

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



- (1) NAME OF DEPARTMENT/AGENCY/LGU: LOCAL CIVIL REGISTRAR  
 (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:    [ / ] Yes    [   ] No  
 (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Reg. of COLB & COM	RA 3753 – Implementing Rules & Regulations & other laws on Civil Reeregistration. Family Code of the Phil.	A.O. no. 1 - Rule 5, 7-8, 18-24, 40-46  E.O. 209	Duties of the Civil Registrar, Reg of Live Births & Marriage	Feb. 27, 1931	A.O. no. 1 series of 1993
Reg. of Cert of Death	-do-	A.O. No. 1- Rule 31-34, 36-38	Registration of Death	-do-	-do-
Delayed reg. of COLB	-do-	A.O. No. 1- Rule 25	Registration of Live Births	-do-	-do-
Out of town delayed reg. of COLB, COM	-do-	A.O. No. 1- Rule 20	Out of town reporting of birth	-do-	-do-
Applic for Legitimation of Child & RA 9255	-do- RA9255- An act allowing illegitimate child to use the surname of the father	Family Code of the Phil. A.O. No. 1- Rule 61,62,65-66	Registration of legal instruments	-do-	-do- A.O. No. 1 series of 2016

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Endorsement of Civil Reg. Doc to PSA	None		Mun. Ordinance No. 2015-07-416		
Applic. for Change of First Name(CFN) & Correction of Clerical Error(CCE)	RA 9048-An act authorizing the C/MCR & Consul General to correct a CE or CFN in the Civil Registry Doc w/o need of judicial process	Section 1-14	Mun. Ordinance No. 2015-07-416	March 21, 2001	
Applic for CCE(Gender & Date of Birth-mo & date only)	RA 10172- An act further authorizes the C/MCR & Consul General to correct the day & mo in the date of birth and SEX appearing the Civil Registry Doc w/o need of judicial process	Section 1-7	Mun. Ordinance No. 2015-07-416	Aug. 15, 2012	
Migrant Pet for CCE & CFN	AO No. 1 s of 2002- IRR on the Implementation of RA 9048	Section 10; Rule 4-18	Mun. Ordinance No. 2015-07-416	July 24, 2001	
Application for Supplemental report	A.O. no 1 s. 1993 -IRR of Act No. 3753	Rule 11	Mun. Ordinance No. 2015-07-416		
Out of town applic for leg., supp report RA 9255	A.O. no 1 s. 1993 -IRR of Act No. 3753		Mun. Ordinance No. 2015-07-416		
Issuance of Birth, Marriage & Death Certificate/CTC			Mun. Ordinance No. 2015-07-416		Revised Revenue Code of 2015
Issuance of CENOMAR & SECPA	None		Memo. Of Agreement(MOA)	2007	

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Mun. Ordinance No. 2015-07-416	IRR of RA No. 3753 & other Laws on Civil Registration	A.O. no. 1 - Rule 5, 7-8, 18-24, 40-46	Mun. Ordinance No. 2015-07-416		
Mun. Ordinance No. 2015-07-416	IRR of RA No. 3753 & other Laws on Civil Registration	A.O. no. 1 - Rule 5, 7-8, 18-24, 40-46	Mun. Ordinance No. 2015-07-416		

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### (4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: Registration of Live Births & Marriage					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
a) Certificate of Live Birth (COLB) b) Marriage Certificate of the parents c) Authorization letter if authorized representative d) ID's of the person giving authority & authorized rep.	RA 3753 – Implementing Rules & Regulations & other laws on Civil Reegistration. Family Code of the Phil.	1. Approach employee in charge  2. wait while the document is being reviewed  3. Ask for the his/her owner's copy	Citizens Charter	10 min.  5 working days  5 min.	
<b>TOTAL</b>				<b>5 days &amp; 15 min.</b>	

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# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <b>REGISTRATION OF CERTIFICATE OF DEATH (COD)</b>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Certificate of Death 2. Authorization letter if authorized representative 3. ID's of the person who give authority and the authorized person	RA 3753 – Implementing Rules & Regulations & other laws on Civil Registration. Family Code of the Phil.	1. Approach employee in charge  Wait while the document is being processed	Citizens Charter	15 mins.	
			<b>TOTAL</b>	15 mins.	

**ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT**



**GOVERNMENT SERVICE: DELAYED REGISTRATION OF BIRTH (COLB), MARRIAGE(COM) AND DEATH (COD)**

**SERVICE INFORMATION**

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Negative result from PSA 2. Joint Affidavit of two disinterested persons w/ Corroboration 3. Baptismal Cert./Cert. of Dedication 4. Marriage/Death Certificate from the church 5. School record/Voter's Cert./SSS/GSIS or any Public documents 6. Immunization card 7. Barangay certification  8. Authorization letter if authorized representative 9. ID's of the person who give authority and the authorized person	RA 3753 – Implementing Rules & Regulations & other laws on Civil Registration. Family Code of the Phil.	1. Approach employee in charge and present the documents  Wait while the document is being reviewed  Present O.R. & wait while the document is being process for signature  2. Ask for his/her owner's copy	Citizens Charter	30 mins.          12 days	0-15 yrs 150 16-20 yrs 250  21 yrs Above 350 Subscription fee 100 Secretary's Fee 60 End. Fee 100 BREQS Service fee 200 SECPA 155
<b>TOTAL</b>				12 days & 30 mins.	21 yrs above w/ SECPA 1,120.00

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <b>OUT OF TOWN DELAYED REGISTRATION OF BIRTH &amp; MARRIAGE</b>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
	RA 3753 – Implementing Rules & Regulations & other laws on Civil Registration. Family Code of the Phil.	1. Approach employee in charge  Wait while the document is being reviewed	Citizens Charter	5 mins.  30 min.	100.00  Note: Incidental fees may vary depending on the receiving LCR
<b>TOTAL</b>				<b>15 mins.</b>	<b>100.00</b>

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



### GOVERNMENT SERVICE: APPLICATION FOR LEGITIMATION OF CHILD & RA 9255

#### SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ol style="list-style-type: none"> <li>1. Certificate of Live Birth</li> <li>2. Affidavit of Acknowledgment/Admission of Paternity</li> <li>3. Joint Affidavit of Legitimation of Child</li> <li>4. Affidavit to Use the Surname of the Father (AUSF)                             <ul style="list-style-type: none"> <li>- signed by the mother if the child is 0-7 yrs old</li> <li>- signed the child w/ attestation of the mother for 8-17 yrs</li> <li>- signed by the child w/o attestation of the mother for 18 yrs old</li> </ul> </li> <li>5. Marriage Certificate of the parents</li> <li>6. Advisory on Marriage of the Parents</li> <li>7. Handwritten document</li> <li>8. Or Any public documents showing affiliation of the child</li> <li>9. CTC</li> </ol>	RA 3753 – Implementing Rules & Regulations & other laws on Civil Registration. Family Code of the Phil.	<ol style="list-style-type: none"> <li>1. Approach employee in charge</li>   <li>Wait while the document is being reviewed</li>   <li>2. Present O.R.</li> </ol>	Citizens Charter	5 mins.  30 min.	420.00  Note: Incidental fees may vary depending on the receiving LCR
<b>TOTAL</b>				25 mins.	420.00



# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <b>ENDORSEMENT OF CIVIL REGISTRAY DOCUMENTS TO THE PSA</b>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. PSA Negative result 2. Authorization letter if authorized representative 3. ID's of the person who give authority and the authorized person	Mun. Ordinance No. 2015-07-416	1. Approach employee in charge  Wait while the document is being reviewed  2. Present O.R.	Citizens Charter	5 mins.  15 min.	555.00
			<b>TOTAL</b>	<b>20 mins.</b>	<b>42.00</b>

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



## GOVERNMENT SERVICE: APPLICATION FOR CHANGE OF FIRST NAME & CORRECTION OF CLERICAL ERROR

### SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid										
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis												
<p><b>CHANGE OF FIRST NAME (CFN):</b></p> <ol style="list-style-type: none"> <li>1. PSA copy of birth/marriage/death</li> <li>2. Any (3) of the following:                             <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) Baptismal Certificate</td> <td style="width: 50%;">e) Medical record</td> </tr> <tr> <td>b) Voter's affidavit</td> <td>f) Business record</td> </tr> <tr> <td>c) Employment record</td> <td>g) Marriage certificate</td> </tr> <tr> <td>d) GSIS/SSS record</td> <td>i) School record</td> </tr> </table> </li> <li>3. Employer's certification w/ no pending case or Affidavit Of unemployment with no pending case</li> <li>8. SPA/Authorization letter if authorized representative</li> <li>9. ID's of the person who give authority and the authorized person</li> </ol> <p><b>CORRECTION OF CLERICAL ERROR (CCE):</b></p> <ol style="list-style-type: none"> <li>1. PSA copy of birth/marriage/death</li> <li>2. Any (3) of the following:                             <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) Baptismal certificate</td> <td style="width: 50%;">f) NBI clearance</td> </tr> </table> </li> </ol>	a) Baptismal Certificate	e) Medical record	b) Voter's affidavit	f) Business record	c) Employment record	g) Marriage certificate	d) GSIS/SSS record	i) School record	a) Baptismal certificate	f) NBI clearance	<p>RA 9048-An act authorizing the C/MCR &amp; Consul General to correct a CE or CFN in the Civil Registry Doc w/o need of judicial process</p>	<ol style="list-style-type: none"> <li>1. Approach Employee in charge &amp; present all the supporting documents</li> <li>2. Wait</li> <li>3. Publication for Change of First Name (CFN)</li> <li>4. Present O.R.</li> </ol>	<p>Citizens Charter</p>	<p>7 mos., 10 days &amp; 40 mins</p>	<p>CFN-3905.00 CCE-1905.00</p>
a) Baptismal Certificate	e) Medical record														
b) Voter's affidavit	f) Business record														
c) Employment record	g) Marriage certificate														
d) GSIS/SSS record	i) School record														
a) Baptismal certificate	f) NBI clearance														

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



<p>b) Voter's registration record    g) Medical record  c) Employment record            h) Business record  d) GSIS/SSS record                i) School record  e) Marriage certificate              j) Police clearance</p> <p>Additional requirements if middle or last name to be corrected;</p> <p>a) Birth certificate of the mother/father  b) Marriage certificate of the parents  c) Birth certificate of siblings</p> <p>4. SPA/Authorization letter if authorized representative  5. ID's of the person who give authority and the authorized person</p>					
<b>TOTAL</b>				7 mos., 10 days & 40 mins	CFN-3905.00 CCE-1905

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <b>APPLICATION FOR CORRECTION OF GENDER &amp; DATE OF BIRTH(MONTH &amp; DATE ONLY)</b>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ol style="list-style-type: none"> <li>1. PSA of the Birth Certificate</li> <li>2. Any (3) of the following                             <ol style="list-style-type: none"> <li>a) Baptismal certificate</li> <li>b) Voter's registration record</li> <li>c) Employment record</li> <li>d) GSIS/SSS record</li> <li>e) Marriage certificate</li> </ol> </li> <li>3. Medical certification issued by MHO</li> <li>4. Earliest School Record</li> <li>5. Employer's certification w/ no pending case or Affidavit Of unemployment with no pending case</li> <li>6. NBI clearance</li> <li>7. Police clearance</li> <li>8. CTC (Petitioner)</li> <li>9. Proof of publication</li> </ol>	RA 10172- An act further authorizes the C/MCR & Consul General to correct the day & mo in the date of birth and SEX appearing the Civil Registry Doc w/o need of judicial process	<ol style="list-style-type: none"> <li>1. Approach employee in charge &amp; present all the documents</li>   <li>Wait while the document is being reviewed</li>   <li>2. Publication for CFN</li> <li>3. Present O.R.</li> </ol>	Citizens Charter	7 mos., 10 days & 40 mins	3905.00
<b>TOTAL</b>				7 mos., 10 days & 40 mins	3,905.00

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



### GOVERNMENT SERVICE: **MIGRANT PETITION FOR CORRECTION OF CLERICAL ERROR (CCE) & CHANGE OF FIRST NAME(CFN)**

#### SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid								
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis										
<p><b>CHANGE OF FIRST NAME (CFN):</b></p> <ol style="list-style-type: none"> <li>1. PSA copy of birth/marriage/death</li> <li>2. Any (3) of the following:                             <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) Baptismal Certificate</td> <td style="width: 50%;">e) Medical record</td> </tr> <tr> <td>b) Voter's affidavit</td> <td>f) Business record</td> </tr> <tr> <td>c) Employment record</td> <td>g) Marriage certificate</td> </tr> <tr> <td>d) GSIS/SSS record</td> <td>i) School record</td> </tr> </table> </li> <li>3. Employer's certification w/ no pending case or Affidavit Of unemployment with no pending case</li> <li>4. NBI clearance</li> <li>5. Police clearance</li> <li>6. CTC (Petitioner)</li> <li>7. Proof of publication</li> <li>8. SPA/Authorization letter if authorized representative</li> <li>9. ID's of the person who give authority and the authorized person</li> </ol> <p><b>CORRECTION OF CLERICAL ERROR (CCE):</b></p>	a) Baptismal Certificate	e) Medical record	b) Voter's affidavit	f) Business record	c) Employment record	g) Marriage certificate	d) GSIS/SSS record	i) School record	<p>AO No. 1 s of 2002- IRR on the Implementation of RA 9048</p>	<ol style="list-style-type: none"> <li>1. Approach employee in charge &amp; present all the documents</li>   <li>Wait while the document is being reviewed</li>   <li>1. Publication for CFN</li> <li>2. Present O.R. for CCE</li> </ol>	<p>Citizens Charter</p>	<p>12 days &amp; 30 min.</p>	<p>1605.00</p>
a) Baptismal Certificate	e) Medical record												
b) Voter's affidavit	f) Business record												
c) Employment record	g) Marriage certificate												
d) GSIS/SSS record	i) School record												

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<p>1. PSA copy of birth/marriage/death</p> <p>2. Any (3) of the following:</p> <ul style="list-style-type: none"> <li>a) Baptismal certificate</li> <li>b) Voter's registration record</li> <li>c) Employment record</li> <li>d) GSIS/SSS record</li> <li>e) Marriage certificate</li> <li>f) Passport</li> <li>g) Medical record</li> <li>h) Business record</li> <li>i) School record</li> <li>j) Police clearance</li> <li>k) NBI clearance</li> </ul> <p>Additional requirements if middle or last name to be corrected;</p> <ul style="list-style-type: none"> <li>a) Birth certificate of the mother/father</li> <li>b) Birth certificate of siblings</li> <li>c) Marriage certificate of the parents</li> </ul>					
<b>TOTAL</b>				12 days & 30 mins	1605.00

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <b>APPLICATION FOR SUPPLEMENTAL REPORT</b>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. PSA Copy of the Certificate of Live Birth/Death/Marriage 2. Affidavit of Supplemental Report 3. At least one supporting documents showing the missing entry 4. Authorization letter if authorized representative 5. ID's of the person who give authority and the authorized person	A.O. no 1 s. 1993 -IRR of Act No. 3753	1. Approach employee in charge and submit documents 2. Present O.R. 3.Wait for SECPA	Citizens Charter	2 mos. & 15 min.	100.00
<b>TOTAL</b>				2 mos. & 15 mins	100.00

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



### GOVERNMENT SERVICE: **OUT OF TOWN APPLICATION FOR LEGITIMATION, RA 9255 & SUPPLEMENTAL REPORT**

#### SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ol style="list-style-type: none"> <li>1. PSA Copy of the Certificate of Live Birth/Death/Marriage</li> <li>2. AFFIDAVIT of Aknowledgment/Admission of Paternity</li> <li>3. Joint Affidavit of Legitimation of Child</li> <li>4. Marriage Certificate</li> <li>5. Affidavit to use the surname of the father</li> <li>6. Baptismal Cert. or any documents showing affiliation of the child</li> <li>7. Affidavit of Supplemental Report</li> <li>8. CTC</li> </ol>	A.O. no 1 s. 1993 -IRR of Act No. 3753	<ol style="list-style-type: none"> <li>1. Approach employee in charge and submit documents</li> <li>2. Present O.R.</li> <li>3.Wait for SECPA</li> </ol>	Citizens Charter	2 mos. & 15 min.	100.00
<b>TOTAL</b>				2 mos. & 15 mins	100.00



# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <b>ISSUANCE OF BIRTH, MARRIAGE &amp; DEATH CERTIFICATE OR CERTIFIED TRUE COPY (LOCAL)</b>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. For authorized representative a) SPA/Authorization letter b) Valid ID's of the person who give authority & authorized representative	A.O. no 1 s. 1993 -IRR of Act No. 3753	1. Approach employee in charge and submit documents 2. Present O.R. 3.Wait for SECPA	Citizens Charter	2 mos. & 15 min.	100.00
<b>TOTAL</b>				2 mos. & 15 mins	100.00

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



## GOVERNMENT SERVICE: **ISSUANCE OF CENOMAR & SECURITY PAPER(SECPA) OF BIRTH, DEATH & MARRIAGE CERTIFICATE**

### SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
1. For authorized representative a) SPA/Authorization letter b) Valid ID's of the person who give authority & authorized representative	MOA with PSA	1. Approach employee in charge and submit documents  2. Present O.R.  3.Wait for SECPA	Citizens Charter	15days & 25 min.	355.00	
<b>TOTAL</b>				15days & 25 mins	355.00	

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: ENDORSEMENT OF AMENDED/ANNOTATED CIVIL REGISTRATION DOCUMENTS WITH COURT ORDER					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Court Decision 2. Certificate of Finality 3. Certificate of Registration, Certificate of Authenticity Signed by the city civil registrar where the court exist. 4. Authorization letter 5. ID's of the person giving authority and the authorized Person . For authorized representative a) SPA/Authorization letter b) Valid ID's of the person who give authority & authorized representative	A.O. no. 1 - Rule 5, 7-8, 18-24, 40-46	1. Approach employee in charge and submit documents  2. Present O.R.	Citizens Charter	2 mos. & 25 min.	300.00
<b>TOTAL</b>				15days & 25 mins	355.00

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <b>APPLICATION FOR MARRIAGE LICENSE</b>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ol style="list-style-type: none"> <li>1. CENOMAR(both parties)</li> <li>2. Birth Certificate (both parties)</li> <li>3. Pre-Marriage Counselling</li> <li>4. Parents consent if contracting party's between the age Of 18-21 years old</li> <li>5. Parents advice if contracting party's between the age Of 21-25 years old</li> <li>6. Legal guardian declared by the court if both parents are Not available</li> <li>7. Death certificate if one of the contracting party is Widow/widower</li> </ol> <p>If one of the contracting party is a foreigner:</p> <ol style="list-style-type: none"> <li>1. Legal capacity to contract marriage in the Philippines</li> <li>2. Divorce papers if divorcee</li> </ol> <p>If contracting parties are living together for more than 5 years and want to apply for a marriage license thru Art. 34:</p>	<p>A.O. no. 1 - Rule 5, 7-8, 18-24, 40-46</p>	<ol style="list-style-type: none"> <li>1. Approach employee in charge and submit documents</li> <li>2. Fill up application form</li> <li>Client wait</li> <li>3. Present O.R.</li> <li>4. Client claim their marriage license</li> </ol>	<p>Citizens Charter</p>	<p>11 days &amp; 30 min.</p>	<p>1550.00</p>

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<p>1. Affidavit of cohabitation notarized by a lawyer</p> <p>Requirements in claiming the marriage license if authorized representative:</p> <ol style="list-style-type: none"> <li>1. Authorization letter</li> <li>2. ID's of the person giving authority and authorized rep.</li> </ol>					
<b>TOTAL</b>				11days & 30 mins	1550.00