



# CITY CIVIL REGISTRY

## COPY ISSUANCE OF CERTIFIED COPIES / CERTIFICATE OF NO RECORD (BIRTH, MARRIAGE, DEATH)

### ABOUT THE SERVICE

Any person has the right to request for a copy of his/her registered document. As such, upon the payment of the required fees and for as long as there is still a copy of the document at the archives of the MCRO, 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.

### WHO CAN AVAIL OF THE SERVICE

Following the legal maxim, "The place of occurrence is the place of registration", A person born, wed and died within the jurisdiction of Olongapo City is deemed to have been registered in this office. Hence, he/she is entitled for the available copy issuance of his/her birth, marriage or death record once requested.

### FEES

Refer to the Olongapo City Revenue Code

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	Get transaction number	Call the number and issue application form	1 minute	LCR Staff	Refer to the Olongapo City Revenue Code	
2	Accomplish application form	Assess	4 minutes	LCR Staff		
3	Pay required fee at cashier (treasury representative)	Accept payment and issue official receipt	5 minutes	Cashier (Treasury)		
4	Submit application form with attached official receipt	Log	1 minute	LCR Staff		
5	Get claim stub	Issue claim stub	1 minute	LCR Staff		
6	WAIT	Process, retrieve, stamp CTC and sign	20 minutes	LCR Staff & City Civil Registrar		Certified true copy of Form 102/97/103
7	Present claim stub and claim requested certification	Issue certified copies and other certifications	1 minute	LCR Staff		
Total Time: 14 minutes (excluding waiting time)						

### AVAILABILITY OF SERVICE:

MONDAY TO FRIDAY  
8:00 AM to 5:00 PM  
NO NOON BREAK

