



Republic of the Philippines
Province of Bulacan, City of Malolos
OFFICE OF THE CITY CIVIL REGISTRAR
(044) 931-8888 loc. 2102

CERTIFIED TRUE COPY / TRANSCRIPTION (Birth, Death, Marriage)

1. Accomplished request slip (Birth, Marriage, Death)
2. Marriage Contract (If the requester is the husband or wife of the owner of the document)
3. Birth Certificate (If the requester is the daughter or son of the owner of the document)
4. Special Power of Attorney (If the requester is not related to the owner of the document, Data Privacy Act RA 10173)
5. Valid IDs

Certified True Copy Fee: P 85.00

Transcription: P 135.00

GENTLE REMINDER:

- Approval of the presented documents are subject for review and assessment of the City Civil Registrar.

APPLICATION FOR MARRIAGE LICENSE

1. Birth Certificate or Baptismal Certificate
2. 2x2 ID Picture with WHITE background (2pcs. each applicant)
3. 18 – 21 years old: **father's appearance** to sign the **consent form**
4. 22 – 24 years old: **both parents' appearance** to sign the **advice form**
5. CENOMAR (Certificate of No Marriage – PSA, Original Copy)
6. Cedula and Certificate of Residency (Barangay)
7. Valid ID of Parents (if the applicant is 18 to 24 years old)

FOREIGNER:

1. Certificate of Legal Capacity (Embassy, original copy)
2. Passport with Date of Arrival
3. Birth Certificate / Family Register
 - If divorced / annulled – Divorce papers / Judicial Decree / Marriage Certificate with remarks of Annulment/Divorce
 - If widow or widower – Death Certificate of Spouse and CENOMAR of applicant

Fee: P 100.00

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DELAYED REGISTRATION – BIRTH

Requirements:

1. PSA Negative Certificate
 2. Affidavit of Two Witnesses
 3. Immunization Record (Certified True Copy) (0-6 years old)
 4. Certificate of Live Birth (from hospital / midwife)
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- 7 years old & above (Documents must have correct DATE & PLACE of BIRTH)
 1. Baptismal Certificate
 2. Form 137
 3. Voter's Application Record
 4. Employment Records (SSS E1 Form, Philhealth MDR, GSIS)
 5. Medical Records
 - **REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF R.A. NO. 9255**
Shall apply to all illegitimate children born on or after March 19, 2004. This includes all unregistered births and registered births under the surname of the mother.

Illegitimate children born on **AUGUST 3, 1988 TO MARCH 18, 2004** may still be acknowledged by the father through and Affidavit of Admission of Paternity (AAP) or Private Handwritten Instrument (PHI) **BUT cannot use the surname of the father** under Republic Act No. 9255. However, a petition in court may be filed in order that the child can use the surname of the father.

- **Born from MARCH 19, 2004 – PRESENT**
 - * with Admission of Paternity but no AUSF, the child shall use the SURNAME OF THE MOTHER.
 - * with Admission of Paternity and with AUSF, the child shall use the SURNAME OF THE FATHER.
- 0 – 6 yrs. old – AUSF to be executed by the mother or the guardian, in the absence of the mother.
- 7-17 yrs. old – AUSF to be executed by the child attested by the mother or the guardian.
- 18 yrs. and above – AUSF to be executed by the child without need of attestation

GENTLE REMINDER:

1. Only submitted application with complete requirements will be processed.
2. Approval of the presented documents are subject for review and assessment of the City Civil Registrar.
3. Document will be released after ten (10) days posting.
4. Registration fee shall be one hundred pesos (P100.00).



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DELAYED REGISTRATION – DEATH

Requirements:

1. PSA Negative Certificate
2. Death Certificate from Funeral service or Hospital
3. Affidavit of Surviving Spouse
4. Affidavit of Surviving Kin
5. Affidavit of 2 Witness
6. Medical Certificate from the Hospital
7. Picture of gravestone (lapida)
8. Valid ID / Cedula

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3. Document will be released after ten (10) days posting.
4. Registration fee shall be one hundred pesos (P100.00).

DELAYED REGISTRATION – MARRIAGE

Requirements:

1. PSA Negative Certificate
2. CENOMAR (BRIDE & GROOM)
3. Affidavit of Contracting Parties
4. Affidavit of Two Witness
5. Marriage Contract/Certificate
6. Cedula / Valid ID

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TIMELY REGISTRATION – Birth

1. If parents are MARRIED
 - Duly accomplished Certificate of Live Birth
 - Marriage Contract
 - Valid ID



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2. If parents are NOT MARRIED
 - Duly accomplished Certificate of Live Birth
 - Presence of both mother and father of the child
 - Valid IDs (both parents)
3. Single Parent
 - Duly accomplished Certificate of Live Birth
 - Presence of mother
 - Baptismal certificate / immunization record (CTC)

SUPPLEMENTAL REPORT

Requirements:

1. Birth Certificate (PSA Copy)
2. Affidavit of Supplemental
 - First Name
 - Last Name
 - Middle Name
 - Gender
 - Date of Birth
 - Citizenship
 - Religion
 - Others: _____
3. Voter's Registration Record
4. Form 137 (Earliest – Elementary)
5. Marriage Contract
6. Employment Records (SSS E1 Form, Philhealth MDR, GSIS)

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1. Only submitted application with complete requirements will be processed.
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3. Document will be released after two (2) days.
4. Registration fee shall be two hundred pesos (P200.00).

R.A. 9255 (Acknowledgement / Admission of Paternity)

Requirements:

1. Affidavit of Acknowledgement to Use the Surname of the Father executed by:
 - Mother: if the child is 0-6 years old
 - Child: if the child is 7-17 years old
2. Admission of Paternity



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3. Sworn Attestation (if the child is 7-17 years old)
4. Birth Certificate of the Child
5. Baptismal Certificate (child, with **father's name**)
6. Form 137 (CTC with **father's name**)
7. SSS (beneficiary of father)
8. Immunization Record (Certified True Copy)

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3. Document will be released after two (2) days.
4. Registration fee shall be two hundred pesos (P200.00).

COURT DECREE

1. Decision – 7 sets (Certified copy per page)
2. Finality – 7 sets (Certified copy per page)
3. Valid ID
4. Special Power of Attorney (if not petitioner)

GENTLE REMINDER:

1. Only submitted application with complete requirements will be processed.
2. Approval of the presented documents are subject for review and assessment of the City Civil Registrar.
3. Registration fee shall be two thousand pesos (P2000.00) in the event that the document took place in our city. One thousand pesos (P1000.00) will be the registration fee in the event that the document took place in another municipality.

REQUIREMENTS FOR REP. ACT 9048 CORRECTION OF CLERICAL ERROR; CHANGE OF FIRST NAME, As supporting documents to the petition, the following shall be submitted:

1. Earliest school record or earliest school documents;
2. Medical records;
3. Baptismal certificate and other documents issued by religious authorities
4. A clearance or a certification that the owner of the document has no pending administrative, civil or criminal case, or no criminal record, which shall be obtained from the following:
 - 4.1 Employer, if employed;
 - 4.2 National Bureau of Investigation; and
 - 4.3 Philippine National Police.
5. The petition for the change of first name in the date of birth shall include the affidavit of publication from the publisher and a copy of the newspaper clipping

Publication Fee: Local: PHP 1500; National PHP 3000
Filing Fee: PHP 3000



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REQUIREMENTS FOR REP. ACT 10172 / CORRECTION OF DATE AND MONTH IN THE DATE OF BIRTH AND SEX, As supporting documents to the petition, the following shall be submitted:

1. Earliest school record or earliest school documents;
2. Medical records;
3. Baptismal certificate and other documents issued by religious authorities;
4. A clearance or a certification that the owner of the document has no pending administrative, civil or criminal case, or no criminal record, which shall be obtained from the following:
 - 4.1 Employer, if employed;
 - 4.2 National Bureau of Investigation; and
 - 4.3 Philippine National Police.
5. The petition for the correction of sex and day and/or month in the date of birth shall include the affidavit of publication from the publisher and a copy of the newspaper clipping; and In case of correction of sex, the petition shall be supported with a medical certification issued by an accredited government physician that the petitioner has not undergone sex change or sex transplant.

Publication Fee: PHP 3000

Filing Fee: PHP 3000

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