



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	Elsie M. Garcia <i>(Clerk)</i> Marites S. Maniebo <i>(Admin-Aide VI)</i>
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	

<p>2. Application of Marriage License</p>	<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 	<p>Mun. Form 90</p>	<p>490.00</p> <p>510.00 w/ tree planting</p> <p>2.00 License Fee</p>	<p>30 minutes</p> <p>10 days posting</p>	<p>Elsie M. Garcia <i>(Clerk)</i></p> <p>Marites S. Maniebo <i>(Admin-Aide VI)</i></p>
<p>3. Registration of Legal Instrument, AUSF, Marriage settlement, Legitimation etc.</p>	<p>PSA copy of Birth Certificate 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>	<p>Within 5 days</p>	<p>Marites S. Maniebo <i>(Admin-Aide VI)</i></p>
<p>4. Application of correction of Clerical Error/Change of First Name (CCE/CFN) RA 9048, RA 10172</p> <p>Migrant petitioner</p>	<p>PSA/LCRO birth certificate NBI & Police clearance Employer Clearance (If Unemployed-Affidavit of Unemployment) Baptismal certificate Voters record from COMELEC (not ID) Employment record GSIS/SSS record Medical records School record (the earliest possible) Marriage certificate Passport Affidavit of Publication/Clippings Official receipt</p>	<p>RA 9048 1.1 2.1 3.1 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>	<p>Venancia F. Viena <i>(Head of Office)</i></p>
<p>5. Request for Issuance of certification w/ or</p>	<p>Authorization if you are not the document owner and one (1) valid ID</p>	<p>CR Form 1A, 1B, 1C CR form 2A, 2B, 2C CR Form 3A, 3B, 3C</p>	<p>140.00</p>	<p>3 minutes</p>	<p>Elsie M. Garcia <i>(Clerk)</i></p>

without annotation births, marriage, deaths		CR Form 4A, 4B, 4C			Marites S. Maniebo (Admin-Aide VI)
6. BREQS	Authorization if you are not the document owner and valid ID	PSA form birth, marriage, death, CENOMAR (Service Fee) BREQS Birth, Marriage, Death CENOMAR	110.00 Payment for PSA – 155.00 - 210.00	As per schedule	Marites S. Maniebo (Admin-Aide VI)
7. Endorsement of Civil registry documents	Request for endorsement	CR Form 1A, 2A, 3A Certified true copy of document	150.00	20 minutes	Marites S. Maniebo Venancia F. Vieña Elsie M. Garcia



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