



**CITIZENS CHARTER
OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
PUERTO GALERA, ORIENTAL MINDORO**

Responsible for registration of all vital events and documents that affects the status of a person in accordance with laws and regulation on civil registration.

| STEPS | REQUIREMENTS | FORM USED | FEES/CHARGES | RESPONSE TIME | SERVICE PROVIDER |
|---|--|------------------------|---------------------------|-----------------|---|
| 1. Registration of vital documents births, marriage, deaths on time | Marriage Certificate (If not married the presence of father for admission of paternity/acknowledgment) | Mun. Form 102, 103, 97 | | 20 minutes | Donata B. Gutierrez Marites S. Maniebo |
| Delayed registration (Births) | <ul style="list-style-type: none"> - Baptismal - School record - Voter's record - Marriage Cert. - Medical Record - Barangay Cert. | Mun. Form 102 | 10.00/per year of delayed | 10 days posting | |
| Out – of – Town | | | 200.00 | | |
| Delayed registration (Marriage) | <ul style="list-style-type: none"> - Affidavit of Solemnizing officer - Submission of Application of Marriage License - Certification issued by church or Solemnizing Officer | Mun. Form 97 | 300.00 | 10 days posting | |
| Delayed registration (Death) | <ul style="list-style-type: none"> - Four(4) copies of COD - Affidavit of delayed registration - Authenticated copy of burial - Approval of health officer | Mun. Form 103 | 100.00 | 10 days posting | |

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| 2. Application of Marriage License | <ul style="list-style-type: none"> - Birth Cert. - CENOMAR from PSA - Residence Cert. - Advice of Parents(21-24yrs old) - Consent of Parents (18-20 yrs old) - Legal Capacity or Certificate of no impediment from embassy in Manila (Foreigners) - Passport (foreigners) - Pre-Marriage counseling | Mun. Form 90 | <p>490.00</p> <p>510.00 w/ tree planting</p> <p>140.00 License Fee</p> | <p>30 minutes</p> <p>10 days posting</p> | <p>Donata B. Gutierrez</p> <p>Marites S. Maniebo</p> |
| 3. Registration of Legal Instrument, AUSF, Marriage settlement, Legitimation etc. | <p>PSA copy of Birth Certificate</p> <p>Marriage Cert. of Parents</p> <ul style="list-style-type: none"> - CENOMAR (Legitimation) - Valid ID of Father w/ signature - Latest Res. Certificate (cedula) of parents | | <p>490.00</p> <p>520.00</p> | Within 5 days | Donata B. Gutierrez |
| 4. Application of correction of Clerical Error/Change of First Name (CCE/CFN) RA 9048, RA 10172 Migrant petitioner | <p>PSA/LCRO birth certificate</p> <p>NBI & Police clearance</p> <p>Employer Clearance (If Unemployed-Affidavit of Unemployment)</p> <p>Baptismal certificate</p> <p>Voters record from COMELEC(not ID)</p> <p>Employment record</p> <p>GSIS/SSS record</p> <p>Medical records</p> <p>School record(the earliest possible)</p> <p>Marriage certificate</p> | <p>RA 9048 1.1</p> <p>2.1</p> <p>3.1</p> <p>4.1</p> <p>RA 9048/10172 1.1</p> | <p>1000.00</p> <p>3000.00</p> <p>500.00</p> <p>1000.00</p> | <p>10 days posting</p> <p>Decision within five(5) days</p> <p>Transmitted to NSO for Approval</p> | Venancia F. Viena |

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| | Passport Affidavit of Publication/Clippings Official receipt | | | | |
| 5. Request for Issuance of certification w/ or without annotation births, marriage, deaths | Authorization if you are not the document owner and one (1) valid ID | CR Form 1A, 1B, 1C CR form 2A, 2B, 2C CR Form 3A, 3B, 3C CR Form 4A, 4B, 4C | 140.00 | 3 minutes | Donata B. Gutierrez Marites S. Maniebo |

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| 6. BREQS | Authorization if you are not the document owner and valid ID | NSO form birth, marriage, death, CENOMAR BREQS Acknowledgement Slip | 110.00 Payment for NSO – 140.00 - 195.00 | As per schedule | Marites S. Maniebo |
| 7. Endorsement of Civil registry documents | Request for endorsement | CR Form 1A, 2A, 3A Certified true copy of document | 150.00 | 20 minutes | Donata B. Gutierrez Marites S. Maniebo Venancia F. Vieña |



“BAGONG Puerto Galera. BETTER Puerto Galera”