**BIRTH CERTIFICATE**

Republic of the Philippines

Province of Albay

Municipality of Daraga

**OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**

**CERTIFICATE OF LIVE BIRTH**

*Please check the specific request:* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Document Owner (With valid ID)

Name of Document Owner : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Father : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Mother : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*With strict implementation of the Data Privacy Act of 2012\**

*\*Records in the archives are from 1947 to present.\**

*\*Bring PSA Copy (if available)\**

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[ ] Requesting Party with Authorization Letter Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and valid ID of Document Owner and Requester

Name of Document Owner : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Father : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Mother : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Requester : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*\*Bring PSA Copy (if available)\**

**MARRIAGE CERTIFICATE**

Republic of the Philippines

Province of Albay

Municipality of Daraga

**OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**

**CERTIFICATE OF MARRIAGE**

*Please check the specific request:* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Document Owner (Groom or Bride - with valid ID)

Name of Groom : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bride : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Marriage : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Marriage : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*With strict implementation of the Data Privacy Act of 2012\**

*\*Records in the archives are from 1947 to present.\**

*\*Bring PSA Copy (if available)\**

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[ ] Requesting Party with Authorization Letter Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and valid ID of Document Owner and Requester

Name of Groom : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bride : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Marriage : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Marriage : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Requester : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*With strict implementation of the Data Privacy Act of 2012\**

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*\*Bring PSA Copy (if available)\**

**DEATH CERTIFICATE**

Republic of the Philippines

Province of Albay

Municipality of Daraga

**OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**

**CERTIFICATE OF DEATH**

*Please check the specific request:* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Document requested by surviving spouse (Husband or Wife – with valid ID)

Name of Deceased : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Death : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Death : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Requester : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*With strict implementation of the Data Privacy Act of 2012\**

*\*Records in the archives are from 1947 to present.\**

*\*Bring PSA Copy (if available)\**

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[ ] Document requested by surviving child or children Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(With valid ID and Authorization letter if applicable)

Name of Deceased : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Death : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Death : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Requester : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*\*Bring PSA Copy (if available)\**

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[ ] Document requested by other concerned party Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(With valid ID, Authorization letter and Affidavit of Kinship if applicable)

Name of Deceased : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Death : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Death : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Requester : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*With strict implementation of the Data Privacy Act of 2012\**

*\*Records in the archives are from 1947 to present.\**

*\*Bring PSA Copy (if available)\**

**OTHER CIVIL REGISTRY SERVICES**

* **Birth Registration (After the reglementary period of 30 days / Late Registration)**

1. Copy of Negative Certification (COLB) from Philippine Statistics Authority (PSA)
2. Accomplished copy Certificate of Live Birth if born in Hospital or Lying In Clinics.
3. Baptismal Certificate
4. School Records / Certifications
5. Available ID of parent / Available ID of Document Owner
6. Voter’s Registration (If applicable)
7. Police / NBI Clearance
8. Marriage Certificate of parents / Marriage Certificate of Document Owner if married.

\*Marriage Certificate of parents is needed to determine the child’s legitimate status (if applicable)

1. Joint affidavit of two disinterested party
2. Barangay Certification (Please indicate the date and place of birth of the child.)
3. Available Valid ID of the informant.

***\*Note: List of Requirements may deem vary upon verification of documents. A 10 days posting is required upon completion of documents.\****

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* **Marriage Registration (After the reglementary period of 15 days / Late Registration)**

1. Copy of Negative Certification (COM) from Philippine Statistics Authority.
2. Copy of Marriage Certificate from the Solemnizing Officer / Certification (If applicable)
3. Certificate of Live Birth of both parties. (Husband and Wife)
4. Joint / Personal Affidavit of interested party (if applicable)
5. Joint affidavit of two disinterested party.
6. Available Valid ID of the informant.

***\*Note: List of Requirements may deem vary upon verification of documents. A 10 days posting is required upon completion of documents.\****

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* **Death Registration (After the reglementary period of 30 days / Late Registration)**

1. Copy of Negative Certification (COD) from Philippine Statistics Authority.
2. Accomplished copy Certificate of Death if the deceased died in the Hospital.
3. Burial Certificate (From the Place of Burial)
4. Certificate of Cremation (If Cremated)
5. Personal affidavit (Sworn statement of the surviving spouse, child/children and nearest kin.
6. Joint Affidavit of two disinterested party.
7. Available Valid ID of the informant.

***\*Note: List of Requirements may deem vary upon verification of documents. A 10 days posting is required upon completion of documents.\****

* **Marriage Application**

**For Filipino Citizens:**

1. Birth Certificate or Baptismal Certificate (PSA or Local Copy)
2. Community Tax Certificate
3. Certificate of No Marriage Form from Philippine Statistics Authority (PSA)
4. Parental Consent for Age 18 – 20 years old (Below 21 years old)

\*Guardian: if both parents are deceased.

1. Parental Advice for Age 21 – 24 years old (Below 25 years old)

\*Guardian: if both parents are deceased.

**For Foreigner:**

1. Legal Capacity to Contract Marriage / Affidavit (In lieu of Legal Capacity) – if applicable.
2. Passport
3. Certificate of Live Birth
4. Divorce papers (If divorced)
5. If widow/widower – Death Certificate of deceased spouse.

***\*Note: List of Requirements may deem vary upon verification of documents***

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* **Legitimation**

1. Child’s Certificate of Live Birth (PSA Copy)
2. Certificate of Marriage (PSA Copy if applicable)
3. Certificate of Marriage (LCRO Copy – 3 copies of Certified Photocopy)
4. Supplemental Affidavit of Legitimation (if applicable)
5. Valid ID of Parents.

***\*Note: Personal appearance of parents are deemed required for documents signature.***

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* **R.A 9255**

1. Copy of Certificate of Live Birth (Philippine Statistics Authority Copy)
2. Affidavit of Admission of Paternity
3. Affidavit to Use Surname of the Father (AUSF)
4. Valid ID of Parents

***\*Note: Personal appearance of parents are deemed required for documents signature.***