

Issuance of Certified Transcription of Birth, Death and Marriage

Schedule of availability of service:

Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Owner of the document or his/her authorized representative

Total Processing Time:

- 39 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Fill-up request form and submit to MCR employee	Receive the request form, verify and encode the record	20 minutes		Flordeliza Sungduan
2	Proceed to MTO and pay the corresponding fees			P75.00	Revenue Collection Clerk
3	Bo back to MCR and present the original Official Receipt	MCR review and sign the document	15 minutes		Sevilla Ungriano
4	Claim the Certified Transcription of Birth, Death and Marriage	Issue the Certified Transcription of Birth, Death and Marriage	4 minutes		Sevilla Ungriano