



City Government of Imus  
**CITY CIVIL REGISTRAR OFFICE**

# CITIZEN'S CHARTER

## CITY CIVIL REGISTRAR'S OFFICE



CITY OF  
**IN AUS**  
FLAG CAPITAL



MAYOR Emmanuel MALIKSI



@EmmanuelMaliksi



@CityMayorELM



[www.imus.gov.ph](http://www.imus.gov.ph)

# CITIZEN'S CHARTER

## CITY CIVIL REGISTRAR'S OFFICE

The office is responsible for the registrable documents and judicial decrees concerning the civil status of a person.

### FUNCTIONAL STATEMENT

The **City Civil Registrar's Office** shall:

1. Develop plans and strategies and upon approval thereof by the city mayor, as the case may be, implement the same, particularly those which the sanggunian is empowered to implement, and to provide for under this code.
2. Accept all registrable documents and judicial decrees affecting the civil status of a person.
3. File, keep and preserves in a secure place the books required by law.
4. Transcribe and enter immediately upon receipt of all registrable documents and judicial decrees affecting the civil status of persons in the appropriate civil registry books.
5. Transmit to the office of the Civil Registrar-General, within the prescribed period, duplicate copies of registered documents required by law.
6. Issue certified transcripts or copies of any certificate signed or registered documents upon payment of the proper fees to the city treasurer's office before issuing to the client.
7. Administer oath free of charge in applications of a marriage license, 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.
8. Coordinate with the Philippine Statistics Authority (PSA) in conducting educational campaigns for vital registration and assist in the preparation of demographic and other statistics for the local government unit concerned.



9. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.
10. Attend hearing regarding annulment/adoption and other proceedings upon receipt of subpoenas or court order.

### **FRONTLINE SERVICES OFFERED**

- Registration of birth, marriage and death certificates
- Issuance of certified copy of birth, marriage and death certificate and other civil registry documents
- Registration of Court Orders/Decrees and Request of Annotated Record
- Registration of Legal Instruments/Legitimation of Natural Child
  - Republic Act 9255 - Affidavit to Use the Surname of the Father (AUSF)
- Endorsement of registry records to the Civil Registrar-General
- Delayed and Out of town registration of Birth, Marriage and Death certificates
- Issuance of Marriage License
- Marriage License Verification
- Processing of petition for Change of First Name (CFN) or Correction of Clerical Error/s (CCE)
- Processing of Petition for Correction of Clerical and Typographical Errors in Month and Date of Birth and Sex of a Person Appearing in Civil Registry.
- Registration of Foundling/Abandoned Children
- Processing of Supplemental Report
- Processing of Authenticated Civil Registry Documents such as Birth, Marriage, Death Certificate and Certificate of No Marriage (CENOMAR)



## FRONTLINE SERVICES PROCEDURE

### REGISTRATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATE

#### WHO MAY AVAIL THE SERVICE:

- All residents and non-residents of the City of Imus

#### REQUIREMENT(S):

- **Birth / Marriage / Death Registration Form**
  - Four (4) copies of the document to be registered (must be accomplished correctly and completely)
- **Certificate of Death**
  - Transfer Permit of Cadaver (City Health Office)
  - Entrance Permit of Cadaver
  - Exhumation Permit (City Health Office)

#### FEE(S)/CHARGE(S):

- Burial Permit Php 300.00
- Transfer Permit Php 100.00

#### HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess and interview the client and register the document with registry number	Gladys V. Gonzales (Birth); Carolina S. Saria (Birth); Mary Grace S. Del Rosario (Birth); Ma. Elena S. Paredes (Marriage); Mary Ruby Bautista (Marriage); Randy B. Gonzales (Death)	15 minutes
		Sign the document	Violeta P. Sañez	
2	Receive the document	Release the document	Gladys V. Gonzales (Birth); Carolina S. Saria (Birth); Ma. Elena S.	5 minutes

			Paredes (Marriage); Mary Ruby Bautista (Marriage); Randy B. Gonzales (Death); Joselito S. Camia (Death)	
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				20 minutes
<b>END OF TRANSACTION</b>				

**ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATE AND OTHER CIVIL REGISTRY DOCUMENTS**

**WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

**REQUIREMENT(S):**

- Birth, marriage and death certificate and other civil registry documents.

**FEE(S)/CHARGE(S):**

- Php 75.00

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Search in the database and issue the order of payment	Joselito S. Camia; Randy B. Gonzales; Venilda Cuevas; Glenn Paul L. Villarosa; Rolly Millitante	10 minutes
2	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes

3	Present the O.R.	Check and certify the document and record the O.R.	Joselito S. Camia; Randy B. Gonzales; Venilda Cuevas; Glenn Paul L. Villarosa; Rolly Millitante	5 minutes
		Sign the document	Violeta P, Sañez	1 minute
4	Receive the document	Release the document	Joselito S. Camia; Randy B. Gonzales; Venilda Cuevas; Glenn Paul L. Villarosa; Rolly Millitante	4 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				22 minutes
<b>END OF TRANSACTION</b>				

**REGISTRATION OF COURT ORDERS (CO) / DECREES AND REQUEST OF ANNOTATED RECORD**

**WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

**REQUIREMENT(S):**

- Original/certified photocopy of the court order
- Certificate of finality
- Certificate of court registration issued by the concerned City/City Civil Registrar where the Court Order (CO) was issued

**FEE(S)/CHARGE(S):**

- Annulment Php 500.00
- Adoption Php 500.00
- Correction Php 500.00
- Certified photocopy of court order (CO) Php 75.00
- Endorsement Php 75.00
- Certified photocopy of Annotated Record Php 75.00



## HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements and issue the order of payment	Cynthia E. Ochoa; Alfredo S. Monroy Jr.	10 minutes
2	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes
3	Present the O.R.	Process the request	Cynthia E. Ochoa; Alfredo S. Monroy Jr.	20 minutes
		Review, approve and sign the document	Violeta P. Sañez	5 minutes
4	Receive the document and sign in the logbook	Record and release the document	Cynthia E. Ochoa; Alfredo S. Monroy Jr.	5 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				42 minutes
<b>END OF TRANSACTION</b>				

## REGISTRATION OF LEGAL INSTRUMENTS / LEGITIMATION OF NATURAL CHILD

### WHO MAY AVAIL THE SERVICE:

- All residents and non-residents of the City of Imus

### REQUIREMENT(S):

- CENOMAR (Certificate of No Marriage) Husband and Wife
- Marriage Contract (PSA copy) if not solemnized in City of Imus, Cavite
- Birth Certificate
- Affidavit of Legitimation
- Affidavit of Acknowledgement if father is N/A on COLB
- Residence Certificate
- Appearance of Parents

### Republic Act 9255 - Affidavit to Use the Surname of the Father (AUSF)

- Affidavit of paternity / acknowledgement, voluntary emancipation/parental authorization,



**FEE(S)/CHARGE(S):**

- Legitimation Fee Php 500.00
- Certification Php 75.00
- Deed of Legitimation Php 75.00

**Republic Act 9255 - Affidavit to Use the Surname of the Father (AUSF)**

- Registration Fee Php 200.00

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements and issue the order payment	Carolina S. Saria; Celia M. Sapida; Ariel Mari C. Camerino	5 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes
3	Present the O.R.	Prepare certificate, endorsement letter and annotate registered documents	Carolina S. Saria; Celia M. Sapida; Ariel Mari C. Camerino	15 minutes
		Review, approve and sign the documents.	Violeta P. Sañez	1 minute
4	Receive the documents	Release the document	Carolina S. Saria; Celia M. Sapida; Ariel Mari C. Camerino	4 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				27 minutes
<b>END OF TRANSACTION</b>				

**Note:**

- All legal instruments executed abroad must be registered at the city civil registry office of Manila
- Submit the documents to PSA legal department.





## **ENDORSEMENT OF REGISTRY RECORDS TO THE CIVIL REGISTRAR-GENERAL**

### **WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

### **REQUIREMENT(S):**

- PSA-Negative Result Certification
- Certified true copy/photocopy of Civil registry documents

### **FEE(S)/CHARGE(S):**

- Certification Php 75.00

### **HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Search in the database and issue the order of payment	Carolina S. Saria; Celia M. Sapida; Maricia S. Gonzales	5 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes
3	Present the O.R.	Prepare the endorsement letter	Carolina S. Saria; Celia M. Sapida; Maricia S. Gonzales	5 minutes
		Review and approve the document	Violeta P. Sañez	3 minutes
4	Receive the endorsement	Release the document	Carolina S. Saria; Celia M. Sapida; Maricia S. Gonzales	2 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				17 minutes
<b>END OF TRANSACTION</b>				



**Note:** Mail the documents to Provincial Statistics Office (PSA) and follow up after five (5) to seven (7) working days.

**DELAYED AND OUT OF TOWN REGISTRATION OF BIRTH, MARRIAGE AND DEATH CERTIFICATE OF CIVIL REGISTRY RECORDS**

**WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

**REQUIREMENT(S):**

**For Birth Certificate:**

- Philippine Statistics Authority (PSA) Negative Result
- Affidavit of Two (2) Disinterested Persons
- Voter’s Affidavit
- Baptismal Certificate
- School Records
- Marriage Certificate (if married)
- Certificate of Live Birth (COLB), Certificate of Marriage (COM) and Certificate of Death (COD)
- Residence Certificate of Parents
- Medical Records

**For Marriage and Death Certificate:**

- Philippine Statistics Authority (PSA) Negative Result
- Affidavit of Delayed Registration
- Affidavit of Two (2) Disinterested Persons

**FEE(S)/CHARGE(S):**

- Php 200.00

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements, search in the database and issue the claim stub	Carolina S. Saria (Birth); Ariel Mari C. Camerino (Birth) Celia M. Sapida (Birth); Flocerfida Villanueva (Birth) Mary Ruby J. Bautista (Birth); Ma. Elena S. Paredes (Marriage); Mary Ruby Bautista	25 minutes
		Process, record, and register the documents		

			(Marriage) Randy B. Gonzales (Death) Joselito S. Camia (Death)	
		Approve and sign the documents	Violeta P. Sañez	1 minute
		Issue the order of payment	Carolina S. Saria (Birth); Ariel Mari C. Camerino (Birth); Celia M. Sapida (Birth); Flocerfida Villanueva (Birth); Mary Ruby J. Bautista (Birth); Ma. Elena S. Paredes (Marriage); Mary Ruby J. Bautista (Marriage); Randy B. Gonzales (Death); Joselito S. Camia (Death)	4 minutes
3	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes



4	Present the O.R.	Release the document	Carolina S. Saria (Birth); Ariel Mari C.Camerino(Birth); Celia M. Sapida (Birth); Flocerfida Villanueva (Birth); Mary Ruby J. Bautista (Birth); Ma. Elena S. Paredes (Marriage); Mary Ruby J. Bautista (Marriage); Randy B. Gonzales (Death); Joselito S. Camia (Death)	3 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				35 minutes
<b>END OF TRANSACTION</b>				

**Notes :**

- Out of Town Registration are forwarded to the corresponding towns/cities for registration.
- The release of documents is after 10 calendar days.

**ISSUANCE OF MARRIAGE LICENSE**

**WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

**REQUIREMENT(S):**

- Duly accomplished Application Form (Contracting parties should both sign the application form)
- Certified True/Xerox copy of birth certificate of applicants
- Certificate of No Marriage (CENOMAR)
- Barangay Clearance
- Certificate of Death (if widowed)



- Annotated Certificate of Marriage (if annulled) - PSA
- For Foreigner – Legal capacity to marry from the respective embassy in the Philippines
- Judicial Decree of absolute divorce if divorce.
- Pre-Marriage Counseling Certificate
- Family Planning Seminar
- Parental consent if applicant is 18 yrs. old but below 20 yrs. old
- Parental Advice if applicant is 21 yrs. old but below 25 yrs. old
- At least one of the contracting parties must be a resident of the place where the local civil registry office is located.

**FEE(S)/CHARGE(S):**

- Application Php 300.00
- License Php 50.00

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements and issue the order of payment	Renato B. Pangilinan; Victoria S. Candalla; Cynthia E. Ochoa	5 minutes
3	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes
4	Present the O.R.	Issue the referral stub for Pre Marriage Counselling (PMC) Seminar at POPCOM office	Renato B. Pangilinan; Victoria S. Candalla; Cynthia E. Ochoa	3 minutes
5	Submit PMC Seminar certification	Process the request and issue the claim stub	Renato B. Pangilinan; Victoria S. Candalla; Cynthia E. Ochoa	10 minutes
		Review and sign the document	Violeta P. Sañez	3 minutes



6	Receive the document	Record in the logbook and release the document	Renato B. Pangilinan; Victoria S. Candalla; Cynthia E. Ochoa	4 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				32 minutes
<b>END OF TRANSACTION</b>				

**Note:** Release after 10 days of publication period.

### **MARRIAGE LICENSE VERIFICATION**

#### **WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

#### **REQUIREMENT(S):**

- PSA Marriage Contract
- Valid I.D.
- Authorization letter (if documents were to be submitted by a representative)

#### **FEE(S)/CHARGE(S):**

- Certification Fee Php 75.00

#### **HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements and issue the order of payment	Renato B. Pangilinan	2 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes
4	Present the O.R.	Verify the marriage license and prepare the certification	Renato B. Pangilinan	1 week
		Approve and sign the document	Violeta P. Sañez	2 minutes

5	Receive the document	Record in the logbook and release the document*	Renato B. Pangilinan	4 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				1 week 10 minutes
<b>END OF TRANSACTION</b>				

\*Issue the certificate of no record if the verified license is not in the registry book and issue the requested certification if with existing record in the registry book

### **PROCESSING PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERROR/S (CCE)**

Republic Act No. 9048 (Direct or Migrant)

#### **WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

#### **REQUIREMENT(S):**

##### **Petition for change of first name (CFN)**

- Two (2) photocopies of each document
  - PSA & CCR copy of Birth Certificate
  - Baptismal Certificate
  - School Record
  - NBI Clearance
  - Police Clearance
  - Clearance Certificate of no pending administrative or criminal case from employment (affidavit of non-employment if not employed)
  - Civil registry record of ascendants
  - Marriage Contract (if married)
  - Valid IDs

##### **For petition change of Middle Name/Last Name**

- Two (2) photocopies of each document
  - PSA & CCR copy of the document to be corrected
  - Birth Certificate of Mother/Father
  - Marriage Contract of Parents
  - Birth Certificates of brothers and sisters
  - Marriage Contract (if married)



**Note:**

- Subject for publication at least once a week for two (2) consecutive weeks in a newspaper of general circulation.
- Affidavit of publisher with newspaper clipping

**FEE(S)/CHARGE(S):**

- Petition for Change of Name Php 3,000.00
- Petition for Correction of Clerical Error/s Php 1,000.00
- Migrant Petition for Change of First Name Php 1,000.00
- Migrant Petition for Correction of Clerical Error/s Php 500.00

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements and issue the order of payment	Alfredo S. Monroy Jr.; Joselito S. Camia; Ariel Mari C. Camerino	5 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes
3	Present the O.R.	Process the request and issue the claim stub	Alfredo S. Monroy Jr.	20 minutes
		Review and sign the petition	Violeta P. Sañez	3 minutes
		Publish for CFN and posting for clerical error	Alfredo S. Monroy Jr.	
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				30 minutes
<b>END OF TRANSACTION</b>				

**Note:** Follow up after two (2) months for the transmittal of Petition to PSA.



**PROCESSING OF PETITION FOR CORRECTION OF CLERICAL AND TYPOGRAPHICAL ERRORS IN MONTH AND DATE OF BIRTH AND SEX OF A PERSON APPEARING IN THE CERTIFICATE OF LIVE BIRTH (CLOB)**

Republic Act No. 10172 - (An Act Further Authorizing the City or City Civil Registrar or the Consul General to Correct Clerical or Typographical Errors in the Day and Month in the Date of Birth or Sex of a Person Appearing in the Civil Register Without Need of a Judicial Order, Amending for this Purpose Act Numbered Ninety Forty-Eight.)

**REQUIREMENT(S):**

**For correction of day and/or month in the date of birth**

- Two (2) photocopies of each document
  - PSA & CCR copy of Birth Certificate
  - Baptismal Certificate
  - School Record
  - NBI Clearance
  - Police Clearance
  - Clearance Certificate of no pending administrative or criminal case from employment (affidavit of non-employment if not employed)
  - Civil registry record of ascendants
  - Marriage Contract (if married)
  - Valid IDs

**For petition for correction of sex**

- Two (2) photocopies of each document
  - PSA & CCR copy of Birth Certificate
  - Baptismal Certificate (FORM 137/Elementary)
  - Medical Record
  - NBI Clearance
  - Police Clearance
  - Clearance Certificate of no pending administrative or criminal case from employment (affidavit of non-employment if not employed)
  - Medical Certification (City Health Center)
  - Marriage Contract (if married)

**Note:**

- Subject for publication at least once a week for two (2) consecutive weeks in a newspaper of general circulation.
- Affidavit of publisher with newspaper clipping

**FEE(S)/CHARGE(S):**

- Petition for correction of the day and/or month on the date of birth      Php 3,000.00
- Petition for correction of sex      Php 3,000.00



**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements and issue the order of payment	Alfredo S. Monroy Jr. Joselito S. Camia Ariel Mari C. Camerino	5 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes
3	Present the O.R.	Process the request and issue the claim stub	Alfredo S. Monroy Jr.	20 minutes
		Review and sign the petition	Violeta P. Sañez	3 minutes
		Publish for CFN and posting for clerical error	Alfredo S. Monroy Jr.	
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				30 minutes
<b>END OF TRANSACTION</b>				

**Note:** Follow up after two (2) months for the transmittal of Petition to PSA.

**REGISTRATION OF FOUNDLING/ABANDONED CHILDREN****WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

**REQUIREMENT(S):**

- Duly accomplished certificate of Foundling
- Police Report
- Affidavit of finder stating the facts and circumstances surrounding the finding of the child
- Barangay Report
- DSWD Certificate
- Certificate of Foundling

**FEE(S)/CHARGE(S):**

- None



**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements	Randy B. Gonzales	5 minutes
		Check, sign and approve the document	Violeta P. Sañez	5 minutes
3	Receive the document	Register and Release the document	Randy B. Gonzales	2 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				12 minutes
<b>END OF TRANSACTION</b>				

**REGISTRATION OF SUPPLEMENTAL SUPPORT****WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

**REQUIREMENT(S):**

- Affidavit for Supplemental Report
- PSA Birth Certificate/Death Certificate/Marriage Certificate

**FEE(S)/CHARGE(S):**

- Php 200. 00

**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit the requirements	Assess the requirements and issue the order of payment	Gladys V. Gonzales; Alfredo S. Monroy Jr.	3 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes

3	Present the O.R.	Prepare the supplemental report and endorsement letter	Gladys V. Gonzales; Alfredo S. Monroy Jr.	5 minutes
		Review and sign the document	Violeta P. Sañez	2 minutes
4	Receive the document	Sort and file the supplemental report and release the document	Gladys V. Gonzales; Alfredo S. Monroy Jr.	5 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				17 minutes
<b>END OF TRANSACTION</b>				

**Note:** Endorse to PSA.

**PROCESSING OF AUTHENTICATED CIVIL REGISTRY DOCUMENTS SUCH AS BIRTH, MARRIAGE, DEATH CERTIFICATE AND CERTIFICATE OF NO MARRIAGE (CENOMAR)**

**WHO MAY AVAIL THE SERVICE:**

- All residents and non-residents of the City of Imus

**REQUIREMENT(S):**

- Duly accomplished application form of Birth / Marriage / Death

**FEE(S)/CHARGE(S):**

- |   | <b>City</b> | <b>PSA</b> |
|---|-------------|------------|
| • Birth, Marriage and Death Certificate | Php100.00   | Php140.00  |
| • Certificate of No Marriage (CENOMAR)  | Php100.00   | Php195.00  |



**HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/UNIT		
1	Submit Philippines Statistics Authority (PSA) form	Verify the submitted form and issue the order of payment	Maricia S. Gonzales; Mary Grace Del Rosario	5 minutes
2	Pay the required fee(s) at the City Treasurer's Office	Receive the payment and issue O.R.	City Treasurer's Office (Window 11 or 12)	2 minutes
3	Present the O.R.	Process the document	Maricia S. Gonzales	5 minutes
4	Receive the PSA copy	Release the document	Maricia S. Gonzales; Mary Grace Del Rosario	2 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				14 minutes
<b>END OF TRANSACTION</b>				

**Note:** For PSA copy, the release will be after a week or the client will be informed upon the availability of the document.



**Location:** The **City Civil Registrar's Office** is located at the 2<sup>nd</sup> level of the New Imus City Hall Building

**Ms. Violeta P. Sañez**  
City Civil Registrar

You can also contact us at:  
**(046) 471-3290**

Or email us at:  
**[mcrvsanez@yahoo.com](mailto:mcrvsanez@yahoo.com)**

