

11. Supplying the Registry Number of the Civil Registry Document OCRG Memorandum Circular 2019-09

Supplying registry number of the Civil Registry Document.

Office or Division:		Office of Local Civil Registry		
Classification:		Highly Technical		
Type of Transaction:		Government to community		
Who may avail:		All residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True Copy of document: Birth, marriage or death		Local Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants show documents	1.1 Receive and examine the presented document.	None	10 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
2. MC 2019-09	2.1 Evaluate if the documents are authentic, complete and duly certified.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar

	2.2 If the office has a copy of the same document with the correct registry number, the office shall endorse to PSA certified copy of the said document and its transcription in Form 1A for the latter's evaluation	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
3. Client pays filing fee at the Treasurer's Office	3.1 Issue Order of Payment.	Endorsement - 200.00	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
	3.2 If the office has a copy of the same document but bears no registry number, the office must check its Registry Book.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
	3.3 If the subject document is consistent in the registry book and has registry number, it shall endorse to PSA a certified copy of the page of the registry book where the document was recorded.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar

15. Client pays filing fee at the Treasurer's Office	4.1 Issue Order of Payment.	Endorsement - 200.00	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
16. Client pays filing fee at the Treasurer's Office	4.2 If the subject document is not available in the registry book of the office but it bears the date of receipt, name and signature of the civil registrar, the document is deemed registered pursuant to Rule 9, par. 4 of A.O. No. 1, series of 1993(Operative Act of Registration) and must reconstruct the document.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
	5.1 Issue Order of Payment.	Reconstruction – 200.00	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
	5.2 The reconstructed/ endorsed document shall be endorsed to the OCRG.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	5.3 Release of documents to client.	None	5 minutes	

	5.4 Request client to answer Client Satisfaction Survey and drop it in the feedback box.		10 minutes	<i>Municipal Civil Registrar Office of the Local Civil Registrar</i>
	TOTAL	200.00/ transaction	70 minutes	