

**OFFICE OF THE MUNICIPAL CIVIL
REGISTRAR**

1. BIRTH REGISTRATION

- the process of recording /registering Certificate of Live Birth(COB) within the reglementary period of time(30 days) as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)			
Who may avail:	<ul style="list-style-type: none"> a. Administrator of the hospital, clinic or similar institution where the birth occurred b. physician, midwife or any person who attended the delivery c. either or both parents d. interested party duly authorize by law 			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> 1. Duly Accomplished Certificate of Live Birth (quadruplicate using black ink) 2. Marriage Certificate of Parents (if applicable) 3. Affidavit to Use Surname of the Father (AUSF) (if applicable) 4. Valid Identification Card(ID) of Child's Parents 		<ul style="list-style-type: none"> 1. Secure the copy of Certificate of Live Birth to the place where the event occurred (Hospital or any similar institutions) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for transaction number at Information Desk	1. Assist clients for transaction request number.	P 100.00 – Service Fee	15 minutes	(Information Staff)
2. Transact at the Birth Verifier for initial assessment and or order of payment.	2. Receive and check the completeness of documents and order of payment.	P 100.00 – Service Fee (Registration of AUSF)		Glenjoy O. Pante <i>Admin Asst. IV Birth Verifier / Releaser</i>
3. Secure Official Receipt at the Cashier	3. Issue Official Receipt	P 100.00 – Authentication Fee (Set of three copies)		Marlon G. Montas <i>Admin Aide IV Birth Verifier / Releaser</i>
4. Releasing of Documents		P 100.00 – Endorsement Fee		Angely M. Mirabuna <i>Admin Aide I</i>
				Rosario M. Aves <i>Registration Officer II</i>

	4. Release of Documents			<i>Cashier</i> Michelle M. Marinay <i>MGDH I/ MCR Approver</i>
		Total	15 minutes	
End of transaction				

2. DEATH REGISTRATION

Office or Division:	Municipal Civil Registrar
Service Information:	2. DEATH REGISTRATION
Brief Description:	the process of recording /registering Certificate of Death(COD) within the reglementary period of time (30 days) as specified for in the civil registry law (R.A. 3753)
Classification:	Simple
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	a. Administrator of the hospital, clinic or similar institution where the death occurred b. Nearest Kin of the deceased c. Interested party duly authorized by law
CHECKLIST REQUIREMENTS	WHERE TO SECURE

1. Certificate of Death (quadruplicate) 2. Valid Identification Card(ID) of the Nearest Kin	1. Secure the copy of Certificate of Death to the place where the event occurred (hospital or any similar institutions)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

<p>1. Request for transaction number at the Information Desk.</p> <p>2. Transact at the Death Verifier for initial assessment and order of payment.</p>	<p>1. Assist clients for transaction request number.</p> <p>2. Receive and check the completeness of documents and order of payment.</p>	<p>P 100.00 – Service Fee</p> <p>P 150.00 – Burial Fee</p> <p>P 100.00 – Authentication Fee (Set of three copies)</p> <p>P 100.00 – Endorsement Fee</p>	<p>15 minutes</p>	<p>(Information Staff)</p> <p>Angely M. Mirabuna Admin Aide I Death Verifier / Releaser</p> <p>Rosario M. Aves Registration Officer II Death Verifier / Releaser</p> <p>Angely M. Mirabuna Admin Aide I Death Verifier / Releaser</p> <p>Rosario M. Aves Registration Officer II Cashier</p>
<p>3. Secure Official Receipt at the Cashier</p> <p>4. Release of Documents Requested</p>	<p>3. Issue Official Receipt.</p> <p>4. Release of Documents</p>			<p>Michelle M. Marinay MGDH I / MCR I</p>
TOTAL			15 mins	
End of transaction				

3. MARRIAGE REGISTRATION

Office or Division:	Municipal Civil Registrar
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Service Information:	3. MARRIAGE REGISTRATION	
Brief Description:	the process of recording /registering Certificate of Marriage following the solemnization of marriages as specified for in the civil registry law (R.A. 3753)	
Classification:	Simple	
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)	
Who may avail:	Solemnizing Officer, Contracting Parties or any interested party.	
CHECKLIST REQUIREMENTS		WHERE TO SECURE
1. Certificate of Marriage (quadruplicate) 2. Certificate of Registration of Authority to Solemnize Marriage CRASM (if applicable)		1. Secure the copy of Certificate of Marriage to the place where the marriage occurred.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for transaction number at the Information Desk	1. Assist clients for transaction request number	P 100.00 – Service Fee	15 minutes	(Information Staff) Eva L. Baranquel <i>Admin Asst. IV Marriage Verifier / Releaser</i>
2. Transact at the Marriage Verifier for initial assessment and order of payment.	2. Receive and check for completeness of documents and order pf payment.	P 100.00 – Authentication Fee (Set of three copies)		Levi M. Lofamia <i>Admin Aide IV Marriage Verifier / Releaser</i>
3. Secure Official Receipt.	3. Issue Official Receipt	P 100.00 – Endorsement Fee		Angely M. Mirabuna <i>Admin Aide I</i> Rosario M. Aves <i>Registration Officer II Cashier</i>
	4. Release of Documents			Michelle M. Marinay <i>MGDH I/ MCR Approver</i>
TOTAL		₱ 300.00	15 mins	
End of transaction				

4. APPLICATION FOR MARRIAGE LICENSE



Office or Division:	Municipal Civil Registrar
Service Information:	APPLICATION FOR MARRIAGE LICENSE
Brief Description:	The process for application for marriage licenses within upon completion of requirements
Classification:	Highly Technical
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	Either or both contracting parties who is/are a resident/s of this municipality.
CHECKLIST REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Birth Certificate or Baptismal Certificate 2. Valid ID's or Community Tax Certificate 3. Certificate of No Marriage (CENOMAR) 4. Parental Consent for age 18-20yrs. old (below 21 yrs. old) 5. Parents Advice for age 21-24 yrs. old (below 25 yrs. old) Guardian, if both parents are deceased 6. If widow/widower – death certificate of spouse. 7. if annulled – nullity of marriage/divorce <p>For foreigners:</p> <ol style="list-style-type: none"> 1. Legal Capacity to contract marriage 2. Passport 3. Birth certificate 4. Divorce papers (if divorced) 	<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Municipal Civil Registrar and parochial offices 3. Municipal Civil Registrar's Office (Parental Consent or Advice) 4. Regional / Municipal Trial Court (Nullity of Marriage) 5. Foreign Embassy (legal capacity) 6. Department of Foreign Affairs 7. Other Concern Agencies (other requirements for foreigner applicants)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for transaction number at the Information Desk.	1. Assist clients for transaction request number.	P 700.00 – Application Fee P 100.00 – Pre-Marriage Counselling	#	

<p>2. Transact at Marriage Verifier for initial assessment and order of payment.</p>	<p>2. Receive and check the completeness of documents and order of payment.</p>	<p>P 100.00 – Family Planning Seminar P 102.00 – Marriage License Fee</p>	<p>10 days of posting</p>	
<p>3. Secure Official Receipt</p>	<p>3. Issue Official Receipt</p>			
<p>4. Releasing of Documents Requested</p>	<p>4. Release of Documents</p>			

	<p>2. Receive required documents and check for completeness</p> <p>a. Issue the Order of Payment</p> <p>b. Start Processing the Request Documents</p>	<p>Application for Marriage License Fee ₱700.00</p> <p>Pre-Marriage Counselling Seminar ₱100.00</p> <p>Family Planning Seminar ₱100.00</p> <p>Marriage License ₱102.00</p>	<p>5mins</p> <p>10mins</p>	
	<p>3. Accept the Payment based on the Order of Payment</p> <p>a. Issue Official Receipt</p> <p>b. Check Official Receipt</p>		3mins	
	<p>4. Release of Documents</p>			
TOTAL		₱ 1,002.00	20mins	
End of transaction				

5. DELAYED REGISTRATION OF BIRTH

- the process of recording /registering Certificate of Live Birth(COB) uncovering the reglementary period of time (30 days) as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	a. Administrator of the hospital, clinic or similar institution where the birth occurred

		<ul style="list-style-type: none"> b. physician, midwife or any person who attended the delivery c. Owner of Document d. either or both parents e. Any interested person duly authorized by law that can report the occurrence of birth 		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> 1. Negative Result of Certification of Birth 2. Duly Accomplished Certificate of Live Birth (quadruplicate using black ink) 3. Duly Accomplished Affidavit to Use Surname of the Father(AUSF) (for not married parents) 4. Baptismal Certificate 5. Valid Identification Card(ID) of interested party 6. Affidavit of Delayed Registration 7. Voter's Certification 8. Marriage Certificate (if applicable) 9. Police Clearance/NBI Clearance (if applicable) 10. Barangay Certification (if applicable) 		<ul style="list-style-type: none"> 1. Philippine Statistics Authority(PSA) copy of negative certification of birth. 2. LCR copy of Marriage Certificate 3. If birth occurred in Hospital, clinic or any similar institution, the copy of the said certificate of Live Birth should be provided. 4. Parochial Office for the copy of baptismal certificate 5. Public Attorney's Office(PAO) or any Notarial Offices 6. Commission of Election(COMELEC) 7. Police or NBI Office 8. Barangay Hall 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Request for transaction data number and sign in the client log book at the Information Desk.</p> <p>2. Submit the required documents to Birth Section Verifier (Table 1 or Table 2) for initial Assessment and verification</p> <p>*Secure Order of Payment that will be issued</p> <p>3. Pay the Required Fees at the Cashier</p> <p>* Secure Official Receipt</p>	<p>1. Give client log book and transaction data number</p> <p>2. Receive required documents and check for completeness</p> <p>a. Issue the Order of Payment</p> <p>b. Start Processing the Request Documents</p> <p>3. Accept the Payment based on the Order of Payment</p>	<p>Late Registration Fee – ₱300.00 (More than 1 year)</p> <p>Late Registration Fee – ₱200.00 (Less than 1 year)</p> <p>Authentication Fee ₱100.00 (Set of three)</p> <p>Endorsement fee ₱100.00</p>	<p>10 days</p>	<p>MARIO V. OJANO – information officer</p> <p>GLENJOY O. PANTE MICHELLE M. MARINAY * verifier</p> <p>MANUEL M. ANDES</p>
<p>4. Wait for the Release of Documents Requested</p>	<p>a. Issue Official Receipt</p> <p>b. Check Official Receipt</p> <p>4. Release of Documents</p>			<p>MGDH I/MCR</p> <p>ROSARIO M. AVES - cashier *verifier</p>
TOTAL		Php700.00	10 days	
End of transaction				

6. DELAYED REGISTRATION DEATH

- the process of recording /registering Certificate of Death(COD) uncovering the reglementary period of time (30 days) as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)			
Who may avail:	a. Administrator of the hospital, clinic or similar institution where the death occurred b. Nearest Kin of the deceased c. Any interested person duly authorized by law that can report the occurrence of death.			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Negative Certification of Death 2. Duly Accomplished Certificate of Death (quadruplicate using black ink) 3. Burial Certificate or Cremation Certificate 4. Affidavit of Delayed Registration 5. Valid Identification Card(ID) of nearest kin		1. Philippine Statistics Authority(PSA) copy of negative certification of death. 2. If death occurred in Hospital, clinic or any similar institution, the copy of the said certificate of death should be provided 4. Parochial Office for the copy of burial certificate 5. Funeral Parlor or Crematorium for the copy of Certificate of Cremation. 6. Public Attorney's Office(PAO) or any Notarial Offices 7. Police or NBI Office(if applicable)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for transaction data number and sign in the client log book at the	1. Give client log book and transaction data number	Late Registration Php300.00 Fee (More than 1 year)		MARIO V. OJANO – information officer

Information Desk.				
2. Submit the required documents to Death Section Table 1 or Table 2 for initial Assessment and verification *Secure Order of Payment that will be issued	2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents	Late Registration Fee – ₱200.00 (Less than 1 year) Burial Permit Fee Php 150.00 Authentication Fee ₱100.00 (Set of three)	10 days	ANGELY M. MIRABUNA JOSEPH ALBERTO M. SALOMON - verifier
3. Pay the Required Fees at the Cashier * Secure Official Receipt	3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt	Endorsement fee ₱100.00		MANUEL M. ANDES MGDH I/MCR
4. Wait for the Release of Documents Requested	4. Release of Documents			ROSARIO M. AVES – cashier *verifier
TOTAL		Php850.00	10 days	
End of transaction				

7. DELAYED REGISTRATION OF MARRIAGE

- the process of recording /registering Certificate of Marriage, uncovering reglmentary period of time fifteen (15 days) following the solemnization of marriage as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	a. Solemnizing officer or the person reporting the marriage to the Office of the Civil Registrar where the marriage was solemnized.
CHECKLIST REQUIREMENTS	
WHERE TO SECURE	
1. Negative result from PSA.	1. Place were the marriage occurred.

<p>2. Duly Accomplished Certificate of Marriage (quadruplicate using black ink) or</p> <p>3. Certification by the church or of the solemnizing officer if the original could not present either because it was burned, lost or destroyed.</p> <p>4. Affidavit for delayed registration stating the facts and circumstances & reason of the delayed.</p> <p>5. Community Tax Certificate or Valid ID.</p>	<p>2. The solemnizing officer or the personnel who incharge for the preparation of Certificate of Marriage.</p> <p>3. Solemnizing Officer who solemnized the marriage while in transit within the Philippine territory is registrable at the place of destination or usual residence of either party.</p> <p>4. Public Attorney's Office or any Notarial Offices.</p> <p>5. COMELEC/MTO/Police or NBI (if applicable)</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Request for transaction data number and sign in the client log book at the Information Desk.	1. Give client log book and transaction data number	Late Registration Fee – ₱300.00 (More than 1 year)	10 days	MARIO OJANO – information officer
2. Submit the required documents to Marriage Section Table 1, Table 2 or Table 3 for initial Assessment and verification *Secure Order of Payment that will be issued	2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents	Late Registration Fee – ₱200.00 (Less than 1 year) Authentication Fee ₱100.00 (Set of three) Endorsement fee ₱100.00		EVA L. BARANQUEL MARLON G. MONTAS *Verifier MANUEL M. ANDES MGDH I/MCR
3. Pay the Required Fees at the Cashier * Secure Official Receipt	3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt			ROSARIO M. AVES - *cashier *verifier
4. Wait for the Release of Documents Requested	4. Release of Documents			
TOTAL		Php.700.00	10 days	
End of transaction				

8. OUT OF TOWN DELAYED REGISTRATION OF BIRTH (RULE 20 OF A.O. NO. 1 SERIES OF 1993)

- the processing and registering of Certificate of Live Birth(COB) at the city/municipality where the event occurred as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction	Government to Government(G2G)			
Who may avail:	a. Owner of Document d. either or both parents e. Any interested person duly authorized by law that can report the occurrence of birth			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Negative Certification of Birth (PSA) 2. Duly Accomplished Certificate of Live Birth (quadruplicate using black ink) 3. Duly Accomplished Affidavit to Use Surname of the Father(AUSF) (for not married parents) 4. Baptismal Certificate 5. Valid Identification Card(ID) of interested party 6. Affidavit of Delayed Registration 7. Voter's Certification 8. Marriage Contract (if applicable) 9. Police Clearance/NBI Clearance (if applicable) 10. Barangay Certification (if applicable)		1. Philippine Statistics Authority(PSA) copy of negative certification of birth. 2. LCR copy of Marriage Certificate 3. If birth occurred in Hospital, clinic or any similar institution, the copy of the said certificate of Live Birth should be provided. 4. Parochial Office for the copy of baptismal certificate 5. Public Attorney's Office(PAO) or any Notarial Offices 6. Commission of Election(COMELEC) 7. Police or NBI Office 8. Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for transaction data number and sign in the client log book at the Information Desk. 2. Submit the required documents to Birth Section Verifier (Table 1 or Table 2) for initial	1. Give client log book and transaction data number 2. Receive required documents and check for completeness	Amenable fees for Out of Town	20days	MARIO V. OJANO – information officer GLENJOY O. PANTE MICHELLE M. MARINAY - verifier

Assessment and verification		Registration		
3. Pay the Required Fees (city/municipality where the event is occurred)	3. Accept the Payment based on the Order of Payment (city/municipality where the event is occurred)			MANUEL M. ANDES MGDH I/MCR
4. Wait for the Release of Documents Requested(city/municipality where the event is occurred)	4. Release of Documents			*verifier
TOTAL		-	20 days	
End of transaction				

9. OTHER CIVIL REGISTRY SERVICES (ENDORSEMENT)

- delivering and issuing of civil registry documents such as birth, deaths and marriages through endorsement as specified for in the civil registry law (R.A. 3753)

Office or Division: Classification: Type of Transaction Who may avail:	Municipal Civil Registrar			
	Simple			
	Government to Government(G2G), Government to Citizen(G2C)			
	<ul style="list-style-type: none"> a. Document Owner b. Parents or Guardian c. Nearest Kin d. Any interested person duly authorized by law 			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> 1. Negative Certificate - PSA (Birth, Death and Marriage) 2. Feedback Form from PSA (Blurred Copy of Civil Registry Documents) 3. Duly Accomplished Requester Form 4. Valid Identification Card of owner/requester 5. Authorization Letter if applicable) 		<ul style="list-style-type: none"> 1. Philippine Statistics Authority(PSA) copy of negative certification of civil registry document. 2. Local Civil Registrar Copy of civil registry documents for endorsement will be provided by the city/municipal civil registrar where the event was occurred. 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Request for transaction data	1. Give client log book and	Endorsement Php.100.00	3mins	MARIO V. OJANO
number and sign in the client log book at the Information Desk.	transaction data number	Fee	3mins	- information officer
2. Submit the duly accomplished requester forms to Other Civil Registry Services Section for initial Assessment and verification *Secure Order of Payment that will be issued	2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents		2mins 10mins	ANGELY M. MIRABUNA JOSEPH ALBERTO M. SALOMON - verifier
3. Pay the Required Fees at the Cashier * Secure Official Receipt	3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt		5mins	
4. Wait for the Release of Documents Requested	4. Release of Documents		2mins	MANUEL M. ANDES MGDH I/MCR
				ROSARIO M. AVES - cashier *verifier
TOTAL		Php 100.00	12mins	
End of transaction				

10. OTHER CIVIL REGISTRY SERVICES (LCR FORMS, CERTIFICATION and AUTHENTICATION, ENDORSEMENT (ADVANCE COPY))

- delivering and issuing of civil registry documents such as birth, deaths and marriages through LCR Forms, Certification and Authentication as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar
Classification:	Simple
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)

Who may avail:	<ul style="list-style-type: none"> a. Document Owner b. Parents or Guardian c. Nearest Kin d. Any interested person duly authorized by law
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CHECKLIST REQUIREMENTS	WHERE TO SECURE			
<ul style="list-style-type: none"> 1. Duly Accomplished Civil Registry Document (Birth, Death, Marriage) 2. Duly Accomplished Requester Form 3. Valid Identification Card of owner/ requester 4. Authorization Letter (if applicable) 	1. Local Civil Registrar's Office Forms, Certifications and Authentication will be provided by the city/municipal civil registrar where the event was occurred.			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Request for transaction data number and sign in client log book in at the Information Desk.</p> <p>2. Submit the duly accomplished requester forms to Other Civil Registry Services Section for initial Assessment and verification *Secure Order of Payment that will be issued</p> <p>3. Pay the Required Fees at the Cashier * Secure Official Receipt</p>	<p>1. Give client log book and transaction data number</p> <p>2. Receive required documents and check for completeness</p> <p>a. Issue the Order of Payment</p> <p>b. Start Processing the Request Documents</p> <p>3. Accept the Payment based on the Order of Payment</p> <p>a. Issue Official Receipt</p> <p>b. Check Official Receipt</p>	<p>Certification Fee:</p> <ul style="list-style-type: none"> • Local – Php 100.00 • Abroad – Php 200.00 <p>Authentication Fee Php 100.00 (set of three copies)</p> <p>Endorsement Fee - Php 100.00 (Advance Copy)</p>	<p>3mins</p> <p>3mins</p> <p>2mins</p> <p>10mins</p> <p>5mins</p> <p>2mins</p>	<p>MARIO V. OJANO – information officer</p> <p>LEVI M. LOFAMIA MARLON G. MONTAS * verifier</p> <p>MANUEL M. ANDES MGDH I/MCR</p>
<p>4. Wait for the Release of Documents Requested</p>	<p>4. Release of Documents</p>			<p>ROSARIO M. AVES - cashier</p> <p>*verifier</p>
TOTAL		Php 500.00	12mins	
End of transaction				

11. SUPPLEMENTAL REPORT APPLICATION

- additional report of birth, death, marriage filed for the purpose of supplying information that was omitted at the time birth, death, marriage was originally registered as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)			
Who may avail:	<ul style="list-style-type: none"> a. Document Owner b. Parents or Guardian c. Nearest Kin d. Any interested person duly authorized by law 			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> 1. PSA Copy of Civil Registry Documents(Birth/Marriage/Death) 2. Supplemental Report 3. Affidavit of Supplemental Report 4. Valid Identification 5. Authorization Letter (if applicable) 		<ul style="list-style-type: none"> 1. Philippine Statistics Authority(PSA) Office for the copy of civil registry documents (birth. death. Marriage with omitted information. 2. City/Municipal Civil Registrar where the civil registry documents were registered. 3. Public Attorney's Office or notarial officer for the Affidavit of Supplemental Report. 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> 1. Request for transaction data number and sign in the client log book in at the Information Desk. 2. Submit the duly accomplished civil registry forms to 	<ul style="list-style-type: none"> 1. Give client log book and transaction data number 2. Receive required documents 	Service Fee Php 200.00	3days	MARIO V. OJANO – information officer

Other Civil Registry Services Section for initial Assessment and verification *Secure Order of Payment that will be issued	and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents			EVA L. BARANQUEL MICHELLE M. MARINAY - verifier MANUEL M. ANDES MGDH I/MCR ROSARIO M. AVES - cashier *verifier
3. Pay the Required Fees at the Cashier * Secure Official Receipt	3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt			
4. Wait for the Release of Documents Requested	4. Release of Documents			
TOTAL		Php200.00	3 days	
End of transaction				

12. PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY LEGAL INSTRUMENT(LEGITIMATION)

- process of Act of providing legitimacy as specified in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar
Classification:	Complex
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	a. Parents without legal impediment
CHECKLIST REQUIREMENTS	WHERE TO SECURE

13. PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY LEGAL INSTRUMENT (AFFIDAVIT OF ACKNOWLEDGEMENT) (Illegitimate child born prior to the effectivity of Family Code (before 3 August 1988))

- process of acknowledging an illegitimate child by both parents or by the mother alone if the father refuses as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)			
Who may avail:	a. Father			
CHECKLIST REQUIREMENTS	WHERE TO SECURE			
1. Affidavit of Acknowledgement 2. PSA/LCRO copy of certificate of live birth 3. birth Valid Identification	1. Philippine Statistics Authority(PSA) Office for the copy of certificate of live birth. 2. LCR Office for the copy of certificate of live birth. 3. Public Attorney's Office or notarial officer for the Affidavit of Acknowledgement			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Request for transaction data number and sign in the client log book at the Information Desk.	1. Give client log book and transaction data number	Service Fee Php300.00	7days	MARIO V. OJANO – information officer
2. Submit the duly accomplished civil registry forms to Other Civil Registry Services Section for initial Assessment and verification *Secure Order of Payment that will be used	2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents			EVA L. BARANQUEL MICHELLE M. MARINAY -verifier
3. Pay the Required Fees at the Cashier Secure Official Receipt	3. Accept the Payment based on the Order of Payment a. Issue Official Receipt			MANUEL M. ANDES
	b. Check Official Receipt			MGDH I/MCR
4. Wait for the Release of Documents Requested	4. Release of Documents			ROSARIO M. AVES - cashier *verifier
TOTAL		Php300.00	7 days	
End of transaction				

14. PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY LEGAL INSTRUMENT (AFFIDAVIT OF ADMISSION OF PATERNITY) (Illegitimate child born on or after 3 August 1988)

- process of acknowledging the illegitimate child by the father as specified for in the civil registry law (R.A. 3753)

Office or Division:	Municipal Civil Registrar
Classification:	Complex
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	a. Father
CHECKLIST REQUIREMENTS	WHERE TO SECURE

<ol style="list-style-type: none"> 1. PSA/LCRO copy of certificate of live birth 2. Affidavit of Admission of Paternity 3. Valid Identification 	<ol style="list-style-type: none"> 1. Philippine Statistics Authority(PSA) Office for the copy of certificate of live birth. 2. LCR Office for the copy of certificate of live birth. 3. Public Attorney's Office or notarial officer for the Affidavit of Admission of Paternity 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Request for transaction data number and sign in the client log book at the Information Desk. 2. Submit the duly accomplished civil registry forms to Other Civil Registry Services Section for initial Assessment and verification *Secure Order of Payment that will be issued 	<ol style="list-style-type: none"> 1. Give client log book and transaction data number 2. Receive required documents and check for completeness <ol style="list-style-type: none"> a. Issue the Order of Payment b. Start Processing the Request Documents 	Service Fee Php300.00	7days	MARIO V. OJANO – information officer EVA L. BARANQUEL MICHELLE M. MARINAY -verifier
<ol style="list-style-type: none"> 3. Pay the Required Fees at the Cashier * Secure Official Receipt 4. Wait for the Release of Documents Requested 	<ol style="list-style-type: none"> 3. Accept the Payment based on the Order of Payment <ol style="list-style-type: none"> a. Issue Official Receipt b. Check Official Receipt 4. Release of Documents 			MANUEL M. ANDES MGDH I/MCR ROSARIO M. AVES - cashier *verifier
TOTAL		Php300.00	7 days	
End of transaction				

15. PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY LEGAL INSTRUMENT (AFFIDAVIT TO USE THE SURNAME OF THE FATHER)

- process of executing the Affidavit to Use the Surname of the Father (AUSF) in order for the child to use the surname of the father.

Office or Division:	Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction	Government to Government (G2G), Government to Citizen(G2C)			
Who may avail:	<ul style="list-style-type: none"> a. Father b. Mother c. Child if of age d. Guardian 			
CHECKLIST REQUIREMENTS	WHERE TO SECURE			
<ul style="list-style-type: none"> 1. PSA/LCRO copy of certificate of live birth 2. Affidavit of to Use the Surname of the Father 3. Valid Identification 	<ul style="list-style-type: none"> 1. Philippine Statistics Authority (PSA) Office for the copy of certificate of live birth. 2. LCR Office for the copy of certificate of live birth. 3. Public Attorney's Office or notarial officer for the Affidavit of Acknowledgement 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for transaction data number and sign in the client log book at the Information Desk.	1. Give client log book and transaction data number	Service Fee Php300.00		MARIO V. OJANO – information officer

2. Submit the duly accomplished civil registry forms to Other Civil Registry Services Section for initial Assessment and verification *Secure Order of Payment that will be issued	2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents		7days	EVA L. BARANQUEL MICHELLE M. MARINAY -verifier
3. Pay the Required Fees at the Cashier * Secure Official Receipt	3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt			MANUEL M. ANDES MGDH I/MCR
4. Wait for the Release of Documents Requested	4. Release of Documents			ROSARIO M. AVES - cashier *verifier
TOTAL		Php300.00	7 days	
End of transaction				

16. PROCESSING OF CIVIL REGISTRY DOCUMENTS (CRD's) AFFECTED BY COURT DECREE (ADOPTION)

- process of amending the local copy of certificate of live birth of adoptee as specified for in the RA. 3753 (Civil Registry Law)

Office or Division:	Municipal Civil Registrar
Classification:	Complex
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	a. Adopting Parents
CHECKLIST REQUIREMENTS	
WHERE TO SECURE	

1. PSA copy of certificate of live birth 2. Duly Accomplished local copy of certificate of live birth (amended)	1. Philippine Statistics Authority (PSA) for the copy of certificate of live birth.			
3. Local Copy of certificate of live birth (un annotated- photocopy) 4. Certificate of Authenticity 5. Certificate of Registration 6. Court Decree/Order/Decision 7. Certificate of Finality 8. Valid Identification	2. LCR for copy of certificate of live birth (amended/un annotated) 3. City/Municipal Civil registrar of the place where the trial court is situated 4. Regional Trial Court (where the court decree's applied)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for transaction data number and sign in the client log book at the Information Desk. 2. Submit the required documents to Other Civil Registry Services Section for initial Assessment and verification *Secure Order of Payment that will be issued 3. Pay the Required Fees at the Cashier * Secure Official Receipt 4. Wait for the Release of Documents Requested	1. Give client log book and transaction data number 2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents 3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt 4. Release of Documents	Registration Fee for Adoption Php500.00	7days	MARIO V. OJANO – information officer MICHELLE M. MARINAY - verifier MANUEL M. ANDES MGDH I/MCR ROSARIO M. AVES - cashier *verifier
TOTAL		Php500.00	7 days	
End of transaction				

17. PROCESSING OF CIVIL REGISTRY DOCUMENTS (CRD's) AFFECTED BY COURT DECREE (ANNULMENT)

- process of annotating the local copy of certificate of marriage as specified for in the RA. 3753 (Civil Registry Law)

Office or Division:	Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)			
Who may avail:	a. Contracting Party(bride/groom)			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. PSA copy of certificate of marriage 2. Local Copy of certificate of marriage (unannotated & annotated photocopy) 3. Certificate of Authentication 4. Certificate of Registrar Decision 5. Court Decree/Order/ 6. Certificate of Finality 7. Valid Identification 		<ol style="list-style-type: none"> 1. Philippine Statistics Authority(PSA) Office for the copy of certificate of marriage. 2. LCR Office for the copy of certificate of marriage 3. City/Municipal Civil registrar of the place where the trial court is situated 4. Regional Trial Court (where the court decree's applied) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Request for transaction data number and sign in the client log book at the Information Desk.	1. Give client log book and transaction data number	Registration Fee for Annulment Php500.00	7days	MARIO V. OJANO – information officer
2. Submit the required documents to Other Civil Registry Services Section for initial Assessment and verification *Secure Order of Payment that will be issued	2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents			MICHELLE M. MARINAY * verifier
3. Pay the Required Fees at the Cashier * Secure Official Receipt	3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt			MANUEL M. ANDES MGDH I/MCR
4. Wait for the Release of Documents Requested	4. Release of Documents			ROSARIO M. AVES – cashier *verifier
TOTAL		Php500.00	7 days	
End of transaction				

18. PROCESSING OF CIVIL REGISTRY DOCUMENTS (CRD's) AFFECTED BY COURT DECREE (others)

- processing of the requested civil registry documents as specified for in the RA. 3753 (Civil Registry Law)

Office or Division:	Municipal Civil Registrar
Classification:	Complex
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)

* Secure Official Receipt	the Order of Payment a. Issue Official Receipt b. Check Official Receipt			MANUEL M. ANDES MGDH I/MCR
4. Wait for the Release of Documents Requested	4. Release of Documents			ROSARIO M. AVES - cashier *verifier
TOTAL		Ph5200.00	7 days	
End of transaction				

19. PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY R.A. 9048 (CHANGE OF FIRST NAME)

- the filing and processing of the change of first name or nickname in the civil register without need of a judicial order as mandated by law which authorize the city/municipal civil registrar or Consul General to change the same without need of a judicial order.

Office or Division:	Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	a. Document Owner b. Owner's Spouse c. Children d. Parents e. Brothers/Sisters f. Grandparents g. Other Person Authorized by Law
CHECKLIST REQUIREMENTS	
WHERE TO SECURE	

<ol style="list-style-type: none"> 1. Petition for Change of First Name 11. NBI Clearance 2. PSA Copy of Certificate of Live Birth Affidavit of Publication (From the Publisher) 3. LCR Copy of Certificate of Live Birth 13. Newspaper Clippings 4. Baptismal Certificate 14. Community Tax Certificate(Cedula) 5. School Records (Form 137, Transcript, Diploma) 15. Marriage Certificate (If Married) 6. Employer's Clearance (No pending Administrative Case) 16. Birth Certificate of Children (At least 2) 7. Certificate of Employment (if applicable) 17. Valid ID's 8. Affidavit of Unemployment (if applicable) 18. Voter's Registration 9. Police Clearance <p style="text-align: center;">* amenable for migrant petition</p>	<ol style="list-style-type: none"> 1. Philippine Statistics Authority(PSA) Office for the copy of certificate of live birth. 12.2. LCR Office for the copy of certificate of live birth. 3. Public Attorney's Office or notarial offices for securing Affidavits. 4. Agency or office of Employment (if applicable) 5. Police Office 6. NBI Office 7. Schools Attended 8. Religious Offices
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Request for transaction data number and sign in the client log book at the Information Desk. 2. Submit the complete requirements of the petition to Municipal Civil Registrar Officer for initial Assessment and verification *Secure Order of Payment that will be issued 3. Pay the Required Fees at the Cashier * Secure Official Receipt 	<ol style="list-style-type: none"> 1. Give log book and transaction data number 2. Receive required documents and check for completeness <ol style="list-style-type: none"> a. Issue the Order of Payment b. Start Processing the Request Documents 3. Accept the Payment based on the Order of Payment <ol style="list-style-type: none"> a. Issue Official Receipt 	<p>Filing Fee Php 3,000.00</p> <p>(In case of Migrant Petition, a service fee of Php. 1,000.00 shall be paid.)</p>	20days	<p>MARIO V. OJANO – information officer</p> <p>ROSARIO M. AVES</p> <p>MANUEL M. ANDES MGDH I/MCR</p>

4. Wait for the Release of Documents Requested	b. Check Official Receipt 4. Release of Documents			ROSARIO M. AVES - cashier
TOTAL		Php 3,000.00	20 days	
End of transaction				

20. PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY R.A. 9048(CORRECTION FOR CLERICAL ERROR)

- the filing and processing of correction of clerical or typographical error in an entry as mandated by law authorizing the city/municipal civil registrar or Consul General to correct the same without need of a judicial order.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)			
Who may avail:	a. Document Owner b. Spouse c. duly authorize by law Siblings d. Parents e. Grandparents f. Guardian g. Any interested party			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Petition for Correction of Clerical Error 7. Marriage Certificate (If Married) 2. PSA Copy of civil registry documents (Births 8. Medical Record/Business Record Marriage, or death certificate) 9. Passport 3. LCR Copy of civil registry documents (Births 10. Other Relevant Documents as the Mun Marriage, or death certificate) Registrar may require. 4. Baptismal Certificate 5. School Records (Form 137, Transcript, Diploma) 6. GSIS/SSS Record * amenable for migrant petition		1. Philippine Statistics Authority(PSA) Office for the copy of civil registry documents (birth, death, marriage) 2. LCR Office for the copy of copy of civil registry documents (birth, death, marriage) 3. Agency or office concerned (if applicable) 4. Government/Private Health Institution 5. School's attended 6. Religious Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Request for transaction data number and sign in the client log book at the Information Desk.</p> <p>2. Submit the complete requirements of the petition to Municipal Civil Registrar Officer for initial Assessment and verification *Secure Order of Payment that will be issued</p> <p>3. Pay the Required Fees at the Cashier * Secure Official Receipt</p> <p>4. Wait for the Release of Documents Requested</p>	<p>1. Give log book and transaction data number</p> <p>2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents</p> <p>3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt</p> <p>4. Release of Documents</p>	<p>Filing Fee Php 1,000.00</p> <p>(In case of Migrant Petition, a service fee of Php. 500.00 shall be paid.)</p>	<p>20days</p>	<p>MARIO V. OJANO – information officer</p> <p>ROSARIO M. AVES</p> <p>MANUEL M. ANDES MGDH I/MCR</p> <p>ROSARIO M. AVES - cashier</p>
TOTAL		Php 1,000.00	20 days	
End of transaction				

**21. PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY R.A. 10172
(CORRECTION IN THE ENTRY OF SEX)**

- filing and processing of correction of erroneous entry of sex in the certificate of live birth as mandated by law authorizing the

city/municipal civil registrar or Consul General to correct the entry of the same without need of a judicial order.

Office or Division: Classification: Type of Transaction Who may avail:	Municipal Civil Registrar				
	Highly Technical				
	Government to Government(G2G), Government to Citizen(G2C)				
	a. Document Owner				
CHECKLIST REQUIREMENTS			WHERE TO SECURE		
1. Petition for Correction of Clerical Error 7. Employment ation (No Pending Certifi Case) (correction in the -Employment entry of sex) 8. Affidavit of 2. Non Employment of live birth (Unemployed) PSA Copy of certificat rance (If the ficate 9. Certificate of of live birth) Appea Document 3. LCR Copy of certi on (From Rural Owner Is Minor) 4. Baptismal Certificate Is (Elementary 10. Medical ity Tax Certificate CertificatiHealth 5. Physician) Earliest School Recor 6. Level) 11. Commu r migrant petition (Cedula) Police Clearance 12. Valid ID's NBI Clearance * amenable fo			1. Philippine Statistics Authority(PSA) Office for the copy of certificate of birth. 2. LCR Office for the copy of certificate of birth 3. Religious Office 4. Schools attended 5. Agency or office concerned (if applicable) 6. Rural Health Unit 7. Police Office 8. NBI Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

<p>1. Request for transaction data number and sign in the client log book at the Information Desk.</p> <p>2. Submit the complete requirements of the petition to Municipal Civil Registrar Officer for initial Assessment and verification *Secure Order of Payment that will be issued</p>	<p>1. Give log book and transaction data number</p> <p>2. Receive required documents and check for completeness a. Issue the Order of Payment b. Start Processing the Request Documents</p>	<p>Filing Fee Php 3,000.00</p>	<p>20days</p>	<p>MARIO V. OJANO – information officer</p> <p>ROSARIO M. AVES</p>
<p>3. Pay the Required Fees at the Cashier * Secure Official Receipt</p> <p>4. Wait for the Release of Documents Requested</p>	<p>3. Accept the Payment based on the Order of Payment a. Issue Official Receipt b. Check Official Receipt</p> <p>4. Release of Documents</p>			<p>MANUEL M. ANDES MGDH I/MCR</p> <p>ROSARIO M. AVES - cashier</p>
<p>TOTAL</p>		<p>Php 3,000.00</p>	<p>20 days</p>	
<p>End of transaction</p>				

22. PROCESSING OF CIVIL REGISTRY DOCUMENTS AFFECTED BY R.A. 10172(CORRECTION IN THE ENTRY IN THE DAY AND MONTH IN THE DATE OF BIRTH)

- filing and processing of correction of clerical or typographical error in the DAY and MONTH in the DATE OF BIRTH in the certificate of live birth as mandated by law authorizing the city/municipal civil registrar or

Consul General to correct the entry of the same without need of a judicial order, amending the RA 9048.

Office or Division:	Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction	Government to Government(G2G), Government to Citizen(G2C)
Who may avail:	a. Document Owner b. Any interested party duly authorize by law
CHECKLIST REQUIREMENTS	
WHERE TO SECURE	

<ol style="list-style-type: none"> 1. Petition for Correction of Clerical Error 2. (correction in the entry in the day and month in the date of birth) 3. PSA Copy of certificate of live birth 4. LCR Copy of certificate of live birth 5. Voter's Certification 6. School Records (Form 137, Transcript, Diploma) 13. Baptismal Certificate 7. Affidavit of Publication 14. Employment Clearance (no administrative case) 8. Newspaper Clippings 15. Valid ID's 9. Marriage Certificate (if applicable) 16. Community Tax Certificate (CEDULA) 10. Medical Records (with date of birth) 11. Employment Records 12. Police/NBI Clearance <p style="text-align: center;">* amenable for migrant petition</p>	<ol style="list-style-type: none"> 1. Philippine Statistics Authority(PSA) Office for the copy of civil registry documents (birth, death, marriage) 2. LCR Office for the copy of copy of civil registry documents (birth, death, marriage) 3. Government/Private Health Institution 4. Agency or office concerned (if applicable)
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CIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<ol style="list-style-type: none"> 1. Request for transaction data number and sign in the client log book at the Information Desk. 2. Submit the complete requirements of the petition to Municipal Civil Registrar Officer for initial Assessment and verification *Secure Order of Payment that will be issued 3. Pay the Required Fees at the Cashier * Secure Official Receipt 	<ol style="list-style-type: none"> 1. Give log book and transaction data number 2. Receive required documents and check for completeness <ol style="list-style-type: none"> a. Issue the Order of Payment b. Start Processing the Request Documents 3. Accept the Payment based on the 	<p>Filling Fee Php3,000.00</p>	<p>20days</p>	<p>MARIO V. OJANO – information officer</p> <p>ROSARIO M. AVES</p> <p>MANUEL M. ANDES MGDH I/MCR</p>
<ol style="list-style-type: none"> 4. Wait for the Release of Documents Requested 	<ol style="list-style-type: none"> a. Order of Payment b. 4. Issue Official Receipt Check Official Receipt Release of Documents 			<p>ROSARIO M. AVES - cashier</p>
TOTAL		Php3,000.00	20 days	
End of transaction				