

## 9. Issuance of True Copy of Birth, Marriage and Death Certificates

Issues true copy of any vital events.

<b>Office or Division:</b>	Office of Local Civil Registry			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Community			
<b>Who may avail:</b>	All residents who were born, married and died in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Identity Card of the subject person			Any available identification with signature.	
Duly signed authorization			Person giving the authorization	
Photocopy of any I.D. of the person giving the authorization			Person giving the authorization	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicant presents I.D. card or authorization letter	1. Evaluate presented identification and documents. 2. Scan book of records/computer generated file as to availability of record.	None	15 minutes	<i>Bookbinder III</i> Office of the Local Civil Registrar  <i>Process Server</i> Office of the Local Civil Registrar
	1.3 Preparation and encoding of the copy of the certificate.	None	5 minutes	<i>Book Binder III</i> Office of the Local Civil Registrar  <i>Process Server</i>

				Office of the Local Civil Registrar
2. Client pays corresponding fees at the Treasurer's Office	2.1 Issues Order of Payment.	80.00	5 minutes	<i>Book Binder III</i> Office of the Local Civil Registrar <i>Process Server</i> Office of the Local Civil Registrar
	2.2 Approval and signing of certificate.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	2.3 Release of document to client.	None	5 minutes	<i>Book Binder III</i> Office of the Local Civil Registrar
	2.4 Request client to answer Client Satisfaction Survey and drop it in the feedback box.	None	10 minutes	<i>Book Binder III</i> Office of the Local Civil Registrar
	<b>TOTAL</b>	80.00	40 minutes	