Crematory	Funeral Services, Cemeteries, Crematories

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the duly accomplished Death Certificate application with the transfer/cremation permit.	1. Receive and verify the documents and issue an order of payment.	None	5 Minutes	Ma. Teresa M. Aguilar *Asst. Registration Officer* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the	2. Receive payment and issue an official receipt.	PHP 100 (Art. B Sec. 306 Local	5 minutes	Office of the City Treasurer

City Treasurer for payment.		Revenue Code)		
3. Present the Official Receipt.	3.1 Prepare the Certificate, Notice of Posting, and issue claim stub.	None	8 Minutes	Ma. Teresa M. Aguilar *Asst. Registration Officer* Office of the City Civil Registrar
	3.2 Post the Notice of Posting at the bulletin board.	None	10 days (posting period)	Ma. Teresa M. Aguilar *Asst. Registration Officer* Office of the City Civil Registrar
	3.3 Register the Certificate.	None	3 Minutes	Ma. Teresa M. Aguilar *Asst. Registration Officer* Raquel R. Abuan *Registration Officer III* Ma. Rowena F. Raroque *Acting City Civil Registrar* Office of the City Civil Registrar
4. Present claim stub, receive Certificate, and sign in the logbook.	4. Release Certificate.	None	2 minutes	Maricel C. Villacorta *Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**PHP 100**	**23 Minutes + (10 days posting)**	

7. REGISTRATION OF LIVE BIRTH OF PERSON/S WITH NO KNOWN PARENTS

Refers to the registration of a live birth where the child's parentage is unknown. Registration may be made, provided it is supported by a Social Case Study Report or other documents establishing the circumstances of birth.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished OCRG Form No.101 (4 original copies)	Civil Registrar's Office

2. Original or certified true copy of the Social Case Study report			Social Welfare Office	
3. Certification Declaring a Child Legally Available for Adoption (CDCLAA) in case the person with no known parent/s is subject to adoption			National Authority for Child Care (NACC)	
4. Valid Government-issued ID of the finder (1 original)			BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same	
5. Affidavit of Late Registration (if delayed registration)			Legal Offices	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the complete requirements.	1. Receive and verify documents.	None	5 Minutes	*Administrative Officer I* Office of the City Civil Registrar
2. Examine and sign the prepared certificate.	2. Prepare the Certificate and Register the certificate.	None	5 Minutes	*Administrative Officer I* *Acting City Civil Registrar* Office of the City Civil Registrar
3. Receive Certificate, Receive Certificate, and sign in the logbook.	3. Release Certificate.	None	1 minute	*Administrative Officer I* Office of the City Civil Registrar
	TOTAL:	**None**	**11 Minutes**	

8. ISSUANCE OF CERTIFIED TRUE COPY/PHOTOCOPY OF BIRTH/MARRIAGE/DEATH CERTIFICATE

Refers to the issuance of a certified true copy or photocopy of a civil registry document (birth, marriage, or death certificate) from the Local Civil Registrar. The copy is certified as a true reproduction of the original record on file in the civil registry.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Birth, Marriage, Death in Meycauayan)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

1. Valid Government-issued ID of the owner of the document/nearest kin/authorizing person, photocopy of the valid government ID with 3 specimen signatures.			BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec and the same	
2. Authorization Letter, Affidavit of Kinship, or Special Power of Attorney from the authorizing person (1 original copy)			Handwritten Letter from the authorizing person, Legal Offices	
3. For Death Certificates, Original Authorization letter with 1 photocopy of the valid government ID with 3 specimen signatures of the nearest kin and of the person being authorized if the nearest kin are not available.			Provided by the client	
4. Birth certificate/baptismal certificate of the immediate family member or relative to establish their affinity to the document owner.			PSA outlets, churches	
• To request a Birth Certificate on someone else's behalf, the authorized representative must bring the original, valid ID and birth certificate of the adult authorizing the request.			BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec and the same; PSA outlets	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the filled-up verification slip/query slip.	1. Search and verify the requested document/s and issue an order of payment.	None	7 Minutes	*Asst. Registration Officer* *Administrative Assistant II* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue an official receipt.	PHP 50 (Art. B Sec. 306 Local Revenue Code)	5 minutes	Office of the City Treasurer
3. Present Official Receipt.	3. Prepare and sign the Certified True Copy/Photocopy of Certificate.	None	5 Minutes	*Administrative Assistant II* *Administrative Officer I* *Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
4. Receive Certified True Copy/Photocopy of Certificate and sign in the logbook.	4. Release the Certified True Copy Photocopy of the Certificate.	None	2 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**PHP 50**	**19 Minutes**	

9. REGISTRATION OF LEGITIMATION/ACKNOWLEDGEMENT OF PATERNITY

Refers to the legal process by which a father formally acknowledges his child, thereby establishing a legal parent-child relationship. This process applies when a child is born out of wedlock, and the father seeks to recognize his parental rights and obligations in accordance with the Family Code.

Office or Division:	Office of the City Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	All (Born in Meycauayan)			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
For Legitimation:				
a. Certificate of No Marriage of Parents (CENOMAR) (1 original)			PSA Offices/Outlets	
b. Certificate of Marriage of Parents (PSA copy) (1 original)			PSA Offices/Outlets	
c. Affidavit of Legitimation executed by both parents (1 original)			Any Legal Offices/Notary Public	
d. Birth Certificate of Child (PSA copy) (1 original copy)			PSA Offices/Outlets	
Note: Requirements for Acknowledgment of Paternity:				
a. Notarized Affidavit of Admission of Paternity (1 original copy)			Any Legal Offices/Notary Public	
b. Notarized Affidavit to use the surname of the father (1 original copy)			Any Legal Offices/Notary Public	
c. Valid government-issued ID of parents (1 original and 1 photocopy)			BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-IBIG, PRC, Comelec	
Other supporting documents:				
a. Baptismal Certificate (1 original, 1 photocopy)			The church where the child was baptized	
b. Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy)			GSIS, SSS, Philhealth	
c. Private handwritten instrument (1 original, 1 photocopy)			Provided by the client	
d. School records (1 original, 1 photocopy)			The school where the client studied	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements.	1. Receive and verify the submitted documents, issue	None	5 Minutes	*Administrative Aide II* Office of the City Civil Registrar

	an order of payment.			
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue an official receipt.	Registration Fee - PHP 300 Certified True Copy of Birth/ PHP 100 (2 copies) (Art. B Sec. 306 Local Revenue Code)	5 Minutes	Office of the City Treasurer
3. Present Official Receipt.	3. Prepare and sign the Birth Certificate of Registration for Legitimation/Acknowledgment of Paternity and Endorsement letter.	None	15 Minutes	*Administrative Aide II* *Acting City Civil Registrar* Office of the City Civil Registrar
4. Receive the duplicate copy of the requested document and endorsement letter.	4. Photocopy and release the Birth Certificate of Registration for Legitimation/Acknowledgment of Paternity, and Endorsement Letter; and submit the original copies to the Philippine Statistics Authority (PSA) office to office.	None	10 Minutes	*Administrative Aide II* Office of the City Civil Registrar
	TOTAL:	**PHP 400**	**35 Minutes**	

10. OUT OF TOWN REGISTRATION OF BIRTH CERTIFICATE (FOR SUBMISSION TO CONCERNED CITY/MUNICIPALITY)

Out-of-town reporting occurs when the birth certificate is presented to the civil registrar of a city or municipality, which is not the place of birth, not for registration, but to be forwarded to the civil registrar of the city or municipality where the vital event occurred and where it should be registered.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Born in Meycauayan and Meycauayan Residents)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Municipal Form No.102 (4 original copies)	Civil Registrar's Office Meycauayan
2. Philippine Statistics Authority (PSA) – Negative Certification (1 original)	PSA Offices/Outlets
3. Notarized Affidavit of Out-of-Town Late Registration (1 original)	Legal Offices/Notary Public
4. Notarized Joint Affidavit of Two Disinterested Persons (1 original)	Legal Offices/Notary Public
5. National ID/ Ephil ID / Digital ID / Validated Transaction Slip of the Registrant and/or his/her parents (0 to 1 yr. old is not mandatory)	PSA, Philsys Outlets
6. Marriage Certificate of Parents and Registrant (1 original, 1 photocopy) (if applicable)	Civil Registrar's Office, where the marriage certificate was registered.
7. Barangay Certification as proof of residence (1 original, 1 photocopy)	Barangay Halls in Meycauayan
8. Unedited front-facing photo (2x2) (2 original)	Photo Studios
9. Death Certificate and Affidavit of registrant in case the document owner is deceased (1 original)	PSA Offices, PSA outlets / Any Legal Offices/Notary Public
10. Affidavit of whereabouts of mother if the mother is not available (1 original)	Legal Offices/Notary Public
11. 2 documentary evidence of the parents	PSA Offices, Churches, etc.
12. Valid Government Issued Identification Card of Parents, Registrant (if aged 18-up), 2 witnesses in the Joint Affidavit (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same
13. Registrant's Affidavit (1 original)	Legal Offices/Notary Public
14. Personal appearance (18 yrs. old and above)	
Additional Requirements for unmarried parents:	
1. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies)	Any Legal Offices/Notary Public
2. Notarized Affidavit of Acknowledgment/Admission of Paternity (found at the back portion of Form No. 102)	Any Legal Offices/Notary Public

3. Sworn Attestation of the mother (for birth aged 7 years and above (2 original copies)	Any Legal Offices/Notary Public
4. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)	Any Legal Offices/Notary Public
If one of the parents of the registrant is a foreigner:	
a. Valid Passport or BI Clearance Certificate or ACR-I Card	Passport/Immigration officers
b. Birth certificate of parent/s	Civil registry offices
Any 2 Documentary Evidences:	
a. Baptismal Certificate (1 original, 1 photocopy)	Church where the registrant was baptized
b. School records (Form 137/School Certification) (1 original, 1 photocopy)	School where the registrant studied
c. Medical or Immunization record (1 original, 1 photocopy)	Any healthcare offices
d. Voter's Registration Record (1 original, 1 photocopy)	Comelec Offices
e. NBI Clearance (1 original, 1 photocopy)	NBI offices
f. Police Clearance (1 original, 1 photocopy)	PNP Offices
g. Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy)	GSIS/SSS/Phillhealth Offices
h. Income Tax Return (1 original, 1 photocopy)	BIR Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive and verify documents. Interview the registrant, and prepare the birth certificate.	None	15 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
2. Review the prepared Birth certificate.	2. Inform the client that the prepared birth certificate with its attachments will be forwarded to the PSA Provincial Office in Plaridel, Bulacan, for checking and verification of the completeness of	None	5 Minutes	*Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar

	their submitted requirements before it is forwarded to the concerned C/LCR.			
	TOTAL:	**None**	**20 Minutes**	

11. OUT OF TOWN REGISTRATION OF BIRTH CERTIFICATE (RECEIVED FROM OTHER CITY / MUNICIPALITY TO BE REGISTERED IN MEYCAUAYAN)

Out-of-town reporting occurs when the birth certificate is sent to the civil registrar of a city or municipality which is the place of birth, for registration and after registration it will be forwarded to the civil registrar of the city or municipality where the documents came from.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (born in Meycauayan and Meycauayan Residents)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished Municipal Form No.102 (4 original copies)	Other Civil Registrar's Office
2. Philippine Statistics Authority (PSA) – Negative Certification (1 original)	PSA Offices/Outlets
3. Baptismal Certificate (1 original, 1 photocopy)	The church where the child was baptized
4. Voter's Affidavit (1 original, 1 photocopy)	Comelec Offices
5. Cedula (1 original, 1 photocopy)	City/Municipal Treasurer, Barangay Halls
6. Barangay Clearance (1 original, 1 photocopy)	Barangay Hall where the registrant resides
7. Barangay Certification for Late Registration (1 original, 1 photocopy)	Barangay Hall where the registrant resides
8. NBI Clearance (1 original, 1 photocopy)	NBI offices
9. Police Clearance (1 original, 1 photocopy)	PNP Offices
10. Two valid Government Issued IDs (original copy, 1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-IBIG, PRC, Comelec
11. Marriage Certificate of Parents and/or Registrant (1 original, 1 photocopy) (if applicable)	Civil Registrar's Office, where the marriage certificate was registered.
12. SSS E-1 Form (1 original, 1 photocopy)	SSS Offices
13. Philhealth Member Data Record (MDR) (1 original)	Philhealth Offices

14. School Record (Form 137) (1 original, 1 photocopy)	School where the registrant studied
15. Notarized Joint Affidavit of Two Disinterested Persons (1 original)	Legal Offices/Notary Public
16. Notarized Affidavit of Out-of-Town Late Registration (1 original)	Legal Offices/Notary Public
Additional Requirements for unmarried parents:	
1. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies)	Any Legal Offices/Notary Public
2. Notarized Affidavit of Acknowledgment/Admission of Paternity (found at the back portion of Form No. 102)	Any Legal Offices/Notary Public
3. Sworn Attestation of the mother (for birth aged 7 years and above (2 original copies)	Any Legal Offices/Notary Public
4. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)	Any Legal Offices/Notary Public

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. The concerned City/ Municipality Sent the complete requirements thru courier.	1.1 Receive and verify for the completeness and accuracy of the received birth certificate from another city/municipality.	None	10 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
	1.2 Proceed to the Cashier Window at the Office of the City Treasurer for payment	PHP 100 (Art. B Sec. 306 Local Revenue Code)	5 minutes	Office of the City Treasurer
2. Proceed to the concerned City/ Municipal Civil Registrar where they filed their birth certificate and claim	2. Sign and register the out-of-town late registration of birth. Contact the client and inform him/her that the registered birth certificate will	None	8 Minutes	*Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar

the registered birth certificate.	be sent to the concerned City/ Municipal Civil Registrar.			
	TOTAL:	**PHP 100**	**18 Minutes**	

12. OUT OF TOWN REGISTRATION OF MARRIAGE CERTIFICATE (FOR SUBMISSION TO CONCERNED CITY/MUNICIPALITY)

Out-of-town reporting occurs when the marriage certificate is presented to the civil registrar of a city or municipality, which is not the place of marriage, not for registration, but to be forwarded to the civil registrar of the city or municipality where the vital event occurred and where it should be registered.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Meycauayan Residents)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Original Copy or Certified Copy of Marriage Certificate (4 copies)	Civil Registrar's Office of Meycauayan
2. Philippine Statistics Authority (PSA) – Negative Certification (1 original)	PSA Offices/Outlets
3. Affidavit of Late Registration of Marriage (1 original)	Any Legal Offices/Notary Public
4. Certificate of No Marriage (CENOMAR) (1 original copy each) (both parties)	PSA Offices/Outlets
5. Wedding Pictures (1 original and 1 photocopy)	To be provided by the client
6. Birth Certificate of Children (1 original and 1 photocopy)	Any Civil Registrar's Offices/ PSA offices/outlets
7. Cedula and valid government-issued ID of husband and wife (1 original and 1 photocopy)	Any Office of the City/Municipal Treasurer, Barangay Hall (Cedula) / BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same
8. Affidavit of Out-of-Town Registration	Any Legal Offices/Notary Public
9. Personal appearance of one of the contracting parties	

10. Death certificate of spouse (if applicable) (1 original and 1 photocopy)	Any Civil Registrar's Offices/ PSA offices/outlets

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive and verify documents. Interview the registrant and prepare the marriage certificate.	None	15 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
2. Review the prepared Marriage certificate.	2. Inform the client that the prepared marriage certificate with its attachments will be forwarded to the PSA Provincial Office in Plaridel, Bulacan, for checking and verification of the completeness of their submitted requirements before it is forwarded to the concerned C/LCR.	None	3 Minutes	*Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar
	TOTAL:	**None**	**18 Minutes**	

13. OUT OF TOWN REGISTRATION OF MARRIAGE CERTIFICATE (RECEIVED FROM OTHER CITY/MUNICIPALITY TO BE REGISTERED IN MEYCAUAYAN)

Out-of-town reporting occurs when the marriage certificate is sent to the civil registrar of a city or municipality, which is the place of marriage, for registration, and after registration, it will be forwarded to the civil registrar of the city or municipality where the documents came from.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Meycauayan Residents)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Original Copy or Certified Copy of Marriage Certificate (1 copy)	Other Civil Registrar's Office
2. Philippine Statistics Authority (PSA) –Negative Certification (1 original)	PSA Offices/Outlets
3. Certificate of No Marriage (CENOMAR) (1 original copy each)	PSA Offices/Outlets
4. Affidavit of Late Registration of Marriage (1 original)	Legal Offices/Notary Public
5. Wedding Pictures (1 original and 1 photocopy)	To be provided by the client
6. Certificate of Live Birth of Children (1 original and 1 photocopy)	Any Civil Registrar's Offices/ PSA offices/outlets
7. Death certificate of spouse (if applicable) (original and photocopy)	Any Civil Registrar's Offices/ PSA offices/outlets
8. Cedula and valid government-issued ID of husband and wife (1 original and 1 photocopy)	Any Office of the City/Municipal Treasurer, Barangay Hall (Cedula) / BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. The concerned City/ Municipality Sent the complete	1.1 Receive and verify for the completeness and	None	10 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
Requirements through courier.	accuracy of the received marriage			

	certificate from another city/municipality.			
	1.2 Proceed to the Cashier Window at the Office of the City Treasurer for payment.	PHP 100 (Art. B Sec. 306 Local Revenue Code)	5 minutes	Office of the City Treasurer
2. Proceed to the concerned City/ Municipal Civil Registrar where they filed their marriage certificate and claim the registered marriage certificate.	2. Sign and register the out-of-town late registration of marriage. Contact the client and inform him/her that the registered marriage certificate will be sent to the concerned City/Municipal Civil Registrar.	None	8 Minutes	*Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar
	TOTAL:	**PHP 100**	**18 Minutes**	

14. OUT OF TOWN REGISTRATION OF DEATH CERTIFICATE (FOR SUBMISSION TO CONCERNED CITY/MUNICIPALITY)

Out-of-town reporting occurs when the death certificate is presented to the civil registrar of a city or municipality, which is not the place of Death, not for registration, but to be forwarded to the civil registrar of the city or municipality where the vital event occurred and where it should be registered.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Meycauayan Residents)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Original Copy of Death Certificate (4 copies)	Civil Registrar's Office
2. Philippine Statistics Authority (PSA) – Negative Certification / CENODEATH (1 original)	PSA Offices/Outlets
3. Burial, Cremation, or Transfer permit	City/Municipal Health Offices

4. Medico Legal Report with autopsy	Police or Investigative Agency/ hospital or medical facility
5. Picture of gravestone (Lapida) (1 copy)	Cemetery where the cadaver was buried or cremated
6. Affidavit of Late Registration of Death (1 original copy)	Legal Offices/Notary Public
7. Cedula (1 original copy)	Office of the City/Municipal Treasurer Barangay Halls
8. Valid Government Issued ID of informant/Authorization Letter	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-IBIG, PRC, Comelec
9. Affidavit of Out-of-Town Registration	Legal Offices/Notary Public

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements.	1. Receive and verify documents and prepare the death certificate.	None	15 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
2. Review the prepared Death certificate.	2. Inform the client that the prepared death certificate with its attachments will be forwarded to the PSA Provincial Office in Plaridel, Bulacan, for checking and verification of the completeness of their submitted requirements before it is forwarded to the concerned C/LCR.	None	3 Minutes	*Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar
	TOTAL:	**None**	**18 Minutes**	

15. OUT OF TOWN REGISTRATION OF DEATH CERTIFICATE (RECEIVED FROM OTHER CITY/MUNICIPALITY TO BE REGISTERED IN MEYCAUAYAN)

Out-of-town reporting occurs when the death certificate is sent to the civil registrar of a city or municipality which is the place of death, for registration and after registration it will be forwarded to the civil registrar of the city or municipality where the documents came from.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Meycauayan Residents)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Original Copy of Death Certificate (4 copies)	Civil Registrar's Office
2. Philippine Statistics Authority (PSA) – Negative Certification / CENODEATH (1 original)	PSA Offices/Outlets
3. Burial, Cremation, or Transfer permit	City/Municipal Health Offices
4. Medico Legal Report with autopsy	Police or Investigative Agency/ hospital or medical facility
6. Picture of gravestone (Lapida) (1 copy)	Cemetery where the cadaver was buried or cremated
7. Affidavit of Late Registration of Death (1 original copy)	Legal Offices/Notary Public
8. Cedula (1 original copy)	Office of the City/Municipal Treasurer Barangay Halls
9. Valid Government Issued ID of informant/Authorization Letter	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-IBIG, PRC, Comelec
10. Affidavit of Out-of-Town Registration	Legal Offices/Notary Public

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. The concerned City/ Municipality sent the complete requirements through courier.	1.1 Receive and verify the completeness and accuracy of the received marriage certificate from another city/municipality.	None	10 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
	1.2 Proceed to the Cashier Window at the Office of the City	PHP 100 (Art. B Sec. 306	5 minutes	Office of the City Treasurer

	Treasurer for payment.	Local Revenue Code)		
2. Proceed to the concerned City/ Municipal Civil Registrar where they filed their marriage certificate and claim the registered death certificate.	2. Sign and register the Out-of-town late registration of Death. Contact the client and inform him/her that the registered Death certificate will be sent to the concerned City/Municipal Civil Registrar.	None	8 Minutes	*Asst. Registration Officer* *Acting City Civil Registrar* Office of the City Civil Registrar
	TOTAL:	**PHP 100**	**18 Minutes**	

16. ISSUANCE OF MARRIAGE LICENSE

Refers to the issuance of a legal document authorizing two persons of legal age to marry, in accordance with the Family Code. The marriage license serves as proof that the parties are legally eligible to contract marriage.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (at least one of the couple is a resident of Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Birth Certificate from PSA/NSO (1 original copy and 2 photocopies each)	Any Civil Registrar's Offices, PSA Offices /outlets
2. Updated Certificate of No Marriage (CENOMAR) w/ receipt (1 original copy and 2 photocopies each)	PSA Offices/outlets
3. Certificate of Pre-Marriage Counselling and Family Planning Seminar (every Thursday)	City Health Office and City Nutrition and Population Office
4. Cedula (Address should be the place where you live for the last 6 months) (1 original copy and 2 photocopies each)	Office of the City/Municipal Treasurer Barangay Halls
5. Baptismal Certificate or Certificate of Membership from Religious Sect (1 original copy and 2 photocopies each)	Church where the applicants were baptized/member

6. Barangay Certificate of Residency (one must be a resident of Meycauayan) (1 original copy and 2 photocopies each)	Barangay Halls
7. Valid Government-issued ID (1 original copy and 2 photocopies each)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-IBIG, PRC, Comelec
8. If the applicant is a widow/widower, bring a PSA copy of the Death Certificate of the deceased spouse (1 copy)	Any Civil Registrar Offices
9. 1x1 recent photo (2 copies each)	Photo Studios
10. Family Planning Certificate	City Health Office
11. Pre-Marriage Counselling Certificate	City Nutrition and Population Office
Note: If the applicant's previous marriage is annulled, also bring:	
1. Certificate of Finality (1 original and 2 photocopies)	Regional Trial Court
2. Court Decision (1 original and 2 photocopies)	Regional Trial Court
3. Annotated Marriage Certificate (1 original and 2 photocopies)	PSA Offices/outlets
Note: If Foreign applicants also bring:	
1. Legal capacity from their Embassy in the Philippines (1 original and 2 photocopies)	Respective Embassy in the Philippines
2. Certificate of Divorce (if applicable) (1 original and 2 photocopies)	Courts in their respective country
3. If the applicant is a widow/widower, bring a PSA copy of the Death Certificate of the deceased spouse (1 copy)	PSA Offices/Outlets
4. Passport/ Latest arrival stamp in passport (1 original and 2 photocopies)	DFA
Note: For Foreign nationals who are married and divorced by a Filipino nationals also bring:	
1. Approved Judicial Recognition of Foreign Decision (1 original and 2 photocopies)	Regional Trial Court
2. Certificate of Finality of the Decision (1 original and 2 photocopies)	Regional Trial Court
3. Annotated Marriage Certificate from the PSA (1 original and 2 photocopies)	PSA Offices/Outlets
4. If the applicant is a widow/widower, bring a PSA copy of the Death Certificate of the deceased spouse (1 copy)	PSA Offices/Outlets
5. Passport/ Latest arrival stamp in passport (1 original and 2 photocopies)	DFA
6. 1x1 most recent photo (2 pieces each)	Photo studios

When a Foreigner has no Embassy or Consulate in the Philippines, also bring:				
1. Affidavit of Legal Capacity to Contract Marriage (1 original copy)	Notary Public (preferably within Meycauayan City)			
2. Certification that his/her country has no Embassy or Consulate in the Philippines from the Department of Foreign Affairs (1 original copy)	DFA Offices			
When a Foreigner has no Embassy or Consulate in the Philippines:				
a. Affidavit of Legal Capacity to Contract Marriage				
b. Certification that his/her country has no Embassy or Consulate in the Philippines from the Department of Foreign Affairs				
Note: Personal appearance of both applicants Note: Personal Appearance of both parents for 18-25 years old applicants bring valid id (1 original). Note: Upon Claiming of the Marriage License by an Authorized representative, Present the following: a. Authorization Letter or Special Power of Attorney from the applicant/s (1 original copy) b. Government Issued Identification Card of the applicant/s authorized representative, photocopy of the ID with 3 specimen signatures.				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill-up application form and attach the complete requirements.	1. Review entries of the documents submitted and issue an order of payment.	None	20 Minutes	*Registration Officer III* *Administrative Asst. II* Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 300	5 Minutes	Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Application for Marriage License and notify clients of the Pre-Marriage Counselling and Family Planning Seminar.	None	5 Minutes	*Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar

4. Receive Application for Marriage License and attend the Pre-Marriage Counselling and Family Planning Seminar.	4. Return Application for Marriage License to the applicants.	None	2 Minutes	*Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
5. Present the Pre-Marriage Counselling and Family Planning Seminar Certificates with other requirements; receive Claim Stub.	5. Prepare Notice of Posting, and issue claim stub.	None	3 Minutes	*Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
	5.1 Post Notice in the bulletin board at Meycauayan City Hall.		2 minutes (10-day posting period)	*Administrative Assistant II* Office of the City Civil Registrar
	5.2 Preparation of Marriage License.	None	5 Minutes	*Asst. Registration Officer*
6. Present the claim stub and receive the Marriage License.	6. Release Marriage License.		2 Minutes	*Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**PHP 300**	**44 minutes + (10 days posting)**	

17. ISSUANCE OF MARRIAGE AFFIDAVIT (ARTICLE 34)

Refers to the issuance of an affidavit under Article 34 of the Family Code, allowing couples who have cohabited as husband and wife for at least five (5) years to marry without a marriage license. The affidavit serves as proof of eligibility for marriage in accordance with the provisions of the Family Code.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Meycauayan Residents Only			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
1. Birth Certificate from PSA/NSO (1 original and 2 photocopies)			PSA Offices/Outlets	
2. Updated Certificate of No Marriage (CENOMAR) with original receipt (1 original copy and 2 photocopies each)			PSA Offices/Outlets	
3. Barangay Certification (Living together as husband and wife for 5 years and above)			Barangay Halls in Meycauayan	
4. Birth Certificate of the eldest child (1 original and 2 photocopies)			Church where the child was baptized, Civil Registrar's Offices PSA Offices/outlets	
5. Latest Cedula (1 original and 2 photocopies each)			Barangay Halls /Office of the City /Municipal Treasurer	
6. If the applicant is a widow/widower, bring PSA/NSO or a Certified True Copy of the Death Certificate of the deceased spouse (1 original and 2 photocopies)			Any Civil Registrar's Offices	
7. Baptismal Certificate or Certificate of Membership from a Religious Sect			Churches	
8. Valid government-issued ID			BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec	
Note: If the applicant's previous marriage is annulled, bring:				
1. Certificate of Finality (1 original and 2 photocopies)			Regional Trial Court	
2. Court Decision (1 original and 2 photocopies)			Regional Trial Court	
3. Annotated Marriage Certificate (1 original and 2 photocopies)			PSA Offices/outlets	
Note: Personal appearance of both applicants (must be 23 years old and above) Note: If Widow/Widower or annulled spouse, the period of the computation of the time of death of the deceased spouse or the time of annulment should be more than five years.				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Submit complete requirements.	1. Review entries of the documents submitted, and issue order of payment.	None	10 Minutes	*Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue an official receipt.	PHP 200	5 Minutes	Office of the City Treasurer
3. Present Official Receipt.	3. Prepare and issue the Marriage Affidavit Form and inform the client to go to a Notary Public.	None	15 Minutes	*Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
	TOTAL:	**PHP 200**	**30 Minutes**	

18. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF LIVE BIRTH)

Refers to the correction of an obvious clerical or typographical error in the Certificate of Live Birth. A clerical error refers to an inadvertent mistake in writing, copying, transcribing, or typing an entry in the civil register, which is harmless and innocuous, such as a misspelled place of birth or similar entry. Corrections are made only by reference to other existing records.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Born in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. PSA Copy of Birth Certificate (1 original, 2 photocopies)	PSA Offices/Outlets
2. Local Copy of Birth Certificate (1 original, 2 photocopies)	Civil Registrar's Office
3. Baptismal Certificate(1 original, 2 photocopies)	The church where the child was baptized
4. Barangay Clearance (1 original, 2 photocopies)	Barangay Halls
5. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)	Any Legal Offices/Notary Public
6. Marriage Contract of the petitioner (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
7. Latest Police Clearance (1 original, 2 photocopies)	PNP offices

8. Marriage Contract of parents of the petitioner (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
9. Birth Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
10. Barangay Clearance of Mother/Father (if applicable) (1 original, 2 photocopies)	Barangay Halls
11. Death Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
12. Birth Certificate of child/children (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
13. Birth Certificate of sibling/s (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
14. Certificate of Employment with no pending case or Notarized Affidavit of Non-Employment (1 original, 2 photocopies)	Employer of the Petitioner/Any Legal Offices/Notary Public
15. Valid Government-issued ID of parents (if applicable)/registrant (1 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-IBIG, PRC, Comelec
16. MDR (Philhealth)/ SSS forms (if applicable) (1 original, 2 photocopies)	Philhealth and SSS offices
17. Passport/Passport Application (if applicable) (1 original, 2 photocopies)	DFA Office
18. Form 137 School Record (1 original, 2 photocopies)	The school where the petitioner studied
19. Barangay Residency of child (1 original, 2 photocopies)	Barangay Halls
20. Cedula (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall
21. Cedula of parents (if applicable) (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall
22. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition	Any Legal Offices/Notary Public
23. Cedula and ID of Petitioner (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall, BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review entries in the documents submitted and issue an order of payment.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City	2. Receive payment and issue an official receipt.	PHP 1,000	5 minutes	Office of the City Treasurer

Treasurer for payment.				
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	15 Minutes (10 days posting period)	*Acting City Civil Registrar* Office of the City Civil Registrar
	3.1 Call/Text client upon affirmation of the Petition.	None	1 Minute	*Administrative Aide II* Office of the City Civil Registrar
4. Bring a copy of the PSA that contains the clerical error.	4. Verify the Petition Document; Issue Order of payment for the Certificate of Finality.	None	5 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
5. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	5. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Office of the City Treasurer
6. Present the Official Receipt.	6. Prepare Certificate of Finality and Certify Petition Documents.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
7. Received complete Finality documents.	7. Release Certificate of Finality and Certified Petition Documents; Advise client that the assigned staff will mail the Finality to PSA San Fernando, Pampanga.	None	1 Minute	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
	TOTAL:	**Correction of Clerical Error – PHP 1,000 Certificate of Finality Fee - PHP 150**	**1 hour and 2 minutes + (10 days posting period)**	

19. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF MARRIAGE)

Refers to the correction of an obvious clerical or typographical error in the Certificate of Marriage. A clerical error refers to an inadvertent mistake in writing, copying, transcribing, or typing an entry in the civil register, which is harmless and innocuous, such as a misspelled place of marriage or similar entry. Corrections are made only by reference to other existing records.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Married in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. PSA Copy of Marriage Certificate (1 original, 2 photocopies)	PSA Offices, PSA accredited outlets
2. Local Copy of Marriage Certificate (1 original, 2 photocopies)	Civil Registrar's Office of Meycauayan
3. Birth Certificate of Husband/Wife (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
4. Birth Certificate of child/children (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
5. Birth Certificate of sibling/s (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
6. Birth Certificate of Mother/Father (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
7. Death Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
8. Latest NBI Clearance (1 original, 2 photocopies)	NBI Offices
9. Latest Police Clearance (1 original, 2 photocopies)	PNP Offices
10. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)	Any Legal Offices/Notary Public
11. Government Issued ID (1 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec
12. Passport/ Passport Application (1 original, 2 photocopies)	DFA Office
13. Barangay Clearance (1 original, 2 photocopies)	Barangay Hall where they live
14. Cedula (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall
15. Cedula and ID of Petitioner (if the owner is not available) (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall, BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec

16. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition			Any Legal Offices/Notary Public	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements.	1. Review entries in the documents submitted and issue an order of payment.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue an official receipt.	PHP 1,000	5 minutes	Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	15 Minutes (10-day posting period)	*Acting City Civil Registrar* Office of the City Civil Registrar
	3.1 Call/Text client upon affirmation of the Petition.	None	1 Minute	*Administrative Aide II* Office of the City Civil Registrar
4. Bring a copy of the PSA that contains the clerical error.	4. Verify the Petition Document; Issue Order of payment for the Certificate of Finality.	None	5 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
5. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	5. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Office of the City Treasurer

6. Present the Official Receipt.	6. Prepare Certificate of Finality and Certify Petition Documents.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
7. Received complete Finality documents.	7. Release Certificate of Finality and Certified Petition Documents; Advise client that the assigned staff will mail the Finality to PSA San Fernando, Pampanga.	None	1 Minute	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
	TOTAL:	**Correction of Clerical Error – PHP 1,000** **Certificate of Finality Fee - PHP 150**	**1 hour and 2 minutes + (10 days posting period)**	

20. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF DEATH)

Refers to the correction of an obvious clerical or typographical error in the Certificate of Death. A clerical error refers to an inadvertent mistake in writing, copying, transcribing, or typing an entry in the civil register, which is harmless and innocuous, such as a misspelled place of death or similar entry. Corrections are made only by reference to other existing records.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Died in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. PSA Copy of Death Certificate (1 original, 2 photocopies)	PSA Offices, PSA accredited outlets
2. Local Copy of Death Certificate (1 original, 2 photocopies)	Civil Registrar's Office of Meycauayan
3. Birth Certificate of Husband/Wife (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
4. Birth Certificate of child/children (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
5. Birth Certificate of sibling/s (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
6. Birth Certificate of Mother/Father (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
7. Death Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
8. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)	Any Legal Offices/Notary Public
9. Government Issued ID (1 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec
10. Medical Records	Hospitals, clinics
11. Cedula and ID of Petitioner (if the owner is not available) (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall, BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec
12. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the petitioner is unable to file the petition	Any Legal Offices/Notary Public

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements.	1. Review entries in the documents submitted and issue an order of payment.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar

2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue an official receipt.	PHP 1,000	5 minutes	Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	15 Minutes (10-day posting period)	*Acting City Civil Registrar* Office of the City Civil Registrar
	3.1 Call/Text client upon affirmation of the Petition.	None	1 Minute	*Administrative Aide II* Office of the City Civil Registrar
4. Bring a copy of the PSA that contains the clerical error.	4. Verify the Petition Document; Issue Order of payment for the Certificate of Finality.	None	5 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
5. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	5. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Office of the City Treasurer
6. Present the Official Receipt.	6. Prepare Certificate of Finality and Certify Petition Documents.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
7. Received complete Finality documents.	7. Release Certificate of Finality and Certified Petition Documents; Advise client that	None	1 Minute	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar

	the assigned staff will mail the Finality to PSA San Fernando, Pampanga.			
	TOTAL:	**Correction of Clerical Error – PHP 1,000 Certificate of Finality Fee - PHP 150**	**1 hour and 2 minutes + (10 days posting period)**	

21. CORRECTION: CHANGE OF FIRST NAME (R.A. 9048) AND CHANGE OF MONTH AND DAY OF BIRTH, CHANGE OF GENDER (R.A. 10172)

Refers to the correction or change of the first name or nickname, the day and month in the date of birth, or the sex of a person in the civil register. Such corrections may be made through administrative proceedings in accordance with Republic Act No. 9048 and Republic Act No. 10172, upon submission of the required supporting documents.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Born in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. PSA Copy of Birth Certificate (1 original, 2 photocopies)	PSA Offices/Outlets
2. Local Copy of Birth Certificate (1 original, 2 photocopies)	Civil Registrar's Office of Meycauayan
3. Baptismal Certificate (1 original, 2 photocopies)	The church where the child was baptized
4. Barangay Clearance (1 original, 2 photocopies)	Barangay Hall
5. Birth Certificate of Child/Children (at least 2) (1 original, 2 photocopies) (For Change of Name)	Any Civil Registrar offices, PSA Offices/outlets
6. Marriage Contract (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
7. Latest NBI Clearance (1 original, 2 photocopies)	NBI Offices
8. Latest Police Clearance(1 original, 2 photocopies)	PNP Offices

9. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)	Any Legal Offices/Notary Public
10. Certificate of Employment or Affidavit of Non-Employment (1 original, 2 photocopies)	Any Legal Offices/Notary Public
11. Government Issued Identification Card (2 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec
12. Passport/ Passport Application (1 original, 2 photocopies) if applicable	DFA Office
13. Form 137 School Record (1 original, 2 photocopies)	The school where the petitioner studied
14. Barangay Residency of the child	Barangay Hall, where they live
15. Cedula (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall
16. Affidavit of Publication with newspaper (1 original)	Publication from a national circulating newspaper company.
17. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition	Any Legal Offices/Notary Public
18. Medical Records (1 original, 2 photocopies) (for change of date of birth)	Any Medical Clinic/Hospital
Note: Additional Requirements for Correction of Gender (R.A. 10172)	
1. Medical Records (1 original, 2 photocopies)	Any Medical Clinic/Hospital
2. Medical Certification from City Health Office (1 original, 2 photocopies)	City Health Office of Meycauayan
Note: Publication from a national circulating newspaper for two (2) consecutive weeks.	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements	1. Review entries in the documents submitted and issue an order of payment.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Issue official receipt.	PHP 3,000	5 minutes	Office of the City Treasurer

3. Present Official Receipt.	3. Prepare Petition of Clerical Error and Notice of Publication post notice in the bulletin board at Meycauayan City Hall; advise client to secure an Affidavit of Publication.	None	15 Minutes (10 days posting period)	*Acting City Civil Registrar* Office of the City Civil Registrar
4. Submit Affidavit of Publication and a copy of the newspaper.	4. Advise the client to return after 2 weeks posting period.	None	2 Minutes (2 weeks posting period)	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
5. Present a copy of the Petition of clerical error.	5. Prepare the Petition of Correction with supporting documents and advise the client to send the Petition documents to PSA through a courier.	None	5 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
	5.1. Call/Text client upon affirmation of the Petition.	None	1 Minute	*Administrative Aide II* Office of the City Civil Registrar
6. Bring a copy of the PSA that contains the clerical error.	6. Verify the Petition Document; issue an Order of payment for the Certificate of Finality.	None	3 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
7. Proceed to the Cashier	7. Receive payment and	PHP 150	5 minutes	Office of the City Treasurer

Window at the Office of the City Treasurer for payment.	issue Official Receipt.			
8. Present the Official Receipt.	8. Prepare Certificate of Finality and Certify Petition Documents.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
9. Received complete Finality documents.	9. Release Certificate of Finality and Certified Petition Documents; Advise client that the assigned staff will mail the Finality to PSA San Fernando, Pampanga.	None	1 Minute	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
	TOTAL:	**Correction of Birthdate/ Gender/Change of First Name – PHP 3,000** **Certificate of Finality Fee - PHP 150**	**1 hour and 2 minutes + (15 days posting period)**	

22. MIGRANT PETITION OF CORRECTION

Refers to a petition filed in a Local Civil Registry Office other than the place where the civil registry document was originally registered, for the correction of a clerical or typographical error in the civil register. A clerical or typographical error refers to an obvious mistake committed in writing, copying, transcribing, or typing an entry in the civil register, which is harmless and innocuous, such as a misspelled place of birth and similar entries, and can be corrected only by reference to other existing records.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. PSA Copy of Birth, Death, or Marriage Certificate (1 original, 2 photocopies)	PSA Offices/Outlets
2. Local Copy of Birth, Death, or Marriage Certificate (1 original, 2 photocopies)	Civil Registrar's Office of Meycauayan
3. Baptismal Certificate (1 original, 2 photocopies)	The church where the child was baptized
4. Barangay Clearance (1 original, 2 photocopies)	Barangay Hall
5. Birth Certificate of Child/Children (at least 2) (1 original, 2 photocopies) (For Change of Name)	Any Civil Registrar offices, PSA Offices/outlets
6. Marriage Contract (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets
7. Latest NBI Clearance (1 original, 2 photocopies)	NBI Offices
8. Latest Police Clearance(1 original, 2 photocopies)	PNP Offices
9. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)	Any Legal Offices/Notary Public
10. Certificate of Employment or Affidavit of Non-Employment (1 original, 2 photocopies)	Any Legal Offices/Notary Public
11. Government Issued Identification Card (2 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec
12. Passport/ Passport Application (1 original, 2 photocopies) if applicable	DFA Office
13. Form 137 School Record (1 original, 2 photocopies)	School where the petitioner studied
14. Barangay Residency of the child	Barangay Hall, where they live
15. Cedula (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall
16. MDR (Philhealth)/ SSS forms (1 original, 2 photocopies) (if applicable)	Philhealth and SSS offices

17. Affidavit of Publication with newspaper (1 original)			Publication from a national circulating newspaper company.	
18. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition			Any Legal Offices/Notary Public	
Note: Additional Requirements for Correction of Gender				
1. Medical Records (1 original, 2 photocopies)			Any Medical Clinic	
2. Medical Certification from City Health Office (1 original, 2 photocopies)			City Health Office of Meycauayan	
Note: Publication from a national circulating newspaper for two (2) consecutive weeks.				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements .	1. Review entries in the documents submitted and issue an order of payment.	None	15 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Issue official receipt.	Correction of First Name/ R.A.10172 – PHP 1,000 R.A. 9048 PHP 500	5 minutes	Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	15 Minutes (10 days posting period)	*Acting City Civil Registrar* Office of the City Civil Registrar
4. Present a copy of the Petition of clerical error.	4. Prepare the Petition of Correction with supporting documents and advise the client to send the		5 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar

	Petition documents to CCR/LCR where the birth/marriage is registered through a courier.			
	4.1. Call/Text client upon receiving the Finality from the LCR/CCR concern.	None	3 Minutes	*Administrative Aide II* Office of the City Civil Registrar
5. Received complete Finality documents.	5. Release Certificate of Finality and Certified Petition Documents; Advise client to secure the new PSA copy at any PSA outlet	None	5 Minutes	*Acting City Civil Registrar* *Administrative Aide II* Office of the City Civil Registrar
	TOTAL:	**Correction of First Name/ R.A.10172 – PHP 1,000** **R.A. 9048 PHP 500**	**44 minutes + (10 days posting period)**	

23. SUPPLEMENTAL REPORT

A supplemental report is used to supply entries or information in the Certificate of Live Birth, Marriage, Death, and Certificate of Fetal Death, which were inadvertently omitted when the document was registered.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Born, Married and Died in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Philippine Statistics Authority (PSA) – Certificate (1 original and 2 photocopies)	PSA Offices/outlets
2. Certified True Copy (CTC) of Certificate (1 original)	Office of the Local Civil Registrar
3. Baptismal Certificate (1 original and 2 photocopies)	The church where the child was baptized
4. NBI/Police Clearance (1 original and 2 photocopies)	NBI Offices, Police offices
5. Government Issued Identification Card of registrant and parents (2 original and 1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec
6. Voter's Affidavit (1 original and 2 photocopies)	Comelec Offices
7. SSS E-1 Form (1 original and 2 photocopies)	SSS Offices
8. School Records (Transcript of Records, Diploma, Form 137)	School where the petitioner studied
9. Member Data Record form	Philhealth offices
10. Affidavit of Supplemental Report (2 original copies and 1 photocopy)	Any Legal Offices/Notary Public
11. Marriage and Birth Certificate of parents for Supplemental of Birth, Marriage (1 original and 2 photocopies)	PSA Offices/outlets

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements.	1. Review entries in the documents submitted and issue order of payment.	None	7 Minutes	*Registration Officer III* Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 50	5 minutes	Office of the City Treasurer

3. Present Official Receipt.	3. Attach receipt, prepare and sign Supplemental Report, for a certified true copy of Certificate of Live Birth/Marriage/ Death and Endorsement Letter.	None	15 Minutes	*Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
	3.1. The assigned CCR staff will notify the client that the office will send the duly accomplished supplemental report and its attachments through office to office to the Philippine Statistics Authority (PSA) Regional Office San Fernando, Pampanga, for the supplemental report with one (1) entry, PSA Central Office Diliman, Quezon City, for two (2) entries or more.	None	5 Minutes	*Registration Officer III* Office of the City Civil Registrar
	TOTAL:	**PHP 50**	**32 Minutes**	

24. ENDORSEMENT OF CIVIL REGISTRY DOCUMENTS

Refers to the process by which the Local Civil Registrar endorses civil registry documents, such as birth, marriage, or death certificates, to the **Philippine Statistics Authority (PSA)** for annotation, verification, or inclusion in the PSA database. This is usually requested when the record is not yet available in the PSA, when the copy issued by the PSA is blurred or unreadable, or when there is an urgent need to reflect the correct record in the PSA system.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Born, Died and Married in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Local Copy of Certificate of Birth, Death, and Marriage (For Advance Endorsement)	Civil Registrar's Office of Meycauayan
2. Blurred PSA Copy of Certificate of Birth, Death, and Marriage (For Endorsement of Clear Copy)	PSA Offices/Outlets
3. Philippine Statistics Authority (PSA) - Certificate of No Record (For Endorsement for Inclusion)	PSA Offices/Outlets
4. Authorization Letter (if the owner or nearest kin cannot process endorsement) or Special Power of Attorney	Authorizing person, Any Legal Offices/Notary Public
5. Government-issued Identification Card of the owner of the document, nearest kin/authorized person (if the requester is not the owner of the document to be endorsed	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec
6. Proof of Urgency in securing PSA Copy	Government agencies requiring PSA copy.
Note: Feedback Form from PSA stating that the copy is blurred and in need to request an endorsement of clear copy.	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. For Advance Endorsement, present a copy of the civil registry document and proof of urgency, then proceed to step no. 5	1. Prepare and sign the Endorsement Letter for Advance copy, Electronic endorsement form, and Certificate Civil Registry Document.	None	8 Minutes	*Administrative Aide II* *Administrative Officer I* *Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
2. For Endorsement of Inclusion, present	2. Search and verify the	None	10 Minutes	*Administrative Aide II* *Administrative Officer I*

the PSA Negative Result. While for Endorsement of Clear copy, present the blurred copy of the PSA document.) Fill out the query slip for verification.	requested documents and issue an order of payment.			Office of the City Civil Registrar
3. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	3. Issue official receipt.	PHP 50	5 minutes	Office of the City Treasurer
4. Present Official Receipt.	4. Prepare and sign the Endorsement Letter and its attachments	None	5 Minutes	*Administrative Aide II* *Administrative Officer I* *Acting City Civil Registrar* *Registration Officer III* Office of the City Civil Registrar
5. Receive a duplicate copy of the requested documents.	5. Release the duplicate copy of the Endorsement Letter and its attachment. Inform the client that our staff will mail the original copy of the Endorsement Letter and its attachments to PSA Provincial Office- Plaridel, Bulacan, as PSA requires an office-to-office transaction.	None	2 Minutes	*Administrative Aide II* *Administrative Officer I* Office of the City Civil Registrar
	TOTAL:	**PHP 50**	**10 Minutes (Advance)** **22 Minutes (Inclusion/ Blurred)**	

25. REGISTRATION OF COURT DECISION

Refers to the registration of a court decree or court decision affecting the civil status of a person. This includes cases such as Correction of Entries in the Civil Register, Annulment or Declaration of Nullity of Marriage, Recognition of Foreign Judgment (Divorce), Cancellation of Birth Record, Declaration of Presumptive Death, and Adoption.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Born, Died and Married in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. PSA Copy of Certificate of Birth, Death, and Marriage	PSA Offices, PSA accredited outlets
2. Certificate of Finality and Court Decision (2 original copies)	City/Municipality where the Court Decision was made
3. Certificate of Authenticity of the Court Decision/Finality (2 original copies)	City/Municipality where the Court Decision was made
4. Certification from the Civil Registrar of the City/Municipality where the Court Decision was made (2 original copies)	Civil Registrar of the City/Municipality where the Court Decision was made
5. Divorced Certificate (for recognition of foreign divorce) (1 original copy)	Country where the divorce took place
6. (if the petitioner is not available) Authorization/Valid ID of the Petitioner/SPA/ Valid ID of the Authorized Representative	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-ibig, PRC, Comelec

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements for review.	1. Review documents presented. Issue an order of payment to the client. Prepare Annotation of the certificate, Registration of the court decision, Certified true copies, and endorsement letter.	None	15 Minutes	*Administrative Officer I* *Acting City Civil Registrar* Office of the City Civil Registrar

2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue an official receipt.	PHP 600 – Court Decision PHP 1,100 – Annulment PHP 600 – Recognition of Divorce PHP 500 – Adoption PHP 600 – Presumptive Death	5 minutes	Office of the City Treasurer
3. Present Official Receipt. Receive the Registration of Court Decision with attachments and photocopy the same	3. Attach the receipt, release Annotation of Certificate, Registration of Court Decision, Certified true copies, endorsement letter, and submit the original copies to the Philippine Statistics Authority (PSA) office.	None	10 Minutes	*Administrative Officer I* Office of the City Civil Registrar
	TOTAL:	**PHP 600 – Court Decision** **PHP 1,100 – Annulment** **PHP 600 – Recognition of Divorce** **PHP 500 – Adoption** **PHP 600 – Presumptive Death**	**30 minutes**	

26. KASALANG BAYAN - ISSUANCE OF MARRIAGE AFFIDAVIT (ART. 34)

To provide a standard procedure for the issuance of a marriage affidavit (Art. 34) for beneficiaries of Kasalang Bayan who are not able to afford a traditional wedding to formalize their marriage in accordance with Philippine law.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Meycauayan Residents Only

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Birth Certificate of Applicants (1 original and 2 photocopies)	PSA Offices/Outlets
2. Updated Certificate of No Marriage (CENOMAR) with original receipt (1 original copy and 2 photocopies each)	PSA Offices/Outlets
3. Barangay Certification (Living together as husband and wife for 5 years and above)	Barangay Halls in Meycauayan
4. Birth Certificate of the eldest child (1 original and 2 photocopies)	Church where the child was baptized, Civil Registrar's Offices PSA Offices/outlets
5. Latest Cedula (1 original and 2 photocopies each)	Barangay Halls /Office of the City /Municipal Treasurer
6. Valid government-issued ID	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, Pag-IBIG, PRC, Comelec
Note: Personal appearance of both applicants (must be 23 years old and above)	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements.	1. Review submitted application requirements.	None	10 Minutes	*Registration Officer III* *Administrative Assistant II* *Acting City Civil Registrar* Office of the City Civil Registrar
	1.1 Prepare and issue Marriage Affidavit Form	None	13 Minutes	*Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
	1.2 Include the applicants in the list of participants in Kasalang Bayan		2 Minutes	*Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
	TOTAL:	**None**	**25 Minutes**	

27. (DELAYED REGISTRATION UNDER PHILSYS BIRTH REGISTRATION ASSISTANCE PROJECT (BRAP))

To provide late registration of birth certificates of indigent Meycaueños free of charge and conducted once a year in 26 barangays in Meycauayan.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Born in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished Municipal Form No.102 (4 original copies)	Civil Registrar's Office, Hospitals, Lying-in Clinics, Health Centers in Meycauayan
2. Negative Omnibus Certification from PSA (1 original)	PSA Bulacan
3. Affidavit for Delayed Registration of Birth found at the back portion of Form No. 102	Office of the City Civil Registrar of Meycauayan
4. Joint Affidavit of Two Disinterested Persons (2 original copies)	Office of the City Civil Registrar of Meycauayan
5. National ID/ Ephil ID / Digital ID / Validated Transaction Slip of the Registrant and/or his/her parents (0 to 1 yr. old is not mandatory)	PSA, Philsys Outlets
6. Certificate of Indigency (1 original and 1 photocopy)	Barangay where the child/registrant was born and resides
Any Proof of Identity	
1. Marriage Contract of Parents or Registrant (if available)	Any Civil Registrar offices, PSA Offices/outlets
2. Barangay Certification for Late Registration	Barangay where the child/registrant was born and resides
3. Government Issued Identification Card of Parents, Registrant (if aged 18-up), 2 witnesses in the Joint Affidavit (1 original, 1 photocopy)	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec, and the same
Additional Requirements for unmarried parents (all affidavits are notarized for Free):	
1. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (if unmarried parents) (except those who were born from August 03, 1988, to March 18, 2004)	Office of the City Civil Registrar of Meycauayan
2. Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)	Office of the City Civil Registrar of Meycauayan

3. Sworn Attestation of the mother (for birth aged 7 years and above (2 original copies)			Office of the City Civil Registrar of Meycauayan	
4. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)			Office of the City Civil Registrar of Meycauayan	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the list of documentary evidence of birth for examination.	1. Will conduct a detailed interview for the application for a birth certificate.	None	10 Minutes	*Asst. Registration Officer* *Administrative Officer I* *Acting City Civil Registrar*
	1.2 Advise the registrant to submit the complete requirements once the omnibus negative certification is available.	None	12 Minutes	*Asst. Registration Officer* *Administrative Officer I* Ma. Rowena F. Raroque *Acting City Civil Registrar*
2. Submit the complete requirements.	2. Prepare the birth certificate, Notice of posting, and claim stub	None	25 minutes	Office of the City Treasurer
	2.1. Post the application form on the bulletin board.	None	10 days (posting period)	*Asst. Registration Officer* *Asst. Registration Officer* Office of the City Civil Registrar
	3. Register the Certificate.	None	2 Minutes	*Asst. Registration Officer* *Asst. Registration Officer* *Registration Officer III* *Acting City Civil Registrar* Office of the City Civil Registrar
3.1 Present claim stub.	3.1 Release Certificate.	None	1 Minute	*Asst. Registration Officer* *Asst. Registration Officer* Office of the City Civil Registrar
	TOTAL:	**None**	**23 Minutes + (10 days for posting)**	

28. Issuance of SECPA through BREQS

The Batch Request System (BREQS) is a scheme where PSA authorizes a partner to receive requests for PSA-issued copies and certifications of civil registry documents from the public and issue the documents to its clientele. SECPA refers to the copy of a civil registry document printed on special security paper issued by the Philippine Statistics Authority (PSA).

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Born, Married and Died in Meycauayan)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accomplished Request form	BREQS office
2. Valid government-issued ID	BIR, Post Office, DFA, LTO, SSS, GSIS, PSA, Philhealth, PRC, Comelec and the same
3. Authorization Letter, Affidavit of Kinship, or Special Power of Attorney from the authorizing person (1 original copy)	Handwritten Letter from the authorizing person, Legal Offices

a. If the requester is the document owner, present original, valid IDs.
b. If the requester is a representative, original valid government-issued IDs and a photocopy of the valid government-issued IDs of the document owner / original and photocopy of the valid government-issued IDs of the representative.
c. Authorization letter / Special Power of Attorney (SPA) duly signed by the document owner and indicating the following:
   - Type of document
   - Number of requested document/s
   - Name of document owner/s; and
   - Complete details of requested document/s
   - Purpose of the request/s

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements and other supporting documents.	1.1 Receive and review the required form.	None	10 minutes	BREQS User / Clerk
	1.2 Encode the data into the system.	None	5 minutes	BREQS User / Clerk
2. Payment of fees	2. Process payments.	Php 205 – for Birth,	5 minutes	BREQS User / Clerk

		Marriage, and Death; Php 260 – for CENOMAR		
3. Received Acknowledgment Receipt.	3. Prepare Acknowledgment Receipt.		5 minutes	BREQS User / Clerk
4. Receive requested documents.	4. Release documents.		5 minutes	BREQS User / Clerk
	TOTAL:	**Php 205 – for Birth, Death, and Marriage; Php 260 – for CENOMAR**	**30 Minutes + (7-day processing period)**	