

OFFICE OF THE CITY CIVIL REGISTRAR

Bacolod City

The Office of the City Civil Registrar generally takes charge of the implementation of the Civil Registration Program based on the Civil Registry Laws, Civil Code and other pertinent laws, rules and regulations issued.

Specifically, the office records, safe keeps and issues birth and death certificate, marriage license and coordinate with the National Statistics Office in conducting educational campaign for vital registration and assists in the preparation of demographics and other statistics for the City.

<p>Location: Ground floor, Bacolod City Government Center, Barangay Villamonte, Bacolod City</p> <p>Phone number: (034) 435-4790</p>
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I. BIRTH CERTIFICATE

ABOUT THE SERVICE: The Office of the Civil Registrar ensures that the birth of a child shall be registered within thirty (30) days from the time of birth in the City/Municipality where it occurred.

REQUIREMENTS:

- Marriage Certificate (if married)
- Baptismal Certificate

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
<p>ON-TIME REGISTRATION</p> <p>1. Hospital Deliveries Check, and assign registration number.</p> <p>2. Home Deliveries Check supporting documents, interview applicant, type and assign registration number.</p>	<p>15 minutes</p> <p>45 minutes</p>	<p><i>Jerrylyn F. Lopez</i> <i>Clerk I</i></p>
<p>For NOT MARRIED: <u>Notarization of the Certificate of Live Birth.</u></p>	<p>15 minutes</p>	
<p>DELAYED / LATE REGISTRATION</p> <p>1. Hospital Deliveries Check and received supporting documents for registration.</p> <p>2. Home Deliveries Interview, check and received supporting</p>	<p>15 minutes</p>	<p><i>Memia Q. Grabillo</i> <i>Asst. Registration Officer</i></p>

documents of the applicant, and type Certificate of Live Birth.	30 minutes	
FOR REGISTRATION: (10 Days posting upon submission)		
1. Notarization / Administer of Oath for Civil Registration purposes only.	10 minutes	Arminda H. Navalesca Registration Officer IV
2. Approval of the documents submitted	20 minutes	
3. Assign registry number	15 minutes	Memia Q. Grabillo Asst. Registration Officer
4. Release registered document on the 11th day.	15 minutes	

II. MARRIAGE LICENSE

ABOUT THE SERVICE: The civil status of a person must be recorded in the Civil Registry. This is to ensure that important rights can be exercised and that the person can receive protection and care from the law. Such contract will have civil effects on both.

REQUIREMENTS:

For Foreigner applicants with Filipino fiancé

- Legal capacity to marry from the Embassy in the Philippines
- Divorce papers (if divorce)
- Passport
- NSO CENOMAR
- Birth Certificate (for Filipino citizen)

HOW TO AVAIL OF THE SERVICE:

STEPS	Time Frame	Person/s In Charge
<p>APPLICATION FOR MARRIAGE LICENSE</p> <ol style="list-style-type: none"> 1. Interview applicant/s, check documents. 2. Pre-marital counseling 3. Prepare application and Marriage License 4. Signs and approved Application of Marriage License 5. Release of Marriage License on the 11th day upon submission 	<p>20 minutes</p> <p>4 hours</p> <p>1 hour (Depends upon the volume of the applicants)</p> <p>15 minutes</p> <p>15 minutes</p>	<p>Milagros V. Barcoma <i>Registration Officer III</i></p> <p><i>POPCOM, DSSD and City Health</i></p> <p>Milagros V. Barcoma <i>Registration Officer III</i></p> <p>Atty. Hermilo B. Pa-Oyon <i>City Civil Registrar</i></p> <p>Milagros V. Barcoma <i>Registration Officer III</i></p>
<p>REGISTRATION OF CERTIFICATE OF MARRIAGE</p> <ol style="list-style-type: none"> 1. Received and check Certificate of Marriage from Church and Court 2. Assign registry number 	<p>15 minutes</p> <p>Day after receiving the document</p>	<p>Milagros V. Barcoma <i>Registration Officer III</i></p>
<p>DELAYED / LATE REGISTRATION</p> <ol style="list-style-type: none"> 1. Release of Late registration on the 11th day upon submission of the requirements (after 10 days posting). 		

III. DEATH CERTIFICATE

ABOUT THE SERVICE: It shall be the responsibility of the physician who attended the deceased or the clinic where the person died to prepare the proper Death Certificate and shall order its registration in the Office of the City Civil Registrar.

REQUIREMENTS:

- Barangay certification and Dead on Arrival (if brought to the hospital)
- Nearest kin to sign as INFORMANT

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
<p>DEATHS AT HOME AND HOSPITAL:</p> <p><u>Deaths at Home:</u> Certificate of Death prepared by the City Health.</p> <p><u>Deaths in Hospital:</u> Hospital prepares the Death Certificate</p> <ol style="list-style-type: none"> 1. Funeral Parlor – for Signature of the Embalmer 2. City Health Officer – for cause of death and review 3. New Government Center, Permits and Licensing Division – for Burial permit and Transfer of Cadaver 4. Office of the City Civil Registrar – for checking, approval and registration of the document 	<p>15 minutes</p> <p>15 minutes</p>	<p><i>Rosie A. Kho</i> <i>Asst. Registration Officer</i></p> <p><i>City Health Office</i></p> <p><i>Funeral Parlor</i></p> <p><i>City Health Office</i></p> <p><i>Permits and Licensing Division</i></p> <p><i>Jean Y. de la Cruz</i> <i>Registration Officer</i></p>
<p>REGISTRATION OF CERTIFICATE OF DEATH</p> <ol style="list-style-type: none"> 1. Received and check Certificate of Death from Hospital and Home 2. Assign registry number 	<p>15 minutes</p>	<p><i>Rosie A. Kho</i> <i>Asst. Registration Officer III</i></p>
<p>DELAYED / LATE REGISTRATION</p> <p>Release of Late registration on the 11th day upon submission of the requirements (after 10 days posting).</p>		

IV. OTHER SERVICES

ABOUT THE SERVICE: To err is human as the saying goes that is why our legislative passed into law RA 9048 and RA 10172. Through this legislation, our constituents are given the chance to have clerical and typographical errors in Birth Certificates, Marriage Certificates and Death Certificates corrected. Likewise under Judicial

decisions are being annotated in the Civil Registrar documents of the document owner.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
<p>1. PETITION FOR RA 9048 / 10172</p> <p>Received and check documents in application for petition of Correction of Clerical Error / Typographical error, Change of First Name, Change of Month and Date of Birth and Sex in the Certificate of Birth, Marriage and Death.</p>	20 minutes	Mary Joelyn T. Barredo <i>Registration Officer II</i>
<p>2. REGISTRATION OF LEGAL INSTRUMENTS</p> <p>Received, check and register:</p> <ol style="list-style-type: none"> 1. Admission of Paternity 2. Authority to Use the Surname of the Father 3. Legitimation 4. Other registrable Legal Instruments 	25 minutes	Jean Y. De La Cruz <i>Registration Officer II</i>
<p>3. REGISTRATION OF JUDICIAL DECREES</p> <ol style="list-style-type: none"> 1. Receive, check, retrieve and register Judicial decrees 2. Receive incoming and outgoing communication including Out of town delayed of Birth and prepare answers and endorsements. 	25 minutes 25 minutes	Shanee-Jee L. Nuñez, MPAG <i>Asst. Registration Officer</i>
<p>4. RECEIVE, check and prepares application for Out of Town delayed registration for Bacolod residents who were born outside the city.</p>	20 mins	Jean Y. De La Cruz <i>Registration Officer II</i>