

25. Legal Instruments that will affect the Certificate of Live Birth

(Correction of Entries, Adoption, Foreign Adoption, Administrative Adoption and Foundling)



Office or Division:	City Civil Registry Department - Records Management and Archiving Division (Counters 9)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who can file:	Individuals/ Parties who were born (inside or outside Q.C.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If the court is <u>within QC</u>: <ul style="list-style-type: none">1 copy of Certified True Copy of Certificate of Finality/ Entry of Judgment1 copy of Certified True Copy of Decision/Order/ Judgment1 photocopy of the Certified True copies of the Certificate of Finality/ Entry of Judgment & Decision/Order/ Judgment		Regional Trial Court of QC where court decision is rendered		
If the court is <u>outside QC</u>: <ul style="list-style-type: none">1 copy of Certified True Copy of Finality/ Entry of Judgment1 copy of Certified True Copy of Decision/Order/ Judgment1 original copy of Certificate of Registration (from the civil registry where the court is located)1 original copy of the Certificate of Authenticity (from the civil registry where the court is located)1 photocopy of the Certificate of Registration & Certificate of Authenticity1 photocopy of the Certified True copies of the Certificate of Finality/ Entry of Judgment & Decision/Order/ Judgment		Regional Trial Court where court decision is rendered		
Additional Requirements: <ul style="list-style-type: none">1 copy of birth certificatecopies of Foreign Judgment (1 Certified True Copy & 2 photocopies) - (if applicable)1 original copy of Authorization Letter/Special Power of Attorney from the document owner (whichever is applicable)1 copy each of photocopy of valid ID of document owner and Authorized Representative with 3 specimen signatures.1 original copy of Notarized Affidavit of Delayed Registration (if not registered within 2 years from the date of Finality).		Personal copy/from the court where the decision is rendered and/or from the document owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submission of complete requirements	1. Receive the requirements from the client/s	N/A	5 Minutes	City Civil Registry Department - Counter 9
2. Evaluate the documents received	2.1 Checking of documents including the important details stated in the Certificate of Finality/ Entry of Judgment and Decision 2.2 Checking of the additional requirements including the spelling of name and date of marriage if it matches with the details stated in the document	N/A	10 Minutes	

3.Stamping of date and Labelling of Document	3. After evaluating, we will receive the document by stamping and assigning a control number for each document depending on the nature of the case submitted by the client			
4.Issuance of the receiving copy and explaining the process to the client	4. Verification of the Court Decision and Finality, for PSA compliance, shall be done (the duration varies whether the court is within or outside Q.C.). The client shall follow up through the contact details and control number which will be attached to his/her receiving copy	<p>Verification within Q.C. Courts or through Postal - NONE</p> <p>Verification outside Q.C. Courts and through LBC - corresponding fees shall apply</p>	5 Minutes	City Civil Registry Department - Counter 9
5. Payment of the corresponding registration fee	<p>5.1 Once we received the confirmation from the court, the client will proceed to counter 9 for the issuance of the order of payment.</p> <p>5.2 Proceed to counters 8 or 15 for the payment of the registration fee</p>	<p>Correction of Entry - PHP 500.00</p> <p>Adoption, Administrative Adoption & Foundling - PHP 1,000</p>	10 Minutes	
6. Issuance of Claim Stub to the Client	6. Upon receiving the receipt of payment, we will issue a claim stub to the client with a reference number.	N/A	5 Minutes	
7. Release of Document to the client	7. After 3-5 working days, the client will proceed to counter 9 to claim the document that they will need to submit to PSA or to the LCR where the client is born/married	N/A	<p>5 Working Days</p> <p>5 Minutes</p>	
TOTAL:		<p>Correction of Entries - PHP 500.00</p> <p>Adoption, Foreign Adoption, Administrative Adoption & Foundling - PHP 1,000.00</p> <p>Verification within Q.C. Courts or through Postal - NONE</p> <p>Verification outside Q.C. Courts and through LBC - corresponding fees shall apply</p>	5 Days and 40 Minutes	
<p>The registration process of documents (Correction of Entries, Adoption, Foreign Adoption, Administrative Adoption & Foundling) are qualified in many stages.</p> <p>Note: If the details and requirements in processing the document are incomplete, it will not be received and processed. The complete details and requirements are the documents that will be processed.</p>				