

CITIZEN'S CHARTER CITY CIVIL REGISTRY

1.Registration of Court Decrees/Annotation Entry/ies/Amended

To receive, process, annotate and issue Civil Registry documents affected by legal instruments-R.A. No. 9048, R.A. No. 10172, Court Decrees (Adoption, Annulment, Correction) and other related.

Office or Division:	LEGAL DIVISION
Classification:	Simple
Type of transaction:	G2C-Government to Citizens
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Nullity/Legal Separation/Presumptive Death 4 sets of Court Decree 4 sets of Finality/Entry of Judgement PSA/Certified copy of Marriage Certificate 4 sets of Certification of Registration 4 sets of Certification of Authenticity Valid ID of client and representative Authorization Letter of client representative	Regional Trial Court Jurisdiction (NCR/Provinces) PSA From the Civil Registry Office where the court is located (NCR/Provinces) From the Civil Registry Office where the court is located (NCR/Provinces) Government Issued Client
2. Recognition of Foreign Decree 4 sets of court foreign decree (Divorce) 4 sets of Finality/Entry of Judgement 2 sets of Divorce Certificate from Manila Civil Registry PSA/Certified copy of Marriage Certificate 4 sets of Certification of registration 4 sets of Certification of Authenticity Valid ID of client and representative Authorization Letter of client representative	Regional Trial Court Jurisdiction (NCR/Provinces) Manila Civil Registry PSA/Manila Civil Registry From the Civil Registry Office where the court is located (NCR/Provinces) From the Civil Registry Office where the court is located (NCR/Provinces) From the Civil Registry Office where the court is located (NCR/Provinces) Government Issued Client
3. Adoption 4 sets of Court Decree 4 sets of Finality/Entry of Judgement PSA/Certified copy of Birth Certificate/Marriage Certificate 4 copies of 2x2 pictures of the child Valid ID of client and representative SPA of Client representative	Regional Trial Court Jurisdiction (NCR/Provinces) PSA/City Civil Registry Client Government Issued
4. Correction of Entry/ies 4 sets of decree of court 4 sets of Finality/Entry of Judgement 4 sets of Certification of registration 4 sets of Certification of Authenticity PSA/Certified Copy of Birth/Marriage/Death Certificate Valid ID of Client and representative Authorization Letter of Client Representative	Regional Trial Court Jurisdiction (NCR/Provinces) From the Civil Registry Office where the court is located (NCR/Provinces) From the Civil Registry Office where the court is located (NCR/Provinces) From the Civil Registry Office where the court is located (NCR/Provinces) PSA/City Civil Registry Government Issued Client

#	CLIENTS STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Inquiries/ submission of requirements	1.1 Interview and review of submitted requirements		5-10 mins.	Ms. Aya C. Ms. Gigi M. Mr. Jay O.
2	Payment at the	2.1 Issue an	Endorsement to	10-15 mins.	Ms. Aya C.

	City Treasurer's Office	Order of Payment. Require the client to pass the initial interview and submit the accomplished documents. 2.2 Advise client to pay corresponding fee	PSA 90.00 Verification Fee 100.00 CTC Annotation 800.00 CTC Documents per page 90.00 Courier's Fee (varies on location) and PSA Legal Quezon City Registration Fee: Annulment/Legal Separation/Presumptive Death 900.00 Foreign Decree (Divorce) 950.00 Adoption 1,300.00 Correction of Entry/ies 800.00 Certification of Registration 440.00 Photocopy per piece 2.00 (rates depending on copier services)	10-15 mins. (varying to the number of clients)	Ms. Gigi M. client
3	Status follow-up after working days	4.1 Verification Letter to the Issuing Court		varying to the issuing court	Ms. Aya C.
4	Annotation/Registration Civil Documents	5.1 Annotation/Registration Civil Documents		10 days (varying to the reply of the court)	Ms. Aya C.
5	Approval of the City Civil Registrar or her authorized signatory	6.1 Signing the documents by the City Civil Registrar or her duly authorized signatory		5-10 mins. (varying to the number of clients)	Ms. Yeyet R. Ms. Thess S.
6	Client Certified documents copy to PSA	7.1 Endorsement of Certified documents copy		20-30 mins. (varying on the volume)	Ms. Aya C.

	Legal Quezon City	to PSA Legal Quezon City		of documents)	
7	Released of personal copy and receipt of courier	8.1 Issuance of personal copy and receipt of courier		5-10 mins.	Ms. Aya C.
TOTAL				1 hour and 20 mins./transaction 10 days for the reply of court	

2.Registration of Foundling Certificate

Office or Division:	LEGAL DIVISION
Classification:	Simple
Type of transaction:	G2C-Government to Citizens
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 4 copies of properly accomplished Foundling Certificate Form	Client
2. Case Study (stating the facts & circumstance surrounding the child's discovery)	Client
3. Child's Profile Form	Client
4. Affidavit of Finder	Client
5. Authorization from the institution handling the child	Client
6. Photocopy of ID of the representative with signature	Client
7. 3 copies of picture of child (before & after foundling)	Client
8. Certification declaring a child legally available for adoption	Client
9. Attestation Form (provided by City Civil Registry-Legal Division)	City Civil Registry-Legal Division
10. Valid ID of client and representative	Government Issued

#	CLIENTS STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Inquiries/ submission of requirements	1.1 Interview and review of submitted requirements		15 mins. (varying to the volume of the requesting clients)	Ms. Aya C. Ms. Gigi M. Mr. Jay O.
2	Issuance of Tax Order of Payment	2.1 Issue an Order of Payment. Require the client to pass the initial interview and submit the accomplished documents		5 mins. (varying to the volume of requesting clients)	Ms. Aya C.
3	Payment at the	3.1 Advise client	Registration Fee	10-15 mins.	client

	City Treasurer's Office	to pay corresponding fee	250.00 CTC Foundling Cert. 100.00 Endorsement to PSA 90.00 Courier's Fee 100.00 Photocopy per piece 2.00 (rates depending on copier services)	(varying to the number of clients)	
4	Status follow-up after working days	4.1 Assign Registry Number and approval		10 mins.	Ms. Aya C.
5	Approval of the City Civil Registrar or her authorized signatory	5.1 Signing the documents by the City Civil Registrar or her duly authorized signatory		5 days from the day of receipt	Ms. Yeyet R. or authorized signatory
6	Request to PSA Quezon City a Certified copy by the client	6.1 Endorse the Certified Copy to PSA-Quezon City		20-30 mins. (varying to the volume of documents)	Ms. Aya C.
7	Released of personal copy and Certification of Foundling	8.1 Issuance of certified copy and Certification of Foundling		5-10 mins. (varying to the volume of requesting clients)	Ms. Gigi M. Mr. Jay O.
TOTAL				1 hour and 30 mins./transaction 5 days for the approval	

3.RA No. 9048 (Change of First Name)/RA No. 9255 (Use the Surname of the Father)/RA No. 10172 (Clerical Correction: Gender, Date and Month)

Office or Division:	LEGAL DIVISION
Classification:	Simple
Type of transaction:	G2C-Government to Citizens
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. RA 9048/Migrant Petition (Change of First Name) Registered Document to be corrected (PSA and Local Copy) (Updated) Baptismal Certificate of owner Voter's Certification (owner, mother,	PSA/City Civil Registry Church COMELEC

father) Marriage Cert. Doc. Owner/Parents (PSA) School Records (Form 137) (Elementary) NBI and Police Clearance Various IDs Community Tax of owner (latest) Notarized Affidavit of publication from the publisher copy of the newspaper clipping	PSA School NBI/Police Government Issued City Treasurer's Office Newspaper Publisher
2. RA 9048/Migrant Petition (Correction on Clerical Error) Birth Certificate (PSA & Certified Copy) Baptismal Certificate of owner Voter's Certification (owner, mother, father) Marriage Cert. Doc. Owner/Parents (PSA) Birth Cert. of children (PSA Copy) SSS Records Affidavit of Discrepancy Various IDs Community Tax of owner (latest) Notarized Affidavit of publication from the publisher copy of the newspaper clipping	PSA/City Civil Registry Church COMELEC PSA PSA SSS Government Issued City Treasurer's Office
3. RA 10172/Migrant Petition (Clerical Correction: Gender, Date & Month) Birth Certificate (PSA & Certified Copy) Baptismal Certificate of owner Voter's Certification (owner, mother, father) Marriage Cert. Doc. Owner/Parents (PSA) Medical Records (Health Office 5 th Floor) Doc. Owner must appear Medical Records (outside) School Records (Form 137) (Elementary) NBI and Police Clearance Certificate of No Pending Case from employer (if employed) Various IDs Community Tax of owner (latest) Notarized Affidavit of publication from the publisher copy of the newspaper clipping	PSA/City Civil Registry Church COMELEC PSA Health Office 5 th Floor of Pasig City Hall Hospital School NBI and Police Employer Government Issued City Treasurer's Office Newspaper publisher
4. RA 9255/Migrant Petition (Use the Surname of the Father) 2 Valid ID of father 2 Valid ID of mother Birth Certificate of Child Community Tax of mother (latest) Handwritten letter of father to used his Surname (Child 7 year old above)	Government Issued Government Issued City Civil Registry City Treasurer's Office Father of the Child

#	CLIENTS STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Inquiries/ submission of requirements	1.1 Interview and review of submitted requirements		15 mins. (varying to the volume of the requesting clients)	Ms. Joy C. MS. Daisy T. Ms. Joan M.
2	Issuance of Tax Order of Payment	2.1 Issue an Order of Payment. Require the client to pass the initial interview and submit the		5-10 mins. (varying to the volume of requesting clients)	Ms. Joy C. MS. Daisy T. Ms. Joan M.

		accomplished documents			
3	Payment at the City Treasurer's Office	3.1 Advise client to pay corresponding fee	<p>Change of First Name & Correction on Gender/Date/Month Filing Fee 3,000.00 3 sets Cert. of Finality 300.00 Courier's Fee (to PSA back to City Civil Registry 200.00 Total: P3,500.00</p> <p>CCE RA 9048 (Correction on Clerical Error) Filing Fee 1,000.00 3 sets Cert. of Finality 300.00 Courier's Fee (to PSA back to City Civil Registry) 200.00 Total: 1,500.00</p> <p>Registration Fee (RA9255) 420.00</p> <p>Migrant Petition (RA 9255) 420.00</p> <p>Endorsement Fee 100.00</p> <p>Form 1A 200.00</p> <p>Form 2A & 3A 150.00</p> <p>Migrant Petition RA 9048 500.00</p> <p>Migrant Petition Change of First Name 1,000.00</p> <p>Migrant Petition Date of Birth</p>	15-30 mins. (varying to the number of clients)	client

			1,000.00 Courier's Fee 100.00 Photocopy per piece 2.00 (rates depending on copier services)		
4	Preparation of Petition form, fill-up petition doc. And verbal instructions.	4.1 Prepared Petition Form and give further instructions to the client.		15-20 mins. (varying to the volume of requesting clients)	Ms. Joy C. MS. Daisy T. Ms. Joan M.
5	Publication of petition	5.1 Post and Publication of Petition		20 working days	Advertising Agency
6	Inform client that action from PSA is after 6 months	6.1 Transmit to PSA-Legal Service Division		1 week (varying to the courier availability)	Ms. Joy C. MS. Daisy T. Ms. Joan M.
7	Inform client text/call for document PSA status	7.1 Approval of PSA Legal		6 months	PSA Legal QC
8	Released Certificate of Finality	8.1 Issuance of Certificate of Finality		2 weeks upon approved Petition from PSA	Ms. Joy C. MS. Daisy T. Ms. Joan M.
TOTAL					

4. Other Services

Office or Division:	LEGAL DIVISION
Classification:	Simple
Type of transaction:	G2C-Government to Citizens
Who may avail:	Public

#	CLIENTS STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Inquiries/ submission of requirements	1.1 Interview and review of submitted requirements		15-20 mins. (varying to the volume of the requesting clients)	Ms. Joan M.
2	Issuance of Tax Order of Payment	2.1 Issue an Order of Payment.		5-10 mins. (varying to the volume	Ms. Joan M.

		Require the client to pass the initial interview and submit the accomplished documents		of requesting clients)	
3	Payment at the City Treasurer's Office	3.1 Advise client to pay corresponding fee	<p>Change of First Name & Correction on Gender/Date/Month Filing Fee 3,000.00 3 sets Cert. of Finality 300.00 Courier's Fee (to PSA back to City Civil Registry) 200.00 Total: P3,500.00</p> <p>CCE RA 9048 (Correction on Clerical Error) Filing Fee 1,000.00 3 sets Cert. of Finality 300.00 Courier's Fee (to PSA back to City Civil Registry) 200.00 Total: 1,500.00</p> <p>Registration Fee (RA9255) 420.00</p> <p>Migrant Petition (RA 9255) 420.00</p> <p>Endorsement Fee 100.00</p> <p>Form 1A 200.00</p> <p>Form 2A & 3A 150.00</p> <p>Migrant Petition RA 9048 500.00</p> <p>Migrant Petition Change of First</p>	15-30 mins. (varying to the number of clients)	client

			Name 1,000.00 Migrant Petition Date of Birth 1,000.00 Courier's Fee 100.00 Photocopy per piece 2.00 (rates depending on copier services)		
4	Approval of the City Civil Registrar or her authorized signatory	4.1 Signing the documents by the City Civil Registrar or her duly authorized signatory		5-10 mins. (varying to the volume of requesting clients)	Ms. Yeyet R. or authorized signatory
5	Request to PSA Quezon City a Certified copy by the client	5.1 Endorse to PSA-Quezon City Clear Copy/Form 1A/Form 2A/Form 3A and documents to PSA-Quezon City		20-30 mins. (varying to the volume of documents)	Ms. Joan M.
6	Released of personal copy and Forms requested	6.1 Issuance of Form 1A/Clear Copy		5-10 mins. (varying to the volume of requesting clients)	Ms. Joan M.
TOTAL				1 hour and 40 mins./transaction	

- Clients should comply with the appropriate documents requirements and payment
- Observe proper health protocols adopted by the City Government of Pasig in view of the COVID-19 pandemic
- Completion of Petition vary to the return of approved petition from PSA-Legal Service Division
- (2) sets of photocopies of the requirements
- Proof of publication to be published in a newspaper of general circulation at less once a week for two (2) consecutive weeks. Failure to publish the petition could mean denial or disapproval of the petition.
- Must have one companion only (RA 9048) (RA10172)