



## Issuance of Certified True Copy of Birth, Marriage, and Death

Any person has the right to request for a copy of his/her registered document as long as there is a copy of the document at the archives of the MCR Office, the same can be issued. Otherwise, a certification to the contrary may be validly issued. The office observes the confidentiality rule on registered Certificates of Live Birth.

<b>Office or Division:</b>	Municipal Civil Registry Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Any person has the right to request for a copy of his/her registered document as long as there is a copy of the document at the archives of the MCR Office, the same can be issued. Otherwise, a certification to the contrary may be validly issued. The office observes the confidentiality rule on registered Certificates of Live Birth.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
One valid ID of the person requesting the document		Client		
Authorization letter if the requesting person is not available		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request form	1. Receive the request form, verify original document and reproduce copy	None	5 Minutes	<i>Administrative Aide, Registration Officer</i> Municipal Civil Registry Office
2. Pay fee at the Treasury Office	2. Accept payment and issue Official Receipt	Certificate - PHP 50.00	5 Minutes	<i>Revenue Collection Clerk</i> Treasury Office
3. Present Official Receipt	3. Authenticate document	None	1 Minute	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
4. Receive document	4. Release document	None	1 Minute	<i>Administrative Aide, Registration Officer</i> Municipal Civil Registry Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>12 Minutes</b>	