REQUEST FOR CERTIFIED TRUE PHOTOCOPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATE

Civil Registry Documents such as birth, marriage and death of clients securing a certified transcript from the Civil Registry Office.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	The concerned person himself, or any person authorized by him (w/ authorization letter); spouse; parents, his direct descendants

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request slip	MCR
Request letter (if other than the clients mentioned above)	From the requesting party

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill out and submit request slip	1. Process the requested document	None	15 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Pay fee at the Office of the Municipal Treasurer	2. Process payment and issue official receipt (OR)	*Php 100.00	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Present official receipt and claim the requested document	3. Release the requested document	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 100.00	30 minutes	

**Fees mandated by the Local Revenue Code of 2001 Section 4B of Magalang, Pampanga*