

CIVIL REGISTRY DEPARTMENT

VISION

The Caloocan Civil Registry aims to be a dynamic department that exerts effort to contribute towards the successful transformation of Philippine Civil Registration process into an efficient, systematic and pro-people system.

MISSION

To deliver efficient, systematic and pro-people Civil Registration System for empowered Caloocan City constituents.

FRONTLINE SERVICE	REGISTRATION OF NEWBORNS Who may avail of the service? – Parents of newborns, guardians, relatives of newborns – Attendants at birth i.e. midwife, physician, nurse – Administrators of hospitals, clinics or similar institutions (attendants at birth certifying on facts of birth)
STEP 1	Review entries in the certificate of live birth (Municipal Form 102).
SERVICE PROVIDER/S	South - MIZPAH DORCAS B. CAJIGAL - IMELDA D. DE LUNA North - JUDY ANNE M. REYES
TIME FRAME	Ten minutes
REQUIRED DOCUMENT/S	1. Accomplished Certificate of Live Birth, with signature of the attendant at birth (Municipal Form 102) 2. Signature of parents, affidavit to use the surname of father, if parents are not married 3. Acknowledgement of father 4. Marriage Certificate of parents, if married
STEP 2A	Assign Registry Number.
STEP 2B	Log in the registry book.
SERVICE PROVIDER/S	South - MIZPAH DORCAS B. CAJIGAL - IMELDA D. DE LUNA North - JUDY ANNE M. REYES
TIME FRAME	Ten minutes
STEPS 3	Endorse to the Philippine Statistics Authority (PSA).
SERVICE PROVIDER/S	– MIZPAH DORCAS B. CAJIGAL – ROMELIO D. LEGASPI
TIME FRAME	Ten minutes
REQUIRED FEES	None

FRONTLINE SERVICE	DELAYED REGISTRATION/ OUT-OF-TOWN REPORTING OF BIRTH Who may avail of the service? – Persons 18 years of age and above – Either or both parents of minor child to sign document – Physicians, nurses, midwives or attendants at birth
STEP 1A	Receive required documents.
STEP 1B	Interview applicant.
SERVICE PROVIDER/S	South Caloocan: - REYNALDO O. LEGASPI, JR. - IRMA D.V. REYES

	North Caloocan: - MONINA L. DELGADO
TIME FRAME	Ten minutes

FRONTLINE SERVICE	DELAYED REGISTRATION/ OUT-OF-TOWN REPORTING OF BIRTH (cont.)
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> At least two documentary evidences showing the following information: <ul style="list-style-type: none"> name of the child date and place of birth name of mother and father if acknowledged, status of child If married, Marriage Certificate of parents. If not married, Affidavit to use the surname of the father, Affidavit of Acknowledgement
STEP 2	Prepare birth certificate.
SERVICE PROVIDER/S	South Caloocan: - REYNALDO O. LEGASPI, JR. - IRMA D.V. REYES North Caloocan: - MONINA L. DELGADO
TIME FRAME	Ten minutes
STEP 3	Post submitted documentary requirements in a conspicuous place at the Civil Registry Department for ten days.
SERVICE PROVIDER/S	South Caloocan: - REYNALDO O. LEGASPI, JR. - IRMA D.V. REYES North Caloocan: - MONINA L. DELGADO
TIME FRAME	Five minutes
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> Baptismal Certificate Department of Education (DepEd) - Form 137 (Student's Permanent Record) Voter's Certificate Philippine Statistics Authority (PSA) - Certificate of No Marriage Record (CENOMAR) National Bureau of Investigation (NBI) Clearance
STEP 4A	Issue Order of Payment.
STEP 4B	Advice client to pay required amount of fees at the CASHIER, CITY TREASURER'S OFFICE.
SERVICE PROVIDER/S	South Caloocan: - REYNALDO O. LEGASPI, JR. - IRMA D.V. REYES North Caloocan: - MONINA L. DELGADO
TIME FRAME	Two minutes
REQUIRED FEES	For more than one month to one year old - PhP 190.00
STEP 5A	Upon receipt of proof of payment (Official Receipt), assign Registry Number.
STEP 5B	Log in the Registry Book.
STEP 6	Endorse to the Philippine Statistics Authority (PSA).
SERVICE PROVIDER/S	South Caloocan: - REYNALDO O. LEGASPI, JR. - IRMA D.V. REYES North Caloocan: - MONINA L. DELGADO
TIME FRAME	Ten to 20 minutes

FRONTLINE SERVICE	APPLICATION FOR MARRIAGE LICENSE
	Who may avail of the service? <ul style="list-style-type: none"> Persons intending to marry (at least 18 years of age) wherein one of the contracting parties is a resident of the city where the license is to be issued
STEP 1A	Provide clients with Application Form.
STEP 1B	Receive accomplished Application Form and supporting documentary requirements.

FRONTLINE SERVICE	APPLICATION FOR MARRIAGE LICENSE (cont.)
STEP 1C	Interview applicant.
SERVICE PROVIDER/S	South - PRISCILA A. ADOR - LEOPOLDO S. PALERO - ALFREDO A. MARILIM North - JUDY ANNE M. REYES - IMELDA H. DISCALLAR
TIME FRAME	20 minutes
REQUIRED DOCUMENT/S	<ul style="list-style-type: none"> • Birth Certificate of parties, or in the absence thereof, baptismal certificate, or document containing sworn declaration of the facts of the birth of parties. • Proof of termination of marriage (death certificate or decree of annulment), if there was any previous marriage. • For applicants 18 - 21 years old - consent in writing of either parent or guardian For applicants 21 - 24 years old - advice of intended marriage of either parent or guardian • Proof of residence (one of the contracting parties must be a resident of Caloocan City)
STEP 2	Post submitted documentary requirements in a conspicuous place at the Civil Registry Department for ten days.
SERVICE PROVIDER/S	South - PRISCILA A. ADOR - LEOPOLDO S. PALERO - ALFREDO A. MARILIM North - JUDY ANNE M. REYES - IMELDA H. DISCALLAR
TIME FRAME	30 minutes
STEP 3	Advice applicant to proceed to the CITY HEALTH DEPARTMENT for the Family Planning Seminar or Marriage Counselling scheduled on the following days: <ul style="list-style-type: none"> – District I - every Mondays, Wednesdays, and Fridays – District II - every Tuesdays and Thursdays
SERVICE PROVIDER/S	South Caloocan:
SERVICE PROVIDER/S	South - PRISCILA A. ADOR - ALFREDO A. MARILIM North - JUDY ANNE M. REYES - IMELDA H. DISCALLAR
TIME FRAME	Two minutes
REQUIRED FEES	Seminar Fee – PhP 50.00
STEP 4	After the ten – day posting and upon receipt of the Pre-Marriage Certificate, issue Marriage License to applicants.
SERVICE PROVIDER/S	- PRISCILA A. ADOR - ALFREDO A. MARILIM
TIME FRAME	Five minutes

FRONTLINE SERVICE	REGISTRATION OF MARRIAGE CERTIFICATE
STEP 1	<p>Who may avail of the service?</p> <ol style="list-style-type: none"> 1. Solemnizing officers who solemnized the marriage 2. Contracting parties, in case of inability of the solemnizing officer 3. Any person duly authorized by the solemnizing officer/ contracting parties <p>Receive four copies of Registration of Marriage Certificate (Municipal Form 97) submitted by the client.</p> <ul style="list-style-type: none"> – First copy – Local Civil Registry – Second copy – Office of Civil Registry General (OCRG)- Philippine Statistics Authority (PSA)

	– Third copy – Solemnizing Officer – Fourth copy – Couple
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FRONTLINE SERVICE	REGISTRATION OF MARRIAGE CERTIFICATE (cont.)
SERVICE PROVIDER/S	South Caloocan: - MAY P. CAGURANGAN - LIEZL C. ESCUTON North Caloocan: - IMELDA H. DISCALLAR
TIME FRAME	15 minutes
REQUIRED DOCUMENT/S	1. Duly accomplished and signed Certificate of Marriage 2. Marriages with exceptional characters, affidavit of solemnizing officer on such facts/ details
STEP 2A	Issue Order of Payment.
STEP 2B	Advise client to pay required amount of fees at the CASHIER, CITY TREASURER'S OFFICE.
TIME FRAME	15 minutes
REQUIRED FEES	Registration Fee – PhP 110.00
STEP 3A	Upon receipt of proof of payment (Official Receipt), assign Registry Number.
STEP 3B	Log in the Registry Book.
SERVICE PROVIDER/S	South Caloocan: - MAY P. CAGURANGAN - LIEZL C. ESCUTON North Caloocan: - IMELDA H. DISCALLAR
TIME FRAME	30 minutes
STEP 4	Endorse to PSA.
SERVICE PROVIDER/S	South Caloocan: - MAY P. CAGURANGAN - LIEZL C. ESCUTON North Caloocan: - IMELDA H. DISCALLAR
TIME FRAME	15 minutes

FRONTLINE SERVICE	DELAYED REGISTRATION OF MARRIAGE CERTIFICATE Who may avail of the service?
	1. Solemnizing Officers who solemnized the marriage 2. Contracting parties, in case of inability of the solemnizing officer
STEP 1A	Receive and evaluate submitted documents.
STEP 1B	Interview applicant.
SERVICE PROVIDER/S	South - MAY P. CAGURANGAN - ROCHELLE R. BAUTISTA North - IMELDA H. DISCALLAR - LIEZL C. ESCUTON
TIME FRAME	30 minutes
REQUIRED DOCUMENT/S	1. Original/ duplicate copy of the Certificate of Marriage 2. Certification that the Marriage Certificate has not been previously registered 3. Affidavit of Solemnizing Officer or person registering the marriage certificate stating the facts of marriage and reason for the delay in registration
STEP 2A	Issue Order of Payment.
STEP 2B	Advise client to pay required amount of fees at the CASHIER, CITY TREASURER'S OFFICE.
SERVICE PROVIDER/S	South - MAY P. CAGURANGAN - ROCHELLE R. BAUTISTA North - IMELDA H. DISCALLAR - LIEZL C. ESCUTON
TIME FRAME	15 minutes

REQUIRED FEES	Delayed Registration Fee:	
	- Less than one year	PhP 210.00
	- More than one year	310.00

FRONTLINE SERVICE	DELAYED REGISTRATION OF MARRIAGE CERTIFICATE (cont.)	
STEP 3A	Upon receipt of proof of payment (Official Receipt), register Marriage Certificate.	
STEP 3B	Assign Registry Number.	
SERVICE PROVIDER/S	South	- MAY P. CAGURANGAN - ROCHELLE R. BAUTISTA
	North	- IMELDA H. DISCALLAR - LIEZL C. ESCUTON
TIME FRAME	15 minutes	
STEP 4	Endorse to the Philippine Statistics Authority (PSA).	
SERVICE PROVIDER/S	South	- MAY P. CAGURANGAN - ROCHELLE R. BAUTISTA
	North	- IMELDA H. DISCALLAR - LIEZL C. ESCUTON
TIME FRAME	Ten minutes	

FRONTLINE SERVICE	CORRECTION OF CLERICAL ERROR IN CIVIL REGISTRY DOCUMENTS/ CHANGE OF FIRST NAME/ GENDER/ DAY AND MONTH OF BIRTH (IMPLEMENTATION OF REPUBLIC ACT 9048 / 10172)	
	Who may avail of the service? 1. Owner of document or any person having direct interest in the correction of clerical error/ change of first name/ day and month of birth in the civil registry document 2. Any other person duly authorized by law or by the owner of the documents	
STEP 1A	Receive and evaluate submitted documents.	
STEP 1B	Interview applicant.	
SERVICE PROVIDER/S	- MELANIE S. CASTRO - MAY P. CAGURANGAN - MARY JOY M. TUAZON	
TIME FRAME	30 – 45 minutes	
REQUIRED DOCUMENT/S	1. Philippine Statistics Authority (PSA)/ National Statistics Office (NSO) or Certified True Copy of document sought to be corrected 2. At least two documents showing the correct entry 3. Publication, posting requirements in accordance with the law 4. Medical examination (for correction of gender by any government physician) 5. National Bureau of Investigation (NBI) Clearance, Police Clearance, Certificate of Employment/ Affidavit of Non-employment, if not employed (for change of first name/ gender/ day and month of birth) 6. Earliest school record, baptismal certificate, medical records (for correction of gender/ day and month of birth) 7. Personal appearance of the owner of the document (for correction of gender)	
STEP 2A	Issue Order of Payment.	
STEP 2B	Advice client to pay required amount of fees at the CASHIER, CITY TREASURER'S OFFICE.	
SERVICE PROVIDER/S	- MELANIE S. CASTRO - MAY P. CAGURANGAN - MARY JOY M. TUAZON	
TIME FRAME	15 minutes	
REQUIRED FEES	Correction of clerical error	PhP 1,000.00
	Change of first name	3,000.00
	Correction of gender/ day and month of birth	3,000.00
	Newspaper publication fee	Varying
STEP 3	Post submitted documentary requirements in a conspicuous place at the Civil Registry Department for ten days.	

SERVICE PROVIDER/S	- MELANIE S. CASTRO - MAY P. CAGURANGAN - MARY JOY M. TUAZON
TIME FRAME	30 minutes

FRONTLINE SERVICE	CORRECTION OF CLERICAL ERROR IN CIVIL REGISTRY DOCUMENTS/ CHANGE OF FIRST NAME/ GENDER/ DAY AND MONTH OF BIRTH (IMPLEMENTATION OF REPUBLIC ACT 9048 / 10172) (cont.)
STEP 4A	Release decision of the Civil Registrar.
STEP 4B	Issue Certified True Copies of documents to the client.
SERVICE PROVIDER/S	- MELANIE S. CASTRO - MAY P. CAGURANGAN - MARY JOY M. TUAZON
TIME FRAME	15 minutes
STEP 5A	Advise client to wait for 60 days before confirmation of documents inclusive of: <ul style="list-style-type: none"> - Ten days for posting - 15 days for publication - Five days for decision
STEP 5B	Submit documents to the Philippine Statistics Authority (PSA).
SERVICE PROVIDER/S	- MELANIE S. CASTRO - MAY P. CAGURANGAN - MARY JOY M. TUAZON
TIME FRAME	One day

FRONTLINE SERVICE	REGISTRATION OF COURT DECREES/ OTHER STATUS OF PERSONS Who may avail of the service? <ol style="list-style-type: none"> 1. Successful petitioners/ party – plaintiffs in special proceedings in court regarding status of persons 2. Counsel of successful petitioners 3. Any person having interest to register a public document, affidavit or government- issued paper relative to status of persons 								
STEP 1A	Receive Court Decree, Certificate of Finality and other documentary requirements.								
STEP 1B	Interview applicant.								
SERVICE PROVIDER/S	South - LOIDA Y. PINGOL - ROCHELLE R. BAUTISTA North - MONINA L. DELGADO								
TIME FRAME	15 – 20 minutes								
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Original and Certified True Copy of Court Decision 2. Original and Certified True Copy of Certificate of Finality/ Certificate of Authentication by Clerks of Court 3. Original and Certified True Copy of Certificate of Registration of Court Decree by the Local Civil Registrar of the city/ municipality where the decision was promulgated 4. Affidavit, public document or government - issued paper that is being sought to be registered 5. Identification papers/ supporting documents 								
STEP 2A	Issue Order of Payment.								
STEP 2B	Advise client to pay required amount of fees to the CASHIER, CITY TREASURER'S OFFICE.								
SERVICE PROVIDER/S	South - LOIDA Y. PINGOL - ROCHELLE R. BAUTISTA North - MONINA L. DELGADO								
TIME FRAME	15 minutes								
REQUIRED FEES	<table border="0" style="width: 100%;"> <tr> <td>Election of Citizenship</td> <td style="text-align: right;">PhP 300.00</td> </tr> <tr> <td>Decree of Adoption</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>Decree of Foreign Adoption</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td>Naturalization</td> <td style="text-align: right;">500.00</td> </tr> </table>	Election of Citizenship	PhP 300.00	Decree of Adoption	100.00	Decree of Foreign Adoption	300.00	Naturalization	500.00
Election of Citizenship	PhP 300.00								
Decree of Adoption	100.00								
Decree of Foreign Adoption	300.00								
Naturalization	500.00								

	Legal Separation	200.00
	Annotation of Marriage Certificate on subsequent foreign divorce	300.00
	Annulment of marriage	300.00
FRONTLINE SERVICE	REGISTRATION OF COURT DECREES/ OTHER STATUS OF PERSONS (cont.)	
REQUIRED FEES	Legitimation	50.00
	Emancipation of Minors	50.00
	Judicial Recognition/ Acknowledgement	100.00
	Paternity and filiation	100.00
	Guardianship	100.00
	Aliases	200.00
	Repatriation	300.00
	Judicial order for correction of entry / change of name in courts	200.00
	Deed of Acknowledgement	100.00
	Supplemental Report	100.00
	Renunciation of citizenship	400.00
	Presumption of death	400.00
	Foundling/ abandoned child	100.00
	Out-of-town registration/ Endorsement	100.00
	Muslim conversation	100.00
Other Legal Documents	100.00	
	Optional fee (LBC/ Courier) for Out-of-Town Registration/ Migrant petitions	Varying
STEP 3A	Receive proof of payment (Official Receipt with photocopy).	
STEP 3B	For decisions promulgated in the city: – Issue Certificate of Registration of Court Decree.	
	For decisions promulgated outside the city: – Verify in court the authenticity of the Court Decree/ Certificate of Finality.	
STEP 3C	Record documents submitted.	
SERVICE PROVIDER/S	South	- LOIDA Y. PINGOL - ROCHELLE R. BAUTISTA
	North	- MONINA L. DELGADO
TIME FRAME	Two days to two weeks (depending on the location where the decisions were promulgated)	
STEP 4	After the court verification, annotate Civil Registry document pursuant of the decision.	
SERVICE PROVIDER/S	South	- LOIDA Y. PINGOL - ROCHELLE R. BAUTISTA
	North	- MONINA L. DELGADO
TIME FRAME	One to two hours	
STEP 5	Inform client on the annotation/ remarks regarding registration of document.	
SERVICE PROVIDER/S	South	- LOIDA Y. PINGOL - ROCHELLE R. BAUTISTA
	North	- MONINA L. DELGADO
TIME FRAME	Five to ten minutes	
STEP 6	Certify copy of annotated document.	
SERVICE PROVIDER/S	– LUCENA M. FLORES	– LEOPOLDO S. PALERO
	– REYNALDO O. LEGASPI, JR.	– PRISCILA A. ADOR
TIME FRAME	20 minutes	
STEP 7	– Issue copy of annotated document to client.	
	– Advice client to submit one copy of Certificate of Registration to the Philippine Statistics Authority (PSA) – Main Office in Manila.	

SERVICE PROVIDER/S	South Caloocan: - LOIDA Y. PINGOL - ROCHELLE R. BAUTISTA
	North Caloocan: - MONINA L. DELGADO
TIME FRAME	20 minutes

FRONTLINE SERVICE	REGISTRATION OF COURT DECREES/ OTHER STATUS OF PERSONS (cont.)
STEP 8	Endorse copy of Certificate of Registration to PSA Office in Quezon City.
SERVICE PROVIDER/S	South Caloocan: - LOIDA Y. PINGOL - ROCHELLE R. BAUTISTA
	North Caloocan: - MONINA L. DELGADO
TIME FRAME	One day

FRONTLINE SERVICE	REGISTRATION OF DEATH CERTIFICATE	
	Who may avail of the service?	
	<ol style="list-style-type: none"> 1. Attendants at death, physicians or hospital administrators responsible to report death 2. Relatives of deceased 3. Drivers, ship captains, pilots, if death occurs in a vehicle, vessel or airplane 	
STEP 1A	Receive required documents.	
STEP 1B	Review entries in the submitted documents.	
SERVICE PROVIDER/S	- JOAQUIN G. GONZALES - CONRADO A. DECENA - MACARIO E. EGUIA - NOEL P. CARLOS - LEOPOLDO S. PALERO - JASPER R. DELA CRUZ	
TIME FRAME	15 minutes	
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Duly accomplished Certificate of Death 2. Evaluation signed by the City Health Officer 3. Certification and signature of embalmer 	
STEP 2A	Issue Order of Payment.	
STEP 2B	Advice client to pay required amount of fees at the CASHIER, CITY TREASURER'S OFFICE.	
SERVICE PROVIDER/S	- JOAQUIN G. GONZALES - CONRADO A. DECENA - MACARIO E. EGUIA - NOEL P. CARLOS - LEOPOLDO S. PALERO - JASPER R. DELA CRUZ	
TIME FRAME	15 minutes	
REQUIRED FEES	Death Certificate Form	PhP 30.00
	Registration of Death Certificates	20.00
	Late Filing Fee:	
	- Less than one year	100.00
	- More than one year	200.00
	Certificate of No Record	30.00
	Verification Fee	30.00
STEP 3	Upon receipt of proof of payment (Official Receipt), register Death Certificate.	
SERVICE PROVIDER/S	- JOAQUIN G. GONZALES - CONRADO A. DECENA - MACARIO E. EGUIA - NOEL P. CARLOS - LEOPOLDO S. PALERO - JASPER R. DELA CRUZ	
TIME FRAME	One hour	

FEEDBACK AND COMPLAINTS MECHANISM

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: *caloocan.crd@gmail.com*

Telephone Numbers: (02) 336 – 5591
(02) 336 – 5706
(02) 288 – 8811 loc. 2240/ 2249