

EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF DOÑA REMEDIOS TRINIDAD, BULACAN



1. Issuance of Marriage License

A marriage license is a document issued by the Municipal Civil Registrar, authorizing a couple to marry.

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| Office or Division: | Municipal Civil Registrar |
| Classification: | Highly Technical |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Couple (At least one resident of DRT, Bulacan) |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
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| 1. Birth certificate of applicants <i>(1 original copy and 1 photocopy)</i> | Municipal Civil Registrar's Office (MCRO) or Philippine Statistics Authority (PSA) |
| 2. Pre-Marriage Counselling Certificate <i>(1 original copy)</i> | Municipal Health Office (MHO) |
| 3. Parental Consent (if applicant is 18 yrs. old but below 21) <i>(1 original copy)</i> | Municipal Civil Registrar's Office (MCRO) or Mayor's Office (MO) or Law Office |
| 4. Parental Advice (if applicant is 21 yrs. Old but below 25) <i>(1 original copy)</i> | Municipal Civil Registrar's Office (MCRO) or Mayor's Office (MO) or Law Office |
| 5. Certificate of No Marriage (CENOMAR) <i>(1 original copy and 1 photocopy)</i> | Philippine Statistics Authority (PSA) |
| 6. Death Certificate (For a marrying Widow/Widower) <i>(1 original copy and 1 photocopy)</i> | Philippine Statistics Authority (PSA) |
| 7. Certificate of Legal Capacity (In cases of foreign applicants) <i>(1 original copy)</i> | Foreign Embassy/Consulates |
| 8. Passport (Foreign Applicants) <i>(1 original copy and 1 photocopy)</i> | Foreign Embassy/Consulates |
| 9. Annulment or Divorce Documents (If applicable) <i>(1 original copy and 1 photocopy)</i> | Court |
| 10. Judicial Decree of Annulment <i>(1 original copy and 1 photocopy)</i> | Court |
| 11. Community Tax Certificate (CEDULA) <i>(1 original copy and 1 photocopy)</i> | Municipal Treasurer's Office (MTO) or Barangay Hall |
| 12. Government Issued Valid ID <i>(1 original copy and 1 photocopy)</i> | Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|-----------------|--|
| 1. Submit complete requirements and provides necessary information at MCR Office. | 1. Accept & evaluate the requirements. Conduct interview and encode the data. Issue order of payment | None | 15 minutes | AA III / Clerk Office of the Municipal Civil Registrar |
| 2. Pay the required fees at Office of the Municipal Treasurer. (Window 1 or 2). | 2.1 Issue Official Receipt (OR). | P100.00 (Application Fee) P100.00 (Marriage License Fee) | 5 minutes | AA III (Window 2) / AA I (Window 1) Office of the Municipal Treasurer |

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| | | P193.00 (PMC Seminar) P 2.00 (AF #54) | | |
| 3. Present the Official Receipt (OR) to the MCR Office. | 3.1 Administer Oath and schedule the date of release. Posting period of 10 days (Administrative Order No. 1 Series of 1993) | None | 10 days Due date on the following working day | <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar |
| 4. Receive the document requested and sign on the logbook. | 4.1 Issue the Marriage License and record on the logbook. | None | 2 minutes | <i>AA III / Clerk</i> Office of the Municipal Civil Registrar |
| | TOTAL | P 395.00 | 10 DAYS AND 22 MINUTES | |



2. Delayed Registration Of Birth, Marriage, And Death Certificate

All vital events reported for registration after the regulative period shall be deem delayed and must undergo delayed registration procedures.

| Office or Division: | Municipal Civil Registrar | |
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| Classification: | Highly Technical | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Concerned individuals/Residents | |
| CHECKLIST OF REQUIREMENTS | | |
| <p>1. COLB, COM, COD accomplished and signed by proper parties. <i>(4 Original copies)</i></p> <p>2. Duly accomplished Affidavit for Delayed Registration at the back of COLB/ COM/COD <i>(4 Original copies)</i></p> <p>3. PSA certificate of No Records (negative results)</p> <p>BIRTH</p> <p><input type="checkbox"/> Notarized Affidavit of Allowing to Use the Surname of the Father <i>(1 Original copy)</i></p> <p><input type="checkbox"/> Marriage Certificate of parents <i>(1 Original copy)</i></p> <p><input type="checkbox"/> Affidavit of Two Disinterested Person <i>(1 Original copy)</i></p> <p><input type="checkbox"/> Community Tax Certificate <i>(1 Original copy)</i></p> <p><input type="checkbox"/> Valid Identification card <i>(1 photocopy)</i></p> <p>Submit the following documents (whenever applicable)</p> <p>To prove the BIRTHDATE AND BIRTHPLACE, presented in preference:</p> <p><input type="checkbox"/> Baptismal Certificate <i>(1 Certified True Copy)</i></p> <p><input type="checkbox"/> School Records (Form 137, Transcript of records) <i>(1 Certified True Copy)</i></p> <p><input type="checkbox"/> Medical Records <i>(1 Certified True Copy)</i></p> <p><input type="checkbox"/> Voter's Registration Record <i>(1 Certified True Copy)</i></p> <p><input type="checkbox"/> SSS Membership Record <i>(1 Certified True Copy)</i></p> <p><input type="checkbox"/> Barangay Certification (for children below 7 yrs. Of age) <i>(1 Original copy)</i></p> <p>MARRIAGE</p> <p><input type="checkbox"/> Affidavit/ Certification by the Solemnizing Officer (for marriage) <i>(1 Original copy)</i></p> <p>DEATH</p> <p><input type="checkbox"/> Affidavit by the relative stating the reason for delayed registration <i>(1 Original copy)</i></p> | WHERE TO SECURE | |
| | Hospital/ Medical Clinic/ MCR Office | |
| | Church / Pastor/ Judge/ Mayor's Office/ Hospital/ Funeral Services/ Rural Health Unit | |
| | Philippine Statistics Authority | |
| | MCR Office/ Law office | |
| | PSA Office/Outlets | |
| | Law Office | |
| | Barangay Hall/Municipal Treasurer's Office SSS, UMID, Pag-ibig, GSIS, PhilHealth, Passport, Barangay/NBI/Police Clearance, Company ID, School ID | |
| | Church School Administrator | |
| | Hospital/Medical Clinic COMELEC Office | |
| | SSS Office | |
| | Barangay Hall | |
| | Law Office | |
| | Law Office | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|--|--|
| 1. Submit complete requirements at the Office of the Municipal Civil Registrar. | 1.1 Accept/ review/ verify the documents presented. Issue order payment and check official receipt | None | 10 minutes | <i>AA III / Clerk</i> Office of the Municipal Civil Registrar |
| 2. Pay the required fees at the Office of the Municipal Treasurer. | 2.1 Posting period of 10 days (Administrative Order No. 1 Series of 1993) | P 125.00 P 75.00 (Certification with RA 9255) | 5 minutes 10 days due date on the following working day | <i>AA III (Window 2) / AA I (Window 1)</i> Office of the Municipal Treasurer |
| 3. Review, sign and claim the registered documents | 3.1 Approve and certify the late COLB/COM/COD and release registered documents | None | 7 minutes | <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar |
| | TOTAL | DEPENDS ON THE DOCS. | 10 DAYS AND 22 MINUTES | |



3. Issuance Of Certification Of Birth, Marriage, And Death Certificate

BIRTH CERTIFICATE – is a source of vital information and provides legal proof of the identity of an individual.

MARRIAGE CERTIFICATE – is useful to prove the fact of the occurrence of marriage and thus, to establish legal responsibilities of married couple.

DEATH CERTIFICATE – a document issued by a medical practitioner certifying the deceased state of a person.

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| Office or Division: | Municipal Civil Registrar | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All documents registered in the municipality | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Valid Identification card (1 Original and 1 Photocopy) | | SSS, UMID, Pag-ibig, GSIS, PhilHealth, Passport, Barangay/NBI/Police Clearance, Company ID, School ID | | |
| 2. Authorization Letter (1 Original copy) | | Owner of the document / requesting party | | |
| 3. Original Document (1 Photocopy) | | Municipal Civil Registrar/Philippine Statistics Authority. | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit request for certification at the Office of the Municipal Civil Registrar. | 1.1 Accept the request and verify record on system/registry book. | None | 10 minutes | <i>AA III / Clerk</i> Office of the Municipal Civil Registrar |
| 2. Pay necessary fees at Treasurer's Office | 2.1 Issue order payment. | P 75.00 (Certification) P75.00 (Certified True Copy) | 5 minutes | <i>AA III (Window 2) / AA I (Window 1)</i> Office of the Municipal Treasurer |
| 3. Present Official Receipt and claim the documents | 3.1 Check official receipt and release the document | None | 2 minutes | <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar |
| TOTAL | | BASED ON DOCUMENTS | 17 MINUTES | |

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4. Timely Registration Of Birth And Death Certificate

The registration of an event calls for an informant, a standard certificate or form on which to declare the facts and circumstances surrounding its occurrence, a place of registration and a registrar. Registration must be done promptly, within the regulative period specified by existing laws.

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| Office or Division: | Municipal Civil Registrar |
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Concerned individuals / residents |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Four original (4) copies of -Certificate of Live Birth (with Cert. of Marriage of Parents) -Certificate of Death Duly accomplished and signed by the proper parties. 2. For COLB to be registered as illegitimate child, both parents <ul style="list-style-type: none"> Community Tax certificate (1 Photocopy) Valid Identification Card (1 Photocopy) | Hospital/ Medical Clinic/ MCR Office Church / Pastor/ Judge/ Mayor's Office Hospital/ Funeral Services/ Rural Health Unit Barangay Hall or Municipal Treasurer's Office SSS, UMID, Pag-ibig, GSIS, PhilHealth, Passport, Barangay/NBI/Police Clearance, Company ID, School ID |
| 3). Barangay Residency (1 original copy) 4). Notarized Affidavit of Allowing to Use the Surname of the Father (1 original copy) | Barangay Hall Law Office |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|--|--|
| 1. Submit the requirements at the MCR Office. | 1.1 Accept/ review/ register the documents presented | None | 18 minutes | AA III / Clerk Office of the Municipal Civil Registrar |
| 2. Pay the required fees at Treasurer's Office. | 2.1 Issue order payment. | (Registration) P75.00 (Certification w/ R.A. 9255) P125.00 (Burial Fee) P50.00 (Transfer Fee) P 100.00 (Entrance Fee) | 5 minutes <i>Revenue Collection</i> | AA III (Window 2) / AA I (Window 1) Office of the Municipal Treasurer |

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| | | P100.00 (Cremation) P200.00 | | |
| 3. Claim the registered document | 3.1 Check official receipt and release the document | None | 1 minute | <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar |
| | TOTAL | BASED ON NEEDED DOC. | 24 MINUTES | |