

CITIZEN'S CHAPTER

Municipality of Sto. Tomas

Department/ Office: Local Civil Registry

FRONTLINES SERVICE: Application for Marriage License

Step	PROCEDURE/ ACTIVITY		Duration	Documents Required and Fees if any	Responsible Person and Location
	Client	Service Provider			
1	Present the Required Documents	Evaluate the Document	5mins	Birth Certificate, Community Tax, Cenomar	Wennie C. Egnisaban ARO
2	Wait for the instruction	Provide then the documents needed in the issuance of Marriage License	5 mins		Wennie C. Egnisaban ARO
3	Attend the Marriage Counseling Seminar scheduled by DSWD	Conduct the counseling and issuance of Marriage Certificate	1 day		Estela L. Olarte SWO III Gilda B. Refuerzo Pop Program Worker II
4	Submit the Complete Documents for Review	Receive and review the documents	5mins	Marriage Counseling Certificate – Php 75 application for Marriage License- Php 250 Personal appearance of Parents Parental Consent/ Parent's Advice- Php 75	Daisy D. Estoesta LTOO III
5	Pay the approved fees to the Municipal Treasurer's Office		5 mins	Php2.00 Marriage License Family Planning- Certificate- Php 75	Daisy D. Estoesta LTOO III
6	Wait and listen for further instruction	Notify them to the _ when to release the license	3 mins		Leonora D. Pajimola MCR
7		Posting of notice of Marriage License application	10 working days		Wennie C. Egnisaban ARO

8		Sign the Marriage License			Leonora D. Pajimola MCR
9	Release the Marriage License	Release the Marriage License	10 mins	Php 50.00 Marriage License fee	Leonora D. Pajimola MCR
Step	PROCEDURE/ ACTIVITY				

End of Transaction

Table 2: Application for Marriage License

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Municipality of Sto. Tomas Department/ Office: Local Civil Registry
FRONTLINES SERVICE: AFFIDAVIT TO USE THE SURNAME OF THE FATHER

	Client	Service Provider			
1	Submit the required documents	Received and evaluate the documents provided	10 mins	SECPA of birth certificate and Joint affidavit of 2 disinterested person, affidavit of the Father, Community Tax Certificate, Baptismal Certificate	Wennie C. Egnisaban ARO
2	Wait for the instruction	Provide the necessary Papers supported the Legitimation	5 mins		Wennie C. Egnisaban ARO
3	Pay the Corresponding Fees	Issue and official receipt	5mins	Birth certificate before and after AUSF	Daisy D. Estoesta LTOO
4	Present Official Receipt	Receive Official Receipt	3mins		Municipal Civil Registry
5	Go home and return as per instruction	Posting of Notice for Acknowledgement	3mins		Municipal Civil Registry
6	Sit down and wait	Sign the document	3mins		Municipal Civil Registry
7	Receive copy	Release copy	3mins		Municipal Civil Registry

End of Transaction

Table 4: Affidavit to use the surname of the Father

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Municipality of Sto. Tomas

Department/ Office: Local Civil Registry

FRONTLINES SERVICE: Application for late registration of birth

Step	PROCEDURE/ ACTIVITY		Duration	Documents Required and Fees if any	Responsible Person and Location
	Client	Service Provider			
1	Submit the Required Documents	Receive and Evaluate the Document	10mins	Atleast 2 documentary evidence as proof of Birth, Death and Marriage, Community Tax Certificate (For Birth) Marriage contract of Parents if married (For Birth) Joint affidavit of 2 disinterested with sedula Negative Certificate	Aid/ MCR staff
2	Pay the appropriate fees to the Municipal treasury	Issue an official receipt	5 mins	Php___ Processing fee	MTO collect
3	Present the Official receipt	Receive the official receive	10 mins		MCP staff
4	Wait for the interview	Interview the applicant ___ for the late registration	10mins		MCD Staff
5	Go home and return upon the instruction	Posting of notice	10 calendar days		MCR Staff
6		Sign the application for late register	5mins		
7		Register to the corresponding books	5mins		MCR
8	Receive the document	Release the documents	3mins		Staff

End of Transaction

Table 3: Application for Late registration of birth

CITIZEN'S CHAPTER
Municipality of Sto. Tomas

Department/ Office: Local Civil Registry

FRONTLINES SERVICE: Issuance of Birth, Death and Marriage Certificate

Step	PROCEDURE/ ACTIVITY		Duration	Documents Required and Fees if any	Responsible Person and Location
	Client	Service Provider			
1	Fill-up and submit the request form with proof of identity with photocopy	Receive request form	2mins		Local Civil Registry Staff
2	Wait	Verify the records	15 mins		Local Civil Registry Staff
3	Pay the appropriate fees to the MTO	Issue an official receipt	15mins	(for local purpose) Php___Certificate Fee Documentary stamp (for application abroad) Certificate fee Documentary stamp	Local Civil Registry Staff
4	Present the official receipt	Prepare the certificate	15mins	Official receipt and documentary stamp	Administrative aide Local Civil Registry Staff
5	Wait	Sign the certificate	10 calendar days		Municipal Civil Registry Staff
6	Receive the certificate	Release the certificate	3mins		Municipal assistant registrar officer

End of Transaction

Table 1: Issuance of Birth, Marriage and Death Certificate

CITIZEN'S CHAPTER

Municipality of Sto. Tomas

Department/ Office: Local Civil Registry

FRONTLINES SERVICE: Facilitation of Request for Legitimation by Sub-Marriage of Parents

Step	PROCEDURE/ ACTIVITY		Duration	Documents Required and Fees if any	Responsible Person and Location
	Client	Service Provider			
1	Submit the Required Documents	Receive and Evaluate the Documents presented	10mins	SECPA of birth and joint affidavit of a disinterested persons, affidavit of the father Community Tax Certificate, Baptismal	Municipal Civil Registry
2	Wait for the instruction	Provide the necessary papers in supporting the legitimation	5 mins		Municipal Civil Registry
3	Pay the corresponding fees	Issue an official receipt	___mins	- endorsement - registration - annotation - certificate before and after the registered sub-marriage	Municipal Treasury Office collection
4	Present Official receipt	Receive official receive	3mins		Municipal Civil Registry
5	Go home and return as per instruction	Posting of notice for legitimation	10 calendar days		Municipal Civil Registry
6	Sit down and wait	Sign the documents	3mins		Municipal Civil Registry
7	Receive documents	Release owner's copy	3mins		Municipal Civil Registry

End of Transaction

Table 5: Facilitation of Request for Legitimation by Sub-Marriage of Parents

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Municipality of Sto. Tomas

Department/ Office: Local Civil Registry

FRONTLINES SERVICE: Facilitation in filing a petition for Correction of Clerical errors (CCE) and Change of first name (CFN)

Step	PROCEDURE/ ACTIVITY		Duration	Documents Required and Fees if any	Responsible Person and Location
	Client	Service Provider			
1	Submit the Required Documents	Receive and Evaluate the Documents presented	10 mins.	SECPA of birth, marriage, and death at least 2 evidences as proof of correction of first name - community tax certificate -clearances for change of first name a. Barangay clearance b. Police Clearance c. National Bureau of investigation (NBI)	Wennie C.Egnisaban Assistant- registrar officer
2	Pay the filing fee	Issue an official receipt	5 mins.	Correction of clerical errors - 1,000 Change of First name – 3,000 Correction of clerical errors migrant – 500 Change of First name migrant – 1,000	DaisyD. Estoesta Local Treasury Operation Officer III
3	Present the official receipt	Receive the official receipt	5mins		Wennie C.Egnisaban Assistant- registrar officer Susan C.Ramirez Administrative Aide
4	Wait for instruction	Provide the petition papers for the new accomplish Certificate for Change of First Name and instruct the petitioner to publish the petition in the news paper	5mins		Wennie C. Egnisaban Assistant- registrar officer
5	Submit the petition	Receive and review the petition	5mins	Certificate of publication for change of first name	Assistant- registrar officer
6	Go home and wait until the petition is affirmed by NSO Manila	Posting of the petition	10 calendar days		Assistant- registrar officer
7		Sign for approval	Within 5 days		LeonoraD. Pajimola Municipal civil registrar
8	Send the petition for NSO				Wennie C. Egnisaban

	Manila for affirmation				Assistant- registrar officer
9	Receive the affirmed petition for NSO and inform the petitioner				Assistant- registrar officer
10	Pay the corresponding fees	Issue the official receipt	3mins	Certificate of finality	Daisy D. Estoesta Municipal treasury office
11	Present official receipt	Prepare the certificate of finality, record sheet, birth, death and marriage before and after petition	3mins		LeonoraD.Pajimola Municipal Civil Registrar
12	Go home and return as per instruction	Send to NSO manila the certificate of finality and other documents	3mins		Wennie C. Egnisaban Ast.Registration Officer
13	Receive and photocopy the approved documents (SECPA)	Release the documents	3Mins.		Municipal civil registrar Mun.Civil Registrar

End of Transaction

Table 6: Facilitation in filing a petition for Correction of Clerical errors (CCE) and Change of first name (CFN)

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Municipality of Sto. Tomas

Department/ Office: Local Civil Registry

FRONTLINES SERVICE: Facilitation of the advance endorsement of birth - ___ to NSO Manila

Step	PROCEDURE/ ACTIVITY		Duration	Documents Required and Fees if any	Responsible Person and Location
	Client	Service Provider			
1	Make a verbal request	Receive the request	1mins		Municipal civil registry
2	Pay the corresponding fees to the Municipal Treasury Office	Issue an official receipt	3mins.	Endorsement fee, 150.00 true copy or Xerox copy 90.00	Municipal treasury office
3	Submit the proof of payment	Received the proof payment	3mins	Official receipt	Municipal Civil Registry
4	Go home and return as per instruction	Prepare the document for endorsement	30mins		Municipal civil registry
5		Send the documents to NSO Manila	30min		MCR Staff
6	Received the document requested	Release the documents	5mins		Municipal civil Registrar

End of Transaction

Table 8: Facilitation of the advance endorsement of birth - ___ to NSO

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Municipality of Sto. Tomas

Department/ Office: Local Civil Registry

FRONTLINES SERVICE: Facilitation of Request for Acknowledgement of Birth (For those not acknowledge at the ___ of birth)

End of Transaction

Step	PROCEDURE/ ACTIVITY		Duration	Documents Required and Fees if any	Responsible Person and Location
	Client	Service Provider			
1	Submit the required documents	Received and evaluate the document presented	10 mins	SECPA of birth (NSO) Baptismal Affidavit of 2diinterested persons Affidavit of acknowledgement Community tax certificate	LeonoraD.Paj
2	Wait for the instruction	Provide the necessary papers in supporting the legitimation	5mins		Municipal Civil registry
3	Pay the corresponding fees	Issue an official receipt	3mins	Birth before and after acknowledgement endorsement fee	Municipal treasury office
4	Present the official receipt	Review the official receipt	3mins		Staff
5	Go home and return as per instruction	Posting of notice of acknowledgement	10 calendar days		MCR Staff
6	Sit down and wait	Sign the documents	5mins		Municipal civil registry
7	Receive copy	Release copy	3mins		Municipal civil registry

Table 7: Facilitation of Request for Acknowledgement of Birth (For those not acknowledge at the ___ of birth)