



CITY CIVIL REGISTRY

TIMELY REGISTRATION OF MUNICIPAL FORMS (BIRTH, MARRIAGE, DEATH)

ABOUT THE SERVICE

The office recognizes the right of the person to register their document though outside their prescriptive period so as to provide a credible data of facts necessary for governmental usage. A vital event is considered for late registration if the prescriptive period for its reporting has already lapsed. In cases of birth: within 30 days from its occurrence; while 15 days is required for marriage; and 30 days for death. Outside of these days prescriptions are considered delayed registration which will require sets of needed documentary evidences.

WHO CAN AVAIL OF THE SERVICE

Any person during his/her lifetime may seek for the registration of his/her COLB/COM/ or the COD of his/her deceased relative. Following the legal maxim, "The place of occurrence is the place of registration", any person born, married and died within the territorial jurisdiction of Olongapo City should be registered before the Civil Registrar's Office of Olongapo City.

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	1 minute	Local Civil Registry Staff	NONE	
2	Submit duly accomplished Municipal forms	Assess, Receive and Log	4 minutes			
3	Get claim stub	Issue claim stub	1 minute			
4	WAIT	Receive, Assess, Post, Approve, Register	10 days	City Civil Registrar		Form 102/97/103
5	Present claim stub and claim registered municipal form (birth, marriage, death)	Issue registered municipal form (birth, marriage, death)	1 minute (day after 10-day posting)			

Total Time: 7 minutes (excluding waiting time)

AVAILABILITY OF SERVICE:

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



TRANSPARENCY & GOOD GOVERNANCE