



CITY CIVIL REGISTRY

REQUIREMENTS FOR THE FRONTLINE SERVICES OF CITY CIVIL REGISTRY

TIMELY REGISTRATION OF MUNICIPAL FORMS

BIRTH

- a. Four copies of the Certificate of Live Birth, accomplished and signed by the proper parties.
- b. Duly accomplished affidavit for delayed registration at the back of the COLB.
- c. NSO Certificate of No Records (Negative Records)
- d. ANY TWO of the following documents (whenever applicable) to prove the BIRTHDAY AND BIRTHPLACE, presented in preference.
 - Baptismal Certificate / “Handog” Certification;
 - School Records (Form 137, Transcript Of Records);
 - Medical Records if born in a hospital or medical clinic (not certification by the attendant at birth because this has already been complied with under item 21b of the COLB);
 - Voter’s Registration Record;
 - SSS Membership Record;
 - Income Tax Returns of Parents;
 - Insurance Policy;
 - Barangay Captain’s Certification (for children below school age).
- e. Affidavit of two-disinterested persons attesting to the facts of birth.
- f. The marriage certificate of parents.

(Note: In any event, handwritten entries on MCR Registration Documents / Mun. Forms are not favored for registration. To maintain the integrity and credibility of the civil registry document, it must not bear any alterations, “type over” or erasure.)

MARRIAGE

- a. Four copies of the Certificate of Marriage duly accomplished and signed by the proper parties.
- b. Duly accomplished affidavit for delayed registration.
- c. NSO Certificate of No Records (Negative Records)
- d. Application for Marriage License and Marriage License.
- e. Affidavit/Certification by the solemnizing officer that he indeed solemnized the marriage between the couple and to state therein the reason why the document was not reported on time.

DEATH

- a. Four copies of the Certificate of Death duly accomplished and signed by the proper parties.
- b. Duly accomplished affidavit for delayed registration..
- c. NSO Certificate of No Records (Negative Records)
- d. Certification from the church or funeral parlor that services was given to the deceased in consonance with their mandates

APPLICATION FOR MARRIAGE LICENSE

1. Four copies of the parties’ separate sworn application for marriage license
2. Copy of their Birth Certificates. (Baptismal Certificate will suffice)
3. Marriage Counseling Certificates
4. Parental consent or advice (if applicable)
5. Personal appearance of all concerned
6. Affidavit of Guardianship/Custody (if applicable)
7. Certificate of Legal Capacity (in cases of foreign applicants)
8. Certificate of Death (in case of Widow/er)
9. Annulment or Divorce Documents (if applicable)
10. Certificate of Single Status (for applicants over 25 years old)

(Note: Handwritten entries on MCR Registration Documents / Mun. Forms 90, Form 6 & 7 are not favored for registration. Any alterations, “type over” or erasures are not permitted.)

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

If the child is a minor, his parents, guardian, or the institution legally in-charge of him, as the case may be, shall issue the authorization required. The duly signed valid ID of the one giving the authorization and the grantee shall be presented for verification. There is no required document for the request of marriage and death transcription/certifications.

