

## **ISSUANCE OF TRANSCRIPTION/CERTIFICATION OF BIRTH, MARRIAGE AND DEATH AND MARKINGS OF CERTIFIED MACHINE COPY**

### **ABOUT THE SERVICE :**

Any individual who was born/married in the City of Batac may request for a copy of his civil registry document provided that the record is available in the Registry Books while Certified Machine Copy is provided based on the original copy of the document from the client.

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

A person born, wed and died within the jurisdiction of the City of Batac is deemed to have been registered in this office is entitled for the available copy of issuance of his/her birth, marriage and death record once requested.

### **WHAT ARE THE REQUIREMENTS:**

- If the child is minor, his parents, guardian, or the institution legally-in-charge of him, as the case may be shall issue the authorization required.
- The duly signed valid ID of the one giving authorization and the grantee shall be represented for verification.

### **FEES/CHARGES:**

- |   |                  |
|---|------------------|
| • Birth, Marriage and Death Certificate (local) - | P100.00          |
| • Birth, Marriage and Death Certificate (abroad)- | P200.00          |
| • Certified machine copy -                        | P100.00 per page |
| • Negative and destroyed certification -          | P100.00          |

### **SCHEDULE OF AVAILABILITY OF SERVICE:**

- Mondays to Fridays
- 8:00 AM to 5:00 PM

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

<b>STEPS</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>PROCESSING TIME</b>	<b>PERSON IN CHARGE/RESPONSIBLE</b>	<b>FEES / CHARGES</b>	<b>FORMS</b>
1	Gets transaction number and signs in the clients logbook.	Calls the number and issues request slip.	less than 1 minute	VIC ANDREW O. COCSON JOYCE A. RAMOS		NONE
2	Fills-up request slip.	Accepts and evaluates the request slip for completeness and accuracy/verification of authority.	4 minutes	VIC ANDREW O. COCSON JOYCE A. RAMOS	P100.00 - LOCAL P200.00 - ABROAD	Request slip form for birth, marriage and death certificate
3	Receives order of payment.	Prepares and issues order of payment.	1 minute	VIC ANDREW O. COCSON JOYCE A. RAMOS		
4	Submits official receipt.	Prepares the document  a. Transcription  b. Machine copy	4 minutes  4 minutes	VIC ANDREW O. COCSON JOYCE A. RAMOS		
5	Receives the document	Reviews, signs and releases the document	2 minutes	LORLYN FLODELIZ P. ULIT		
<b><i>x-x-x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x</i></b>						