

# **Local Civil Registration Office**

The Office of the City Civil Registrar accurately records each and every registrable events within the City of Bacoor and ensures accurate statistical analysis and more importantly for each and every resident of the city to be registered and be given their proper rights under the law.

Ready to serve and transact with you  
as authorized and properly identified personnel from

**Mondays to Fridays**

**8:00 AM - 12:00 to 5:00 PM**

*Contact Nos: (046) 481-4122 local 217*

**Ground Floor Bacoor Government Center**

Responsible Department/Unit: **Local Civil Registration Office**

Service Name: **Timely Registration of Certificate of Live Birth (COLB), Certificate of Marriage (COM) and Certificate of Death (COD).**

Service Description: **Register the COLB of persons born within the territorial jurisdiction of the City of Bacoor, register the COM celebrated/ solemnized within the territorial jurisdiction of the City of Bacoor and register COD of all persons died within the territorial jurisdiction of the City of Bacoor.**

Client: **All resident and non-resident of the City of Bacoor**

Requirements: **Four (4) copies of the civil document to be registered (must be accomplished correctly and completely), government issued valid ID's; COLB: Certificate of Marriage if married; COM: Certification from the Venue, and Affidavit of Solemnizing Officer; COD: Transfer Permit, Burial/Cremation Permit, Police Report, Certificate of Post Mortem Examination.**

**How to Avail the service**

Step	Action/s to be taken		Office/Person Responsible	Time to Complete (w/ complete requirement)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Submit the requirements	Assess and interview if the COLB are properly filled up and duly notarized and register the document with registry number	Carmen R. Eusebio (COLB) Rowena C. Tamayo (COM) Adelberto P. Pineda (COD)	15 mins	None	Municipal Form 102 (COLB)
		Sign the civil registry document	Atty. Marnel D. Muñoz/ Ma. Theresa M. Cameros	1 min		Municipal Form 94 (COM)
2	Receive the civil registry document	Release the civil registry document	Cecila G. Lopez	4 mins	None	Municipal Form 103 (COD)
End of transaction						

Responsible Department/Unit:

**Local Civil Registration Office**

Service Name:

**Delayed Registration of Certificate of Live Birth (COLB), Certificate of Marriage (COM) and Certificate of Death (COD).**

Service Description:

**Register the COLB of persons born within the territorial jurisdiction of the City of Bacoor, register the COM celebrated/ solemnized within the territorial jurisdiction of the City of Bacoor and register COD of all persons died within the territorial jurisdiction of the City of Bacoor.**

Client:

**All resident and non-resident of the City of Bacoor**

Requirements:

**Four (4) copies of the civil document to be registered (must be accomplished correctly and completely), Philippine Statistics Authority (PSA) Negative Result, Affidavit of Two (2) Disinterested Persons, government issued valid ID's; COLB: Baptismal Certificate, Barangay Fact of Birth, School Record, Immunization Record, Certificate of Marriage if married, Voter's Certification, other public documents; COM: Certification from the Venue, and Affidavit of Solemnizing Officer, CENOMAR; COD: Transfer Permit, Burial/Cremation Permit, Police Report, Certificate of Post Mortem Examination.**

**How to Avail the service**

Step	Action/s to be taken		Office/Person Responsible	Time to Complete (w/ complete requirement)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Submit the requirements	Check and review submitted document and advice to pay required fee	Rowena A. Barco (COLB) Rowena C. Tamayo (COM) Adelberto P. Pineda (COD)	5 mins	None	Municipal Form 102 (COLB)
2	Pay the required fees at the City Treasury Office	Process payment and issue Official Receipt	City Treasury Office	3 mins	Delayed Registration Php 200.00	Municipal Form 94 (COM)
3	Present the Official Receipt	Advice to return on the scheduled date of release (after 10 days posting)	Rowena A. Barco (COLB) Rowena C. Tamayo (COM) Adelberto P. Pineda (COD)	2 mins	None	Municipal Form 103 (COD)
		Signs the civil registry document	Atty. Marnel D. Muñoz/ Ma. Theresa M. Cameros	1 min	None	
4	Receive the civil registry document	Release the civil registry document	Cecila G. Lopez	4 mins	None	
End of transaction						

Responsible Department/Unit:

**Local Civil Registration Office**

Service Name:

**Application of Marriage License**

Service Description:

**Processing naof the Application for Marriage License of residents of the City of Bacoor.**

Client:

**At least one of the contracting parties must be a resident of the City of Bacoor.**

Requirements:

**Duly accomplished Application Form (Contracting parties should both sign the application form), Certificate of Live Birth/ Baptismal, Certificate of No Marriage (CENOMAR), Barangay Clearance, Valid ID with Bacoor residence or address of either of the parties, Family Planning Seminar, Parental consent, Parental Advice, Long Folder, Certificate of Death (if widowed), Annotated Certificate of Marriage (if annulled) – PSA, For Foreigner – Passport, Legal Capacity and CENOMAR, Judicial Decree of absolute divorce (if divorce).**

**How to Avail the service**

Step	Action/s to be taken		Office/Person Responsible	Time to Complete (w/ complete requirement)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Submit the requirements	Check and review submitted document and advice to pay required fee	Rowena C. Tamayo Judy R. Villafuerte	10 mins	None	
2	Pay the required fees at the City Treasury Office	Process payment and issue Official Receipt	City Treasury Office	3 mins	Application Fee Php 200.00 Family Planning Php 50.00	
3	Present the Official Receipt	Advice to return on the scheduled date of release (after 10 days posting)	Rowena C. Tamayo Judy R. Villafuerte	2 mins	None	
4	Return to the Local Civil Registration Office after the prescribed period	Check and review submitted document and advice to pay required fee	Ma. Conception V. Malinis	2 mins	Marriage License Php 100.00	
5	Present the Official Receipt	Prepares the Marriage License	Ma. Conception V. Malinis	5 mins	None	
		Signs the Marriage License	Atty. Marnel D. Muñoz/ Ma. Theresa M. Cameros	1 min	None	
6	Receive the Marriage License	Release the Marriage License	Ma. Conception V. Malinis	4 mins	None	
End of transaction						

Responsible Department/Unit: **Local Civil Registration Office**

Service Name: **Issuance of Certified True Copy of Certificate of Live Birth (COLB), Certificate of Marriage (COM), Certificate of Death (COD) and other civil registry documents.**

Service Description: **Issue certified copy of COLB, COM and COD of appearing in the Registry Book**

Client: **All resident and non-resident of the City of Bacoor**

Requirements: **Government issued valid ID, authorization letter, special power of attorney**

**How to Avail the service**

Step	Action/s to be taken		Office/Person Responsible	Time to Complete (w/ complete requirement)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Submit the filled-up request form	Verifies from the record section whether the record is already available: If available advice to pay required fee, If not available advice to get a PSA copy for further verification	Amor B. Fortuna	10 mins	None	Municipal Form 102 (COLB)  Municipal Form 94 (COM)
2	Pay the required fees at the City Treasury Office	Process payment and issue Official Receipt	City Treasury Office	3 mins	Certified True Copy Php 100.00 Transcription of Record Php 200.00 Security Seal Php 50.00	Municipal Form 103 (COD)  Certification: COLB - 1A, 1B, 1C
3	Present the Official Receipt	Signs the certified civil registry document	Atty. Marnel D. Muñoz/ Ma. Theresa M. Cameros	1 min	None	COM - 3A, 3B, 3C
4	Receive the civil registry document	Release the civil registry document	Amor B. Fortuna Ma. Theresa B. Dela Cruz Ma. Concepcion V. Malinis	5 mins	None	COD - 2A, 2B, 2C
End of transaction						

Responsible Department/Unit: **Local Civil Registration Office**

Service Name: **Registration of Court Orders/Decrees and request of Annotated Record**

Service Description: **Register the court decision/order issued by the Regional Trial Court with the territorial jurisdiction of the City of Bacoor and annotate the civil document**

Client: **All resident and non-resident of the City of Bacoor**

Requirements: **Original/certified photocopy of the court order ( at least 3 copies each)  
Certificate of finality  
Certificate of court registration and authenticity issued by the concerned City/ Municipal Civil Registrar where the court is functioning.**

**How to Avail the service**

Step	Action/s to be taken		Office/Person Responsible	Time to Complete (w/ complete requirement)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Submit the required documents to the Office of the Municipal Civil Registrar	Check the submitted document for registration. Enter the court order to the registry book and annotate the same to the record. Prepare certificate of court registration, annotated civil registry record and certified photo copy of court order.	Zsanel Aaron S. Celestino Lorena F. Navarro	5 mins	None	None
2	Pay the required fees at the City Treasury Office	Process payment and issue Official Receipt	City Treasury Office	3 mins	Adoption Php 1,000.00 Annulment Php 500.00 Correction Php 500.00 Legal Separation Php500.00 Foreign Divorce Php 500.00 Judicial Recognition Php500.00 CTC of court order/decree Php 100.00 Certificate of Registration	

					<b>Php 200.00</b> <b>Certificate of Authenticity</b> <b>Php 200.00</b> <b>Security Seal Php 50.00</b>	
<b>3</b>	<b>Present the Official Receipt</b>	<b>Signs the certified copy of the court order/decreed and Certificate of Registration and Authenticity</b>	<b>Atty. Marnel D. Muñoz/ Ma. Theresa M. Cameros</b>	<b>2 mins</b>	<b>None</b>	
<b>4</b>	<b>Receive the civil registry document</b>	<b>Release the civil registry document</b>	<b>Zsanel Aaron S. Celestino Lorena F. Navarro</b>	<b>5 mins</b>	<b>None</b>	
<b>End of transaction</b>						

Responsible Department/Unit: **Local Civil Registration Office**

Service Name: **Filing for Petition for Change of First Name (CFN) and Correction of Clerical Error (CCE) under R.A. 9048 & 10172**

Service Description: **Process petition for change of first name and correction of entries in civil documents in accordance with R.A. under 9048 & 10172.**

Client: **All resident and non-resident of the City of Bacoor**

Requirements: **PSA & CCR copy of Birth Certificate, Baptismal Certificate, School Record, Medical Records, Business Record, GSIS/SSS Record, PhilHealth MDR, Service Record, NBI Clearance, Police Clearance, Certificate of Employment of no pending administrative or criminal case from employment (affidavit of non-employment if not employed), Civil registry record of ascendants/descendants, Certificate of Marriage (if married), Medical Certificate from Health Officer, Affidavit of Explanation, Affidavit of Child Custody, Affidavit of NO Hospital Record, Voter's Certification, Barangay Certificate, Government issued valid IDs, Special Power of Attorney, Certificate of Publication, photocopy each by two (2) & three (3) for migrant petition.**

**How to Avail the service**

Step	Action/s to be taken		Office/Person Responsible	Time to Complete (w/ complete requirement)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Submit the civil document that needed to be changed/corrected	Assess the civil registry document that contains the errors and present the steps remedies available-whether in filing a petition and explains the supporting documents required in filing the petition	Lorena F. Navarro Zsanel Aaron S. Celestino	10 mins	None	R.A. 9048/10172 Form no. 1.1
2	Submit the requirements	Assess the requirements and issue the order of payment	Lorena F. Navarro Zsanel Aaron S. Celestino	5 mins	None	
3	Pay the required fees at the City Treasury Office	Process payment and issue Official Receipt	City Treasury Office	3 mins	CFN Php 3,000.00 CCE under (RA 10172) Php 3,000.00 CCE under (RA 9048) Php 1,000.00 MIGRANT PETITION: CFN Php 1,000.00 CCE under (RA 10172) Php 1,000.00 CCE under (RA 9048) Php 500.00	



4	Present the Official Receipt	Prepares the petition for clients.	Lorena F. Navarro Zsanel Aaron S. Celestino	5 min	None	
5	Sign the petition	Review the petition then ask the client to notarize the petition	Lorena F. Navarro Zsanel Aaron S. Celestino	5 mins		
6	Return the duly notarized petition	Advice to return on the scheduled date of release (after 10 days posting)	Lorena F. Navarro Zsanel Aaron S. Celestino	2 mins	None	
		Review and sign the petition	Atty. Marnel D. Muñoz	3 mins	None	
7	Return to the Local Civil Registration Office after the prescribed period	Verifies if the petition is granted by the LCR If the petition is granted endorse petition to OCRG for the Latter's Affirmation and advice to follow up after the PSA processing period, if not asked the petitioner to comply with the decision of the LCR	Lorena F. Navarro	PSA Processing Period: 60 – 90 Days	None	
		Publish for CFN/CCE and posting for clerical error and Submit the granted petition to the OCRG	Lorena F. Navarro	Posting Period 10 days	None	
8	Follow up the Petition	Verifies if the petition is Affirmed by the OCRG: If the petition is affirmed advice to pay required fee if not asked the petitioner to comply with the decision of the OCRG	Lorena F. Navarro Zsanel Aaron S. Celestino	5 mins	None	
7	Pay the required fees at the City Treasury Office	Process payment and issue Official Receipt	City Treasury Office	3 mins	Certificate of Finality Php 200.00 CTC of Petion Php 100.00 CTC of Civil Registry Document Php 100.00 Security Seal Php 50.00	
8	Present the Official Receipt	Signs the certified copy of the court order/decreed and Certificate of Registration and Authenticity	Atty. Marnel D. Muñoz/ Ma. Theresa M. Cameros	2 mins	None	
9	Receive the Affirmed Petition	Release the Affirmed Petition	Lorena F. Navarro Zsanel Aaron S. Celestino	5 mins	None	
End of transaction						