

SERVICE PLEDGE

SERVICES	PROCESSING TIME	ACCOUNTABLE STAFF	FEE
➤ Prepare COLB ¹ for Registration			
- On time	1 day	Registration Officer I	P 50.00
- Delayed	1 month	Registration Officer III	300.00
➤ Prepare Legitimation of birth	1 month	Registration Officer III	100.00
➤ Prepare AUSF	1 month	Registration Officer III	100.00
➤ Registration of Certificate Of Death	5 minutes	Registration Officer II	10.00
➤ Application for Marriage License	10 minutes	Registration Officer II	150.00
➤ Issuance of Marriage License	5 minutes	Registration Officer II	50.00
➤ Registration of certificate of marriage	10 minutes	Asst. Registration Officer	-
➤ Issuance of Certification			
Birth Available/Not Available			50.00
Death Available/Not Available	30 minutes	Registration Officer	50.00
Marriage Available/Not Available			50.00
➤ Prepare Petition for Correction Of Clerical Error	15 days	Asst. Registration Officer	1,000.00
➤ Prepare Petition for Change Of First Name	25 days	Asst. Registration Officer	5,000.00
➤ INDORSEMENT			
(Passport)	1 day	Asst. Registration Officer	100.00
(Local)	1 day	Asst. Registration Officer	50.00

- ❖ Our office is open from 8:00 a.m. to 5 p.m., Monday to Friday.
- ❖ You may approach any of our staff for your request for assistance.
- ❖ Please pay directly to our Registration Officer II for the corresponding fees stated above.
- ❖ Payment for delayed registration of birth for 6 months above is P300.00.

1. COLB – Certificate of Live Birth
2. AUSF – Authority to Use the Surname of the Father.