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# The City Civil Registry Office Local Government Unit Pasay City

## Birth Certificate Registration

All Birth events should be reported in the Birth Registry of the City/ Municipality where the birth transpired within (30) days. Beyond the Prescribed period of (30) days is considered Delayed Registration. All Hospital/ Clinic Administrator, attendants at birth or the parents shall report such event.

### Office/ Department:

City Civil Registration Office  
Rm. 114 Pasay City Hall  
F.B. Harrison St., Pasay City  
Tel No. 8327 915 / 8329691

### Requirement (s):

- (4) copies of accomplished Certificate of Live Birth Form (COLB)

Fee (s):

None

### Procedure:

1. Submit duly accomplished COLB at Rm. 114 window 1.
2. Person in charge will review COLB.
3. Registry Number will be assigned
4. The Birth shall automatically be recorded in the Registry of Birth Certificates.

## Application for Delayed Registration of Birth

These are the Birth reported after the prescribed (30) days period.

### Requirement (s):

1. Original NSO & CRO (Civil Registration Office) Certificate of No Record of Birth
2. Any three (3) of the following indicating the name, date & place of birth & the names of the parents of the registrant:
  - Original Baptismal Certificate
  - Certified True Copy of Form 137-A (Elementary or High School Record)
  - Registrants Medical Record
  - Certified True Copy of Voter's Affidavit (if applicable)
  - Employment Service Record (if applicable)
  - Insurance Policy (if applicable)
  - Barangay Certification & Record of Pre-Natal Check-up of Mother (if child born in their residence)
3. Certified True Copy of the parents Marriage Contract (if married)
4. Affidavit of two Disinterested Persons
5. Duly accomplished COLB (typewritten)
6. Duly Accomplished Affidavit of Delayed Registration
7. Duly Accomplished Acknowledgement/ Admission of Paternity (if Child is illegitimate) If executed outside the Philippines, the Philippine Consul must notarize after appearance (if in case physical appearance is not feasible please follow Consular Rules/ Regulations regarding this matter).

*Note: Older documents are much more acceptable. All original copies are for reference only. Registrants are advised to have a Xerox copy of the original documents which are for purpose of verification of authenticity of the documents presented. Our office will only attach the copy of the original copy for our file. Only the Original Certificate of No Record from the NSO & CRO will be submitted.*



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**Fee (s):**

Free

**Procedure:**

1. Submit Certificate of No Record of Birth from NSO & CRO and other supporting documents.
2. Evaluation/ Assessment by the authorized personnel in charge
3. Review, Interview & Administration of oath by the City Civil Registrar
4. A claim stub shall be issued
5. Ten (10) days posting of Application for Delayed Registration.
6. Releasing

## **Out-Of-Town Birth Registration of Birth**

Registration of Birth that occurred outside the area of Pasay City. Applicable only if the Registrant is a resident of this City only.

**Fee (s):**

Courier Service fee to & from the City/Municipality (varies depending on the distance)

**Requirement (s):**

Please refer to requirements for Delayed Registration of Birth Certificates.

**Procedure:**

1. Submit the Certificate of No Record of Birth from NSO.
2. Interview & accomplishment of COLB and submit other requirements.
3. Pay Fee at the Treasury Office
4. Provide Postal Money Order addressed to the Treasurer of the City/ Municipality where Registrant was born.
5. Typing of transmittal letter for mailing.
6. Registrant is advised to follow up with this office in 1 to 2 months after transmittal.

## **Security Paper (SECPA)**

These documents are intended for Passport applications, Embassy & other travel purposes.

**Fee (s):**

Php 90.00 paid to the Treasury Office

Php 60.00 paid to this Office (Receipt will be attached upon release by the NSO Representative)

**Procedure:**

1. Make request to authorized personnel
2. Pay the Php 90.00 at the Treasury Office and present receipt to person in charge
3. Endorse the Php 60.00 to the person in charge
4. A claim stub will be issued
5. Processing of the document
6. Releasing of the document after five (5) working days.

## **Amending Entries in the Civil Registry Documents**

All amendments of documents registered in this office should be filed within 30 days after issuance of Finality of Court Decision. Otherwise the application will require an Affidavit for Delayed Registration of Amendment of the document.

**Requirements:**

1. Certified Copies of Court Decisions (2 sets)
2. Certificate of Finality (2 sets)
3. Certified True Copy of the document to be amended.
4. Certificate of Registration from the Civil Registry Office where the court is located

Official Website of Pasay City Government [www.pasay.gov.ph](http://www.pasay.gov.ph)



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### **For Amendments in the Birth Certificate**

1. Authorization from the biological parents stating the purpose or intent.
2. Identification of the parents & the authorize representative with their respective signatures

### **For Adoption:**

1. Duly accomplished forms bearing the information of the adoptive parents

### **For Foreign Adoption**

1. Register at the Manila City Hall
2. Ask for a Certificate of Registration
3. Two (2) sets of Court Decision
4. Please attach translation if document is written in language other than English.

### **Fee (s):**

#### **Procedure:**

1. Register & submit documents to amended
2. Review/ approval of document to be amended by the Civil Registrar
3. Pay the appropriate fee (s) at the Treasury office
4. Register the document
5. Retrieval of the original file
6. Annotation on the original file & registry book
7. Issuance of Certified True Copy
8. Endorsement at the NSO

**Processing Time:** (5) working days

### **Republic Act No. 9048 (Correction of Clerical Error or Typographical Error)**

This law authorizes the City/ Municipal Civil Registrar or Consul General to correct clerical or typographical errors in an entry without a judicial order.

#### **Requirements:**

1. Two (2) copies of document to be corrected from the NSO & CRO.
2. Documents to prove the correct information (Please submit any (3) of the following):
  - Baptismal Certificate
  - Voter's Affidavit
  - Employment Record. Certificate
  - GSIS/ SSS member information
  - Certified copy of Form 137 (Elementary or High School)
  - Business Record
3. Other document (s) that may be required by the Civil Registrar:
  - Birth certificate of Parents
  - Marriage contract of Parents
  - Birth certificate of other sibling
  - Birth certificate of children (if applicable)

**Note:** *Have all documents in copies of two to make two sets. All original documents are for verification of authenticity only.*

#### **Fee (s):**

Php 1,000.00 filing fee  
Php 250.00 Notarial fee  
Php 500.00 (migrant)



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Plus postal money order to cover other expenses for processing in provinces/ cities

**Procedure:**

1. Submit documents to be changed/ corrected with all the necessary attachments
2. Assessment/ evaluation of requirements
3. Drafting of petition
4. Finalize Petition
5. Processing of Petition
6. Evaluation/ Decision by the Civil Registrar
7. Transmittal to the NSO
8. Evaluation/ Approval by the Civil Registrar General
9. Transmittal from NSO to Pasay City CRO
10. Annotation & Certification of Approval of Petition
11. Releasing

## **Petition for Change of First Name (R.A. 9048)**

**Requirements:**

1. Please refer to requirements for petition of Clerical error with the addition of the following compulsory requirements \*  
Clearances:
  - NBI & Police clearance bearing the name being used
  - Employer's clearance, certificate (if employed)
  - Affidavit of Non-employment (if unemployed)
2. Two (2) valid ID's : Driver's License  
PRC/ School ID  
SSS/ GSIS ID  
Passport
3. Newspaper Publication (National circulation)
4. Affidavit of Publication
5. Proof of Publication (clippings)

*Note: If a petition for clerical/ typographical or change of name is disapproved by the Civil Registrar General, a motion for re-consideration can be filed by the petitioner. If in case however during the period of processing in the CRO the decision of the Civil Registrar shall be deferred*

## **An Illegitimate Child Being Allowed to Use His Father's Surname**

Republic Act No. 9255 allows an illegitimate child to use the surname of his father.

**Requirement(s):**

1. Certified True Copy of the child's Birth Certificate
2. Affidavit to Use the Surname of the Father
3. Valid ID's of the parents & the Registrar (if above 18 years) preferably with signatures
4. For COLB's without the father's name please submit the following:
  - Affidavit of Acknowledgement/ Paternity
  - Documents bearing the Father's signature like the SSS, GSIS Policy contract, ITR, Insurance Policy, PhilHealth and others proofs of filiation.

**Fee (s):**

Php 100.00	Registration fee
Php 50.00	Annotation
Php 70.00	Amended/ certified copy

**Procedure:**

1. Submit documents for evaluation
2. Review & approval by the City Civil Registrar
3. Pay appropriate fees at the Treasury office
4. Retrieval of the original file, annotation on the original file and registry book.



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5. Issuance of certification/ signing of original documents by the City Civil Registrar
6. Releasing of the CTCs

## **Filing Application for Foundling**

A foundling should be filed within 30 days from the date of finding of the child. After the prescribed period it shall be considered late and an Affidavit for Delayed Registration is required. The finder who has temporary custody of the child, a government or non-government institution that is licensed and accredited by the Department of Social Welfare & Development may file this application.

### **Requirements:**

1. Duly accomplished Certificate of foundling (3 copies)
2. 2 x 2 photos (3 copies)
3. Barangay or Police Report/ Police Certification that no child has been reported missing.
4. Affidavit of Abandonment/ Affidavit of the finder stating the facts and circumstances of finding the child.
5. Tri-Media certificates of Announcements/ publication
6. If filed after 30 days, should be with an Affidavit for Delayed Registration

### **Fee (s):**

Free

### **Procedure:**

1. Submit documents for evaluation.
2. Review & approval by the City Civil Registrar
3. Register Instrument
4. Pay appropriate fee in the Treasury Office
5. Issuance of Certified True Copy.

## **Acknowledgement/ Legitimation of a child by Subsequent Marriage**

A child born out of wedlock can be acknowledged by their father and eventually carry their father's surname. The child can be legitimated after the parents' subsequent marriage.

### **Requirement (s):**

1. If the child has not been acknowledged yet, Affidavit of Acknowledgement/ Paternity (3 copies)
2. Joint affidavit of Legitimation (3 copies)
3. Certified Copy of Birth Certificate (1 copy only)
4. Certified copy of Marriage Contract (1 copy)
  - copy of Divorced Certificate ( if applicable)
  - CTC of Death Certificate if one of the parent is already deceased
5. Certificate of No Record of Marriage (from NSO)

**Note: No Child can be legitimated if the child was conceived and born with previous existing marriage by either one of the parent or when parents have legal impediment to marry.**

### **Fee (s):**

Php 100.00      Acknowledgement/ legitimation fee  
Php 50.00      Annotation  
Php 50.00      Amended/ certified copy

### **Procedure:**

1. Submit documents for evaluation
2. Review & approval by the City Civil Registrar
3. Pay the appropriate fees in the Treasury Office
4. Register Instruments
5. Retrieval of the original files.
6. Annotation of the original file and registry books
7. Issuance of Certification/ signing of the original documents by the City Civil Registrar
8. Releasing of the Certified True Copy.



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## Correction of Omitted Entries in the Civil Registry

Also known as the Supplemental Report, the correction must be filed within 30 days from the time it was executed it will require an affidavit for delayed registration stating the cause of the delay.

### Requirement (s):

1. Certified True Copy or NSO copy of the document
2. (3) types of evidences as proof of the correct entry
3. Affidavit for Supplemental Report of omitted entry
4. Supplemental reports are limited only to two entries. Beyond that, it is referred to the NSO-OCRG for correction.

### Fee (s):

Php 50.00	Supplemental fee
Php 30.00	Annotation fee
Php 50.00	Amended/ Certified copy

### Procedure:

1. Submit documents for evaluation
2. Review & approval by the City Civil Registrar
3. Pay the appropriate fees in the Treasury office
4. Register Instrument
5. Retrieval of the original file
6. Annotation on the original document & registry book
7. Issuance of Certification/ signing of the original documents by the City Civil Registrar
8. Releasing of the Certified True Copy

## Application for Marriage License

The contracting parties should apply for a marriage license at least two weeks before their intended marriage. This should be accomplished by both parties in their handwriting. The left portion to be filled out by the male while the right by the female. The license is good only up to 120 days from the date of issuance. If in the event that the marriage license expires, the applicants are required to submit the expired document and apply for a new one again.

### Requirements:

1. Certified true Copy of Birth certificates/ Baptismal Certificates.
2. ID's as proof of residency
3. Parental Consent (18 – 20 yrs. Old)
4. Parental Advice ( 21 – 24 yrs. Old)
5. Pre-Marriage Counseling certificate ( from DSWD, Church or Minister)
6. Divorce Paper/ Annulment documents (if previously married)
7. Death certificate (if widow or widower)
8. Legal Capacity to marry issued by the embassy (for foreigners)
9. Photo copy of foreigner's passport
10. NSO certificate of No Record of Marriage for both parties

### Fee (s):

Php 70. 00	Marriage Fee
Php 50. 00	Marriage License Fee
Php 20. 00	Application Form

### Procedure:

1. Submit documents for initial evaluation
2. Pay appropriate fees in the Treasury office
3. Fill out application form
4. Submit requirements
5. Initial interview and administration of Oath by the City Civil Registrar
6. Proceed to Rm. 107 show receipt of payment for Family Planning Schedule (Wednesday 1pm – schedule may change without prior notice depends on the availability of venue)



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7. Attend Pre-Marital counseling at the Pasay DSWD or church (depending where marriage will take place)
8. Typing of notice
9. Posting of Notice (10 days)
10. Issuance of Marriage License

## **Application for Delayed Registration of Marriage Certificates**

All marriages should be reported within 15days (for those with license) and within 30 days for those married under Article 34. Marriages should be registered by either the contracting parties or the solemnizing officer. If not registered within the prescribed period it is considered late.

### **Requirements:**

1. NSO & CRO certification of “No Record on File”
2. Original copy of Unregistered document with signatures
3. Affidavit of delayed Registration executed by either the solemnizing officer or the couple, stating the facts and circumstances for the cause of delay.
4. In the absence of the Original Marriage Contract, a certified copy of the solemnizing officer’s record/ registry book
5. Affidavit of secretaries, witnesses & contracting parties
6. Certified copy of the reconstructed marriage license or certification of the license issued.
7. Four (4) correctly & completely accomplished Certificate of Marriage

### **Procedure:**

1. Submit the No Record on File
2. Evaluation by the person in charge
3. Review, interview, approval & administration of oath by the City Civil Registrar
4. Payment of appropriate fees in the Treasury office
5. Present receipt & get claim stub
6. Posting of Notice at the CCRO (10 days)
7. Releasing of document

## **Application for a Marriage License Under Article 34**

Couples who have been living together for at least five (5) years as husband & wife without the benefit of marriage can qualify.

### **Requirements:**

1. Male & Female must have been living together as husband & wife for at last five years.
2. Both must have no legal impediment to marry.
3. Parties must execute an affidavit stating that they have been living together as husband & wife for at least five years (present birth certificate of oldest child if any).
4. The solemnizing officer on the other hand must also execute an affidavit that he had ascertained the qualifications of the parties and found no legal impediment to their marriage.

### **Fee (s):**

Free

### **Procedure:**

1. Present affidavit provide for in Article 34 in th Family Code of the Philippines

## **Timely Marriage Registration**

All marriages must be registered within the prescribed 15days after the wedding. Marriage under Article 34 must be registered within the 30 days period.

### **Requirements:**

1. 4 copies of duly accomplished Certificate of Marriage
2. Submit Copy of Marriage license ( if applicable)
3. Submit Affidavit of Cohabitation (if applicable)



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**Procedure:**

1. Submit Certificate of marriage from the solemnizing officer – Church, Judge, Ministers, Pastor, etc.
2. Review & signing of COM by the City Civil Registrar
3. Assigning of Registry Number
4. Recording of the registered COM on the Registry Book

## **REGISTERING A PRE-NUPTIAL AGREEMENT**

A Pre-Nuptial Agreement is an agreement by the couple before they enter into marriage to protect each other's properties. This must be registered prior to the wedding day at the place where the marriage will supposedly take place.

**Requirement (s):**

- Notarized Pre-Nuptial Agreement/ Settlement

**Fee (s):**

Free

**Procedure:**

1. Submit documents for evaluation
2. Review & approval by the City Civil Registrar
3. Pay fees in the treasury office
4. Register agreement
5. Issuance of Certified true copy
6. Attachment to the Marriage Contract

## **Electing Citizenship**

This is applicable only to individuals from foreign countries who choose to become Filipino citizens.

**Requirements:**

1. Affidavit of Election of Citizenship (1 original & 3 photo copies)
2. Oath of Allegiance (1 original & 3 photo copies)
3. Birth certificate of the applicant (Certified True Copy)
4. 2 x 2 photos with signature at the back (4 copies)
5. Marriage contract of Parents (1 certified true copy)
6. Alien certificate of Registration (1 certified copy)

**Fee (s)**

**Procedure:**

1. Submit documents to the person in charge
2. Review & approval by the City Civil Registrar
3. Pay fees in the Treasury office
4. Register instruments (affidavit of Election of Citizenship & Oath of Allegiance)
5. Issuance of certifications/ Certified true copies
6. Endorsement to NSO, Bureau of Immigration & Office of the Solicitor General.

## **Death Certificate Registration**

All deaths shall be registered / reported in the Death Registry within 30 days from the time of death.

This can be reported by the nearest relative or person who has knowledge of the death. The funeral Home can also register the death with the authority from the family of the deceased.

**Fee (s):**

Free





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**Procedure:**

1. Submit three (3) copies of the Certificate of Death for review.
2. If the document/ s is in order & the COD will be registered proceed to the Pasay City Health Office at Rm. 117 G/F Pasay City Hall for review by a Medical Officer.
3. Pay fee/s in the City Health Office (Burial Permit)
4. Submit all three (3) COD to the person in charge
5. Release 1 original copy of the COD.

## **Application for Delayed Registration of Death**

Registration of death after the 30 day prescribed period is considered late.

**Requirements:**

1. Four (4) adequately & correctly accomplished COD.
2. Affidavit of Delayed Registration (found at the back of the COD). This can be executed by the hospital/ clinic administrator if the person died in such institution. If the death occurred in a place other than the mentioned areas, the relative of the deceased can execute the affidavit or the Funeral Home (authorized by the relatives) stating the reason for the delay in registration.

**Fee (s):**

Free

**Procedure:**

1. Submit the certificate of "No Record on File" from the NSO
2. Evaluation & verification.
3. Review, interview & administration of oath by the CCR
4. 10 days posting of notice at the CCRO
5. With no objection, registration in the Registry Book.
6. Releasing

## **Out-of-Town Registration of Death**

Deaths outside the jurisdiction of Pasay City can be reported through the process

**Requirements:**

1. Same requirements (as with delayed registration of death)
2. Affidavit of Out-of-Town Reporting attested by two (2) disinterested persons.

**Procedure:**

1. Present & submit the certificate of "No Record on File"
2. Submit other pertinent documents
3. Interview & drafting, typing of the COD
4. Review & approval by the CCR

