

REQUEST FOR ISSUANCE OF SECURITY PAPER (SECPA) of BIRTH, DEATH AND MARRIAGE CERTIFICATE

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : QC Constituents, Non QC Residents
 (who used to live in Quezon City)
Documentary Requirement : SECPA Application Form
 if possible copy of certificate/s for SECPA
 conversion
 Identification Card
 Other supporting documents as needed
Processing Period : 5 working days and 5 minutes
How to Avail of the Service : **Proceed to Counter 10**

Step	Applicant / Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit filled-up SECPA application form and Identification Card	Receives application with requirements and issues order of payment	Five (5) Working Days	Receiving Clerk		SECPA Application Form
2	Pay at Treasurer's office corresponding fees	Upon receiving of receipt, clerk issues claim stub indicating day and time of release			₱ 60.00 – Security Paper	Official Receipt
3	Receives claim stub	Records application and control no. Transmit to Records division for searching/ conversion into SECPA				
4		Transmit security paper for signature by the Civil registrar only				
5	Receive released documents	Record serial no. before release of documents			₱ 60.00 – per document	NONE
END of TRANSACTION						

REGISTRATION of MARRIAGE CERTIFICATE

Schedule of Availability of Service	:
Days	: Monday – Friday
Hours	: 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service	: QC Constituents, Non QC Residents (who were married in QC)
Documentary Requirements	: Certificate of Marriage Request for the Celebration of Marriage in a Place Other than those Authorized by Law, if applicable
Processing Period	: 5-10 minutes per Certificate of Marriage
How to Avail of the Service	: Proceed to Counter 12

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submits a Certificate of Marriage for registration	Receives Certificate of Marriage for registration, check entries and signatures	5-10 minutes/COM	Receiving clerk	Registration fee ₱ 70.00	Certificate of Marriage
2	Pays at Treasurer's office corresponding fees	Issues order of payment				
3	Receive released document	Upon receipt of Official Receipt, assign registry no. and release the same				
END of TRANSACTION						

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed

APPLICATION and ISSUANCE of MARRIAGE LICENSE

Schedule of Availability of Service	:
Days	: Monday – Friday
Hours	: 8:00 a.m. – 4:00 p.m. without noon break
Who May Avail of the Service	: QC Constituents, Non QC Residents (who intends to marry in QC)
Documentary Requirements	: *Marriageable age: 18 years old (M/F)
	<ul style="list-style-type: none"> ➤ Marriage License Application Form ➤ Identification Card (<i>to establish residence</i>) ➤ Birth or Baptismal Certificates of both applicants ➤ Community Tax Certificate ➤ One(1) ID photo of both applicants ➤ If Applicable: <ul style="list-style-type: none"> • Municipal Form No. 92 (<i>Consent of Marriage of A Person Under Age</i>) • Municipal Form No. 7 (<i>Sworn Statement that Advice of Parents or Guardian has been asked</i>) • Municipal Form No. 8 (<i>Advice upon Intended Marriage</i>) • Certificate of Family Planning (City Health Department) • Certificate of Marriage Counseling (SSDD)
	<ul style="list-style-type: none"> ❖ For Foreigners <ul style="list-style-type: none"> ➤ Photocopy of valid passport (<i>indicating the date of arrival</i>) ➤ Certificate of Legal Capacity to Marry issued by their respective diplomatic or consular officials. ➤ If Divorced: <ul style="list-style-type: none"> • Copy of final decree or absolute divorce • Certificate of Family Planning and Marriage Counseling & Responsible Parenthood

Processing Period
How to Avail of the Service

: Eleven (11) days
 : **Proceed to Counter 11**

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Present Identification	Issuing clerk determines residence of contracting applicants	Eleven (11) Calendar Days from the date of the filing (10 days mandatory posting period). If the release date falls on a holiday, the next working day; if it falls on a Saturday or a Sunday, release shall be on a Monday;	Issuing/ Receiving Clerk	Marriage License Application Form ₱ 50.00 Filing Fee ₱ 100.00 Marriage License ₱ 100.00	<ul style="list-style-type: none"> • Marriage License Application Form • Municipal Form No. 92 • Municipal Form No. 7 • Municipal Form No. 8, if applicable
2	Pays at Treasurer's office corresponding fees	Issues order of payment				
3	Submit all required documents	Once paid, gives marriage license application form				
4	If applicable, applicants attend Family Planning Seminar (Health Dept.) and Guidance Counseling & Responsible Parenthood (SSDD) and submit Certificate/s before the release of marriage license					
5	Receive Marriage License	Release of Marriage License	Releasing of marriage license is up to 4:00 p.m.			
END of TRANSACTION						

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed

REGISTRATION of REGULAR BIRTH CERTIFICATE

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : All Government/Private Hospitals, Maternity & Lying-in Clinics/ QC Constituents, other Birth attendants
Documentary Requirements : Certificate of Live Birth, photocopy of Parents' Marriage Certificate
For Illegitimate Child
 ➤ Notarized Affidavit to Use the Surname of the Father if the child was acknowledged
 ➤ Notarized Joint Affidavit of Two Disinterested Persons / Witness
Processing Period : 5 minutes/COLB
How to Avail of the Service : **Proceed to Counter 18**

Step	Applicant / Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit Certificate of Live Birth and all the requirements	Receives Certificate of Live Birth for registration	5 mins./ COLB	Receiving clerk	Free within 30 days after birth	<ul style="list-style-type: none"> • Certificate of Live Birth • Affidavit to Use the Surname of the Father • Joint Affidavit of Two Disinterested Persons/ Witness
2		Checks completeness of Entries and attachments			Free	
3		If complete, assigns registry number				
4	Receive released document	Release personal copy to registrant				
END of TRANSACTION						

Note: All incomplete data/requirements will not be accepted.

REGISTRATION of LATE FILING of BIRTH CERTIFICATE

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : All Government/Private Hospitals, Maternity & Lying-in Clinics/other birth attendants; QC Constituents, Non-QC Residents (who were born in QC)
Documentary Requirements :

- Certificate of Live Birth for late registration
- Negative Result from CENSUS/PSA, LCR Certificate of No Record (CNR) (*not previously registered*)
- Original and photocopy of Baptismal Certificate
- Notarized Affidavit of Non-Baptism (*for those of other religion*)
 - For Legitimate Child (*below 17 years old*)
- Certified True Copy of Parents' Certificate of Marriage/ Marriage Contract
 - For Illegitimate Child (*below 17 years old*)
- Notarized Affidavit to Use the Surname of the Father
- Notarized Joint Affidavit of Two Disinterested Persons / Witness

For applicants 18 years and above (*same as above plus other supporting documents*)

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| <ul style="list-style-type: none"> ➤ Medical Records (<i>if born in hospital</i>) ➤ Voter's Affidavit ➤ Old NBI Clearance ➤ Old Police Clearance ➤ Death Certificate of Mother/Father ➤ Form 137/138 | <ul style="list-style-type: none"> ➤ SSS E-1 ➤ GSIS Service Record ➤ Insurance Policy ➤ Income Tax Return ➤ Affidavit of Abandonment |
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Processing Period :
 How to Avail of the Service :

Eleven (11) Working Days
 Proceed to Counter 19 and 20

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1		Receiving Clerk informs applicant/ registrant to secure Certificate of No Record	11 working days (mandated 10 days posting period) from date of receipt If Release date falls on a holiday, the next working day; if it falls on Saturday or Sunday, release shall be on a Monday	Receiving / Releasing Clerk	Certificate of No Record ₱ 50.00 Late Registratio n ₱ 150.00	<ul style="list-style-type: none"> • Affidavit to Use the Surname of the Father • Joint Affidavit of Two Disinterested Persons/ Witnesses • Affidavit of Non - Baptism
2	Submit all necessary requirements	If Issued with a CNR, provides requirements for late registration of birth certificate				
3		Issues Certificate of Live Birth Form				
4		If completely filled – up with attached requirements, issues order of payment				
5	Pays at Treasurer's office corresponding fees	Once paid, gives personal copy of applicant/ registrant indicating the date of release				
END of TRANSACTION						

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.

REGISTRATION OF DEATH CERTIFICATES

Schedule of Availability of Service	:	
Days	:	Monday – Friday
Hours	:	8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service	:	QC Constituents, Non QC Residents who died in Quezon City hospitals or within the vicinity of Quezon City, Funeral Parlors
Documentary Requirements	:	Certificate of Death, Autopsy report, if applicable
Processing Period	:	5-10 minutes per Certificate of Death
How to Avail of the Service	:	Proceed to Counter 7

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submits a Certificate of Death for registration	Receives Certificate of Death for registration, check if reviewed by health dept. and embalmer's signature	5-10 minutes	Receiving clerk	₱ 50.00 Please refer to Order of Payment	Certificate of Death
2	Pays at Treasurer's office corresponding fees	Issues order of payment	2 minutes			
3	Receive released document	Upon receipt of Official Receipt, assign registry no. and release the same	5-10 minutes			
END of TRANSACTION						

LATE REGISTRATION OF DEATH CERTIFICATE

Schedule of Availability of Service	:	
Days	:	Monday – Friday
Hours	:	8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service	:	QC Constituents, Non-QC Residents who died in QC hospitals, Funeral Parlors
Documentary Requirements	:	Certificate of Death, autopsy report (if applicable), Certificate of Burial (Cemetery), Certificate of Service (Funeral homes), PSA negative certification
Processing Period	:	5-10 mins. /COD (10 days mandatory posting period-release on the 11 th day)
How to Avail of the Service	:	Proceed to Counter 7

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submits Certificate of Death for registration	Receives Certificate of Death for registration, check if reviewed by health dept. and embalmer's signature	Eleven (11) calendar days from the date of filing (10 days mandatory posting period) If Release date falls on a holiday, the next working day; if it falls on Saturday or Sunday, release shall be on a Monday	Receiving clerk/ Chief, Death Division	Certificate of No Record ₱ 50.00 Late Registrati on ₱ 150.00	Certificate of Death
2	Pays at Treasurer's office as indicated in the order of payment	Issued order of payment				
3	Receive released document	Upon receipt of Official Receipt, assign registry number and release the same				
END of TRANSACTION						

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed

COURTESY LANE (PWD/SENIOR CITIZEN/HEAVILY PREGNANT)

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : Person/s with disability, Senior Citizen/s or heavily pregnant women
Documentary Requirements : Depending on the request made
Processing Period : Waiting time
How to Avail of the Service : **Proceed to Counter 17**

Step	Applicant / Client	Service Provider	Duration of activity	Person In Charge	Fees	Form
1	Present concern to receiving clerk	Receiving clerk assists Client	Depends on the request	Receiving clerk	Depends on the request	Depends on the request
END of TRANSACTION						

ADMISSION OF PATERNITY/RA 9255 (An Act Allowing Illegitimate Children to Use the Surname of the Father)

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : Parents of Quezon City-born illegitimate children
Documentary Requirements : Child’s Birth Certificate (Certified back-to-back, if with Admission of Paternity) Baptismal Certificate (Original Copy) School records or medical records
 To prove the child’s filiation, any 2 of the following;
 Father’s Employment Record, SSS/GSIS Record, ITR , SALN , Insurance Policy,
Processing Period : Three (3) Working Days
How to Avail of the Service : **Proceed to Counter 14**

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submits required documents	Receives requirements for registration, check if documents are in order	5-10 minutes	Receiving clerk/ Searcher/ processor/ Signing Officer	RA 9255 ₱ 100.00 CTC ₱120.00	Affidavit to Use the Surname of the Father 0-6 years old- mother to execute AUSF 7-17 year old- child to execute AUSF with mother’s attestation 18 years and above- child to execute without mother’s attestation
2	Pays at Treasurer’s office as indicated in the order of payment	If requirements are in order, issues order of payment	2 minutes		Admission of Paternity ₱ 300.00 Legal Instrument	Affidavit of Admission of Paternity (if applicable)

3	Receive/ Release document	Upon receipt of Official Receipt, issues claim stub indicating the time and date of release. Records, assign registry number then transmit to Records Division for searching, verification, processing, annotation, issuance of certification duly signed before release.	3 working days		₱ 150.00	Joint Affidavit of Acknowledgment (if applicable)
END of TRANSACTION						

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.

LEGITIMATION with ADMISSION OF PATERNITY, LEGITIMATION INCLUDING R.A. 9858 / SUPPLEMENTAL REPORT

- Schedule of Availability of Service** :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : Parents/minor parents of Quezon City-born illegitimate Children who eventually married each other; document-owner with missing entry in the COLB (supplemental)
Documentary Requirements : Certificate of No Previous Marriage (CENOMAR) of both Parents (PSA) Marriage Contract of Parents (PSA/LCR) Child's birth certificate (PSA/LCR), baptismal certificate (original copy school/medical records)
NOTE: PERSONAL APPEARANCE OF BOTH PARENTS

Additional requirements if not Acknowledged by the Father / **Admission of Paternity**:

To prove the child's filiation, any 2 of the following:
 Father's Employment Record, SSS/GSIS Record, Insurance Policy, ITR, SALN, in the absence of proof, execute Joint Affidavit of Acknowledgement (parents)
Supplemental (Affidavit of Supplemental Data)

- Processing Period** : Three (3) Working Days
How to Avail of the Service : **Proceed to Counter 13**

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submits required documents	Receives requirements for registration, check if documents are in order	5-10 minutes	Receiving clerk/ processor/ Signing Officer	Admission of Paternity ₱ 300.00 Legitimation ₱ 400.00 Legal Instrument ₱ 150.00 Supplemental Report ₱ 100.00 Legal Instrument ₱ 150.00	Affidavit of Admission of Paternity
2	Pays at Treasurer's office as indicated in the order of payment	If requirements are in order, issues order of payment	2 minutes			Joint Affidavit of Acknowledgment (if applicable)
3	Receive/ Release document	Upon receipt of Official Receipt, issues claim stub indicating the time and date of release. Records assign registry number then transmit to Records Division for searching, verification, processing, annotation, issuance of certification duly signed before release.	3 working days			Joint Supplemental Affidavit of Legitimation (if applicable)
END of TRANSACTION						

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.

R.A. 9048 – PETITION FOR CHANGE OF FIRST NAME (CFN)

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : Parents/document owners/ Attorneys-in-Fact who have discrepancies in the Certificate of Birth

- Documentary Requirements** :
1. Certified True machine copy of the certificate sought to be corrected/changed (Both PSA and local copy shall be submitted to determine consistency of entries in both copies)
 3 latest certified local copies (Counters 1 or 2 for birth)
 1 latest Authenticated/PSA copy with 3 legal sized photocopies
 2. Clearance from the Authorities (Mandatory requirements to be submitted in 3 legal sized photocopies)
 Employer (if employed): Certification of Employment with no pending case
 (if not employed): Affidavit of Non-Employment
 NBI Clearance (current) *purpose*: For Change of First Name
 Police Clearance (current with 6 months validity) *purpose*: For Change of First Name
 3. Documents showing the correct entry/entries upon which the correction shall be based. All must be presented in original/certified true copies to be submitted in **3 legal sized photocopies**
 Baptismal Certificate; school records; Voter’s affidavit; SSS/GSIS records; medical or business record; marriage contract; BC of children (processor to determine applicable documents)
 Valid ID’s (Driver’s License, Company/Government ID, SSS, TIN, PRC, Passport, Postal)
 4. Other relevant documents as the Civil Registrar may require.

Processing Period : **2 months from the date of interview**
How to Avail of the Service : **Proceed to 2nd floor, RA 9048 section**

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Presents the document sought for correction/ change	Receiving clerk compares PSA and local copy for consistency of discrepancy.	5-10 minutes/ petition which may be longer based on the understanding of the petitioner on the whole process		Filing fee ₱ 3,000.00	Checklist Schedule of Interview
		Dockets petition to determine schedule of interview, issues list of applicable requirements.			Publication ₱ 2,000.00	
2	On the scheduled interview, submits requirement to processor.	If requirements are in order, issues order of payment	10 days mandatory posting period	Interviewer/ processor/ Civil Registrar	Miscellaneous ₱ 500.00	
3	Pays at the Treasurer’s office, Trust Fund Section, corresponding fees	Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in-fact and gives contact numbers for follow-up after 2 months. Upon receipt from PSA, annotate document, issue certificate of Finality with annotated copy. Release.	2 consecutive weeks publication PSA-Legal Division 3-4 weeks depending on the volume of transaction		Additional fee for Migrant petition ₱ 1,000.00	

END of TRANSACTION

Note: Only the Civil Registrar has the quasi-judicial power or function to implement the law, which he/she cannot delegate. All incomplete date/requirements will not be accepted. Only documents with official receipt will be processed.

PETITION FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR (CCE)

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : Parents/document owners/ Attorneys-in-Fact who have discrepancies in the Certificates of Birth, Death, or Marriage

Documentary Requirements :

1. Certified True machine copy of the certificate sought to be corrected/changed (Both PSA and local copy shall be submitted to determine consistency of entries in both copies)
 3 latest certified local copies (Counters 1 or 2 for birth; 4-death; 3-marriage)
 1 latest Authenticated/PSA copy with 3 legal sized photocopies
2. Documents showing the correct entry/entries upon which the correction shall be based.
 All must be presented in PSA copies/certified true copies to be submitted in **3 legal sized photocopies**
 Birth certificate (wife/husband-for marriage petition), Baptismal Certificate; school records; Voter’s affidavit; SSS/GSIS records; medical or business record; marriage contract; Birth Certificate of children; BC’s of father, mother, siblings and marriage contract of parents (processor to determine applicable documents)
 Valid ID’s (Driver’s License, Company/Government ID, SSS, TIN, PRC, Passport, Postal)
3. Other relevant documents as the Civil Registrar may require.

Processing Period : **2 months from the date of interview**
How to Avail of the Service : **Proceed to 2nd floor, RA 9048 section**

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Presents the document sought for correction/ change	Receiving clerk compares PSA and local copy for consistency of discrepancy. Dockets petition to determine schedule of interview, issues list of applicable requirements.	5-10 minutes/ petition which may be longer based on the understanding of the petitioner on the whole process 10 days mandatory posting period	Interviewer/ processor/ Civil Registrar	Filing fee ₱ 1,000.00 Miscellaneous ₱ 500.00 Additional fee for Migrant petition ₱ 500.00	Checklist Schedule of Interview
2	On the scheduled interview, submits requirement to processor.	If requirements are in order, issues order of payment	PSA-Legal Division 3-4 weeks depending on the volume of transaction			

3	Pays at the Treasurer's office, Trust Fund Section, corresponding fees	<p>Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in-fact and gives contact numbers for follow-up after 2 months.</p> <p>Upon receipt from PSA, annotate document, issue certificate of Finality with annotated copy. Release.</p>	Time of interview: 9:00am-3:00pm			
END of TRANSACTION						

Note: Only the Civil Registrar has the quasi-judicial power or function to implement the law, which he/she cannot delegate. All incomplete date/requirements will not be accepted. Only documents with official receipt will be processed.

**R.A. 10172 CORRECTION IN THE ENTRY OF SEX, CORRECTION IN THE
ENTRY IN THE DAY AND/OR MONTH IN THE DATE OF BIRTH**

Schedule of Availability of Service :
Days : Monday – Friday
Hours : 8:00 a.m. – 5:00 p.m. without noon break
Who May Avail of the Service : *(For Correction in the Date/Month of Birth)*
 Parents/document owners/ Attorneys-in-Fact
 who have discrepancies in the Certificate of Birth
(For Correction in the Entry of Sex)
 Personal appearance of document owner

Documentary Requirements :

1. Certified True machine copy of the certificate sought to be corrected/changed
 (Both PSA and local copy shall be submitted to determine consistency of entries in
 both copies)
 3 latest Certified local copies (Counters 1 or 2)
 1 latest Authenticated/PSA copy with 3 legal sized photocopies
2. Clearance from the Authorities (Mandatory requirements to be submitted in 3 legal
 sized photocopies)
 Employer (if employed): Certification of Employment with no pending case
 (if not employed): Affidavit of Non-Employment
 NBI Clearance (current) *purpose*: Petition to correct Date of Birth/Sex
 Police Clearance (current with 6 months validity) *purpose*: Petition to correct Date of
 Birth/Sex
 Medical Certification (for petition to correct entry of sex) issued by an accredited
 government physician that the petitioner has not undergone sex change or sex
 transplant (Full name of government physician with valid medical/PRC license, name
 of hospital, designation & contact number)
3. Documents showing the correct entry/entries upon which the correction shall be
 based.
 All must be presented in original/certified true copies to be submitted in **3 legal sized
 photocopies**
 Baptismal Certificate; school record (earliest school record); medical record;
 (processor to determine applicable documents)
 Valid ID's (Driver's License, Company/Government ID, SSS, TIN, PRC, Passport,
 Postal)
4. Other relevant documents as the Civil Registrar may require.

Processing Period : **2 months from the date of interview**

How to Avail of the Service : **Proceed to 2nd floor, RA 9048 section**

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Presents the document sought for correction/ change	Receiving clerk compares PSA and local copy for consistency of discrepancy. Dockets petition to determine schedule of interview, issues list of applicable requirements.	5-10 minutes/ petition which may be longer based on the understanding of the petitioner on the whole process 10 days mandatory posting period	Interviewer/ processor/ Civil Registrar	Filing fee ₱ 3,000.00 Publication ₱ 2,000.00 Miscellaneous ₱ 500.00 Additional service fee for Migrant petition DOB-1000	Checklist Schedule of Interview

2	On the scheduled interview, submits requirement to processor.	If requirements are in order, issues order of payment	2 consecutive weeks publication			
3	Pays at the Treasurer's office, Trust Fund Section, corresponding fees	<p>Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in-fact and gives contact numbers for follow-up after 2 months.</p> <p>Upon receipt from PSA, annotate document, issue certificate of Finality with annotated copy. Release.</p>	PSA-Legal Division 3-4 weeks depending on the volume of transaction			
END of TRANSACTION						

Note: Only the Civil Registrar has the quasi-judicial power or function to implement the law, which he/she cannot delegate. All incomplete date/requirements will not be accepted. Only documents with official receipt will be processed.