

## **OFFICE OF THE CIVIL REGISTRAR**

### **Issuance of Birth Certification**

#### **REQUIREMENTS**

- Official Receipt from the Municipal Treasurer's Office

#### **FEES**

- Local P100.00
- Abroad P100.00

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Approach staff and submit name of person registered in the birth certificate, date of birth, and name of mother.	5 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I  SUSANA V. BUNSOY Registry Officer I
2. Verify availability of record.	10 minutes	
3. Prepare appropriate form based on the verification and request of the client.  CR Form 1-A if record is available CR Form 1-B if no record/negative CR Form 1-C if record is destroyed (record is prior to 1942)	5 minutes	
4. Forward CR Form to the Municipal Civil Registrar (MCR) for signature.	1 minute	
5. MCR signs the form.	1 minute	HAIDEE G. GUNIO Municipal Civil Registrar
6. Inform client for the result of verification.  If record is available, advise client for payment of fees.  If record is not available, inform client of his/her options: a. secure CR Form 1-B b. submit requirements for delayed registration	5 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I  SUSANA V. BUNSOY Registry Officer I
7. Pay fees and secure Official Receipt.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
8. Issue birth certification to the client after signing in the logbook.	1 minute	JEAN C. PIZARRO Proj. Dev't. Asst. I

## **Issuance of Death Certification**

### **REQUIREMENTS**

- Official Receipt from the Municipal Treasurer's Office

### **FEES**

- Local P100.00
- Abroad P100.00

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Approach staff and submit name of deceased person and date of death.	5 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I  SUSANA V. BUNSOY Registry Officer I
2. Verify availability of record.	10 minutes	
3. Prepare appropriate form based on the verification and request of the client.  CR Form 2-A if record is available CR Form 2-B if no record/negative CR Form 2-C if record is destroyed (record is prior to 1942)	5 minutes	
4. Forward CR Form to the Municipal Civil Registrar (MCR) for signature.	1 minute	
5. MCR signs the form.	1 minute	HAIDEE G. GUNIO Municipal Civil Registrar
6. Inform client for the result of verification.  If record is available, advise client for payment of fees.  If record is not available, inform client of his/her options: c. secure CR Form 2-B d. submit requirements for delayed registration	5 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
7. Pay fees and secure Official Receipt.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)

8. Issue death certification to the client after signing in the logbook.	1 minute	JEAN C. PIZARRO Proj. Dev't. Asst. I
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### **Issuance of Marriage Certification**

#### **REQUIREMENTS**

- Official Receipt from the Municipal Treasurer's Office

#### **FEES**

- Local P100.00
- Abroad P100.00

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Approach staff and submit name of groom and bride and date of marriage.	5 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I  SUSANA V. BUNSOY Registry Officer I
2. Verify availability of record.	10 minutes	
3. Prepare appropriate form based on the verification and request of the client.  CR Form 3-A if record is available CR Form 3-B if no record/negative CR Form 3-C if record is destroyed (record is prior to 1942)	5 minutes	
4. Forward CR Form to the Municipal Civil Registrar (MCR) for signature.	1 minute	
5. MCR signs the form.	1 minute	HAIDEE G. GUNIO Municipal Civil Registrar
6. Inform client for the result of verification.  If record is available, advise client for payment of fees.  If record is not available, inform client of his/her options: e. secure CR Form 3-B f. submit requirements for delayed registration	5 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I

7. Pay fees and secure Official Receipt.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
8. Issue marriage certification to the client after signing in the logbook.	1 minute	JEAN C. PIZARRO Proj. Dev't. Asst. I

### **Registration of Birth**

#### **REQUIREMENTS**

- Accomplished Municipal Form (MF) 102

**FEES:** None

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Midwife, hilot, or attendant at birth submits accomplished MF 102 to the staff.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Receive document and verify correctness and completeness of the entries.	6 minutes	SUSANA V. BUNSOY Registry Officer I
3. Assign Registry Number and stamp seal for authenticity.	3 minutes	
4. Forward MF 102 to the Municipal Civil Registrar (MCR) for signature.	1 minute	SUSANA V. BUNSOY Registry Officer I
MCR signs the form.	2 minutes	HAIDEE G. GUNIO Municipal Civil Registrar
5. Issue owner's copy to the client.	1 minute	SUSANA V. BUNSOY Registry Officer I

### **Registration of Death**

#### **REQUIREMENTS**

- Accomplished Municipal Form (MF) 103
- Burial Permit from the Municipal Treasurer's Office (MTO)

**FEES:**

- Burial Permit Fee      P100.00

### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
1. Municipal Health Office or relative of the deceased person submits accomplished MF 103 (death certificate) to the staff.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Receive document and verify correctness and completeness of the entries.	5 minutes	
3. Assign Registry Number and stamp seal for authenticity.	3 minutes	SUSANA V. BUNSOY Registry Officer I
4. MCR signs the form.		HAIDEE G. GUNIO Municipal Civil Registrar
5. The client pay fees and secure burial permit.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
6. Issue owner's copy to the client.	1 minute	JEAN C. PIZARRO Proj. Dev't. Asst. I

### Registration of Marriage

#### REQUIREMENTS

- Accomplished Municipal Form (MF) 97

**FEES:** None

### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
1. Solemnizing Officer or contracting parties submit accomplished MF 97 to the staff.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Receive document and verify correctness and completeness of the entries.	6 minutes	
3. Assign Registry Number and stamp seal for authenticity.	3 minutes	SUSANA V. BUNSOY Registry Officer I
4. Forward MF 97 to the Municipal Civil Registrar (MCR) for signature.	1 minute	HAIDEE G. GUNIO Municipal Civil Registrar
MCR signs the form.	2 minutes	
5. Issue owner's copy to the	1 minute	SUSANA V. BUNSOY

client.		Registry Officer I
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### **Delayed Registration of Events**

#### **REQUIREMENTS**

- Negative certification from Philippine Statistics Authority (PSA)
- Affidavit of two (2) disinterested persons
- Official Receipt (OR) from the Municipal Treasurer's Office (MTO)

#### **SUPPORTING DOCUMENTS**

For birth

- Form 137 (school record)
- Medical Record
- Baptismal Certificate
- Voter's Certification

For death

- Death Certificate issued by church
- Official Receipt from the Funeral Parlor
- Picture of deceased person taken during the wake
- Picture of gravestone (lapida)

For marriage

- Copy of marriage certificate not registered
- Affidavit of Solemnizing Officer or contracting parties

#### **FORMS**

- MF 102
- MF103
- MF 97

**FEES:** P100.00

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client submits negative certification and supporting documents.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Receive and verify documents.	5 minutes	SUSANA V. BUNSOY Registry Officer I
3. Interview client	10 minutes	HAIDEE G. GUNIO Municipal Civil Registrar

4. Prepare MF 102, MF 103, or MF 97 depending on the event/request (birth, death, marriage).	5 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I  SUSANA V. BUNSOY Registry Officer I
5. The client pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
6. Inform client of the posting requirement (10 days) and advise him/her to get the owner's copy of the registration after posting.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I  SUSANA V. BUNSOY Registry Officer I  HAIDEE G. GUNIO Municipal Civil Registrar

### **Advance Copy of Document**

#### **REQUIREMENTS**

- Official Receipt (OR) from the Municipal Treasurer's Office (MTO)

#### **FORMS**

- MF 102
- MF 97

**FEES:** None

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff and requests for endorsement of Office of the Civil Registrar General (OCRG) copy.	3 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Staff prepares endorsement of registered document (MF 102, MF 97) to National Statistics Office (NSO) and forwards it to MCR for signature.	15 minutes	
3. MCR signs the documents.	2 minutes	HAIDEE G. GUNIO Municipal Civil Registrar

4. The client pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
5. Client is advised to mail (by courier service) documents and follow-up with NSO (in Quezon City) after 3 days.	3 minutes	HAIDEE G. GUNIO Municipal Civil Registrar

### **Out-of-Town Reporting of Birth**

#### **WHO MAY AVAIL**

- Residents born outside Municipality of Pilar may request the Office of the Municipal Registrar Pilar for the registration of birth to his/her place of birth.

#### **REQUIREMENTS**

- Negative certification from Philippine Statistics Authority (PSA)
- Affidavit of out-of-town reporting
- Affidavit of two (2) disinterested persons

**FEES:** MCR Pilar collects no fees. The client shoulders all the expenses to be incurred (e.g., mailing, fees being collected by the concerned Local Civil Registrar for registration birth, etc.)

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff and submits negative certification from NSO, required documents, and supporting papers re facts of birth.	30 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Staff receives, verifies documents, and prepares Certificate of Live Birth (COLB) in quadruplicate.		
3. MCR subscribes affidavit.		HAIDEE G. GUNIO Municipal Civil Registrar

**NOTE:** MCR Pilar will mail documents to the Local Civil Registrar of the local government unit (LGU – City/Municipality) where the client was born to register his/her birth. Client is notified if MCR Pilar from the concerned Office of the Local Civil Registrar has received copy. Client gets the owner's copy from MCR Pilar.



## **Request for Supplemental Report**

### **REQUIREMENTS**

- Affidavit of Supplemental Report
- Relevant papers to support missing entries (e.g., birth certificate, baptismal certificate)

**FEES:** P150.00

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff and submits affidavit of supplemental report to support missing entries on the document.	20 minutes	SUSANA V. BUNSOY Registration Officer I
2. Staff receives, verifies documents, and prepares supplemental report.		HAIDEE G. GUNIO Municipal Civil Registrar

## **Endorsement of Documents Kept Intact at the Office of the MCR in Cases of Negative Certifications Issued by NSO**

### **REQUIREMENTS**

- Negative certification from Philippine Statistics Authority (PSA)
- Official Receipt (OR) from the Municipal Treasurer's Office (MTO)

### **FORMS**

- CR Form 1-A

**FEES:** P100.00

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff, requests for endorsement of document to NSO, and submits negative certification from NSO.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Staff verifies from the archive if record is available.	5 minutes	
3. If available, staff prepares true copy of the document to be endorsed to NSO.	10 minutes	SUSANA V. BUNSOY Registry Officer

4. MCR signs the documents.	2 minutes	HAIDEE G. GUNIO Municipal Civil Registrar
5. The client pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)

### **Application for Marriage License**

#### **REQUIREMENTS**

- One of the contracting parties is a resident of Pilar
- Certificate of No Marriage (CENOMAR)
- Birth or Baptismal Certificate
- Pre-Marriage Counseling Certificate
- Parental Consent, *if applicant is 18 years old but below 21 years old*
- Parental Advice, *if applicant is 21 years old but below 25 years old*
- Death Certificate of deceased spouse, judicial decree of absolute divorce, judicial decree of annulment, declaration of presumptive death
- Certificate of legal capacity to contract marriage from their respective diplomatic or consular officials, *if foreigner*
- Official Receipt (OR) from the Municipal Treasurer's Officer (MTO)
- Affidavit

#### **FORMS**

- MF-90
- MF-92 (Form 6)
- MF-67 (Form 7)

**FEES:** P500.00

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff and makes an inquiry.	5 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Staff answers query and gives MF-90 to be filled-up and signed by the applicant. After filling-up, applicant submits accomplished MF-90 to the staff.	10 minutes	SUSANA V. BUNSOY Registry Officer I
3. Staff prepares MF-90 in quadruplicate by typing the information given.	5 minutes	

4. The client pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
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<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
5. Present OR to MCR staff so with the form	1 minute	SUSANA V. BUNSOY Registry Officer I
6. Subscribe application and advise applicants that license will be released after the 10 days of publication.	3 minutes	HAIDEE G. GUNIO Municipal Civil Registrar

### **Legitimation**

#### **REQUIREMENTS**

- Certificate of Live Birth (COLB)
- Certificate of Marriage (COM)
- Certificate of No Marriage (CENOMAR)
- Affidavit of Legitimation
- Official Receipt (OR) from the Municipal Treasure's Office (MTO)

#### **FORMS**

- MF-102
- MF-97

**FEES:** P150.00

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff and submits required documents.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Staff receives and verifies requirements.	5 minutes	
3. The client will pay fees and secure OR.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. Staff performs legitimation process.	10 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
5. Staff forwards the documents/O.R. to MCR.	1 minute	SUSANA BUNSOY Registry Officer I

6. MCR does the annotation of the affected record on the civil register.	3 minutes	HAIDEE G. GUNIO Municipal Civil Registrar
7. Issue owner's copy to client and advise him/her to secure authenticated copy with annotation from PSA.	2 minutes	

### **Allowing to Use Surname of Father (RA 9255)**

#### **REQUIREMENTS**

- Certificate of Live Birth (COLB)
- Affidavit to use surname of father (AUSF)
- Appearance of the father
- Official Receipt (OR) from the Municipal Treasure's Office (MTO)

#### **FORMS**

- MF-102
- MF-97
- AUSF

**FEES:** P150.00

#### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff and submits required documents.	2 minutes	SUSANA V. BUNSOY Registry Officer I
2. Staff receives, verifies, and records requirements.	5 minutes	
3. The client will pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. Staff prepares documents for annotation.	10 minutes	SUSANA V. BUNSOY Registry Officer I
6. Staff forwards the documents/O.R. to MCR.	1 minute	
7. MCR subscribes AUSF.	3 minutes	HAIDEE G. GUNIO Municipal Civil Registrar
8. Issue owner's copy to client and advise him/her to secure SECPA from PSA.	2 minutes	

### **Filing Petition for Correction of Clerical Error (RA 9048-CCE)**

## REQUIREMENTS

- Authenticated documents from National Statistics Office (NSO)
- RA 9048 Form
- Official Receipt (OR) from the Municipal Treasure's Office (MTO)

**FEES:** P1,000.00

## HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
1. Client approaches staff and submits required documents based on the type of correction.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Staff receives petition after examining completeness and sufficiency of supporting documents and let the petitioner sign the petition paper.	5 minutes	
3. The client will pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. Staff prepares notice for posting and other relevant documents.	10 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
5. Staff forwards the documents/O.R. to MCR.	1 minute	
6. MCR signs notice and administers oath of the petitioner.	5 minutes	HAIDEE G. GUNIO Municipal Civil Registrar
<b>NOTE:</b> <ul style="list-style-type: none"><li>a. Notice will be posted for 10 days.</li><li>b. Approved petition is submitted to PSA for affirmation.</li><li>c. Client is advised to call after a month to follow up his/her petition.</li></ul>		

## Filing Petition for Change of First Name (RA 9048-CFN)

## REQUIREMENTS

- Authenticated documents from Philippine Statistics Authority (PSA)
- RA 9048 Form

- Official Receipt (OR) from the Municipal Treasure's Office (MTO)

**FEES:** P3,000.00

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff and submits required documents for change of first name.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Staff receives petition after examining completeness and sufficiency of supporting documents.	5 minutes	
3. The client will pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. Staff prepares notice for publication and other relevant documents.	10 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
5. Staff forwards the documents/O.R. to MCR.	1 minute	
6. MCR orders publication of the petition at least once a week for two (2) consecutive weeks.	5 minutes	HAIDEE G. GUNIO Municipal Civil Registrar

#### **Request of Annotated Civil Registry Document (Annulment, Adoption, Correction, Declaration, Presumptive Death Repatriation, etc.)**

#### **REQUIREMENTS**

- Court decision
- Certificate of finality
- Photocopies of decision for submission to NSO
- Official Receipt (OR) from the Municipal Treasure's Office (MTO)

**FEES:** P150.00

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches MCR and submits required documents.	2 minutes	

2. MCR accepts court decision and does annotation of the affected record on the civil register.	13 minutes	HAIDEE G. GUNIO Municipal Civil Registrar
3. The client will pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. Present OR to MCR.	1 minute	HAIDEE G. GUNIO Municipal Civil Registrar
5. MCR prepares certificate with annotation and endorsement letter to NSO.	8 minutes	

### **Issuance of Certified Machine Copies**

#### **REQUIREMENTS**

- Official Receipt (OR) from the Municipal Treasure's Office (MTO)

**FEES:** P20.00/sheet

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches staff; requests certified true copy (CTC) of documents and provides necessary information.	2 minutes	JEAN C. PIZARRO Proj. Dev't. Asst. I
2. Staff stamps the document after verification from records and forwards document to MCR for signing.	5 minutes	
3. The client will pay fees and secure O.R.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. MCR signs each copy of document and issues document to client.	1 minute	HAIDEE G. GUNIO Municipal Civil Registrar

### **Administer Oaths for Civil Registry Purposes**

**REQUIREMENTS** None

**FEES** Free of charge

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>MAXIMUM TIME</b>	<b>PLEASE APPROACH</b>
1. Client approaches MCR and presents document (affidavit, petition, AUSF, Parental Consent, Parental Advice).	1 minute	HAIDEE G. GUNIO Municipal Civil Registrar
2. MCR administers oath.	1 minute	