

Office of the Municipal Civil Registrar



Vision

Kalayaan as a fully computerized in civil registration and the center of records of register turn into treasures of the locality.

Mission

- To carry out the provisions of Civil Registry Law for its proper implementation
- Develops and utilize automated systems of all civil registry documents which are the basis for establishing the civil status of the individuals for their retrieval and safekeeping

Duties and Functions (LOCAL GOVERNMENT CODE OF 1991)

Shall be responsible for the civil registration program in the local government unit concern, pursuant to the Civil Registry Law, the Civil Code, and other pertinent laws, rules and regulations issued to implement them.

- Develop plans and strategies and upon approval thereof by the Mayor, as the case may be, implement the same, particularly those which have to do with civil registry programs and programs which the Mayor is empowered to implement and which the Sanggunian is empowered to provide for under this Code;
- Accept all registrable documents and judicial decrees affecting the civil status of persons;
- File, keep and preserve in a secure place the books required by law;
- Transcribe and enter immediately upon receipt all registrable documents and judicial decrees affecting the civil status of persons in the appropriate civil registry books;
- Transmit to the Office of the Civil Registrar-General, within the prescribed period, duplicate copies of registered documents required by law;
- Issue certified transcripts or copies of any certificate or registered documents upon payment of the prescribed fees to the Treasurer;
- Receive applications for the issuance of a marriage license and, after determining that the requirements and supporting certificates and publication thereof for the prescribed period have been complied with, issue the license upon payment of the authorized fee to the Treasurer;
- Coordinate with the National Statistics Office in conducting educational campaigns for vital registrations and assist in the preparation of demographic and other statistics for the local government unit concerned

BIRTH

- 1A (birth available)
- Affidavit to Use the Surname of the Father (AUSF)
- Late registration of birth
- Legitimation
- RA 9255

Republic Act 9255

An Act Allowing Illegitimate Children to Use the Surname of their Father, Amending for the Purpose Article 176 of Executive Order 209 Otherwise known as the Family Code of the Philippines.

- Out of Town Reporting of Birth

DEATH

- Burial
- Late registration of death
- 2A (death available)
- Transfer

MARRIAGE

- Application for marriage license
- Marriage license
- Solemnization fee
- 3A (marriage available)
- Late registration of marriage

Court Decrees/Order/Legal Instruments

- Adoption
- Legitimation
- Annulment of Marriage
- Legal Separation
- Declaration of Absolute Nullity of Marriage
- Correction of Entry

Municipal Civil Registrar

Written by Rosemarie Anila -

REPUBLIC ACT 9048 (Clerical Error Law)

“ An act Authorizing the City or Municipal Civil Registrar or the Consul General to Correct a Clerical or Typographical Error in an Entry and / or Change of First Name or Nickname in the Civil Register Without Need of a Judicial Order, Amending for this Purpose Articles 376 and 412 of the Civil Code of the Philippines”.

Contact Number/s: