



MUNICIPAL CIVIL REGISTRY OFFICE

Location: 2th floor New Taytay Municipal Building, Club Mania East Taytay, Rizal

Officer in Charge : Engr. Ronaldo L. Cruz

Tel No.: (02) 284-4720 / 284-4721



A. REGISTRATION OF CERTIFICATE OF LIVE BIRTH / MARRIAGE / DEATH

1. CERTIFICATE OF BIRTH

Requirement:

- Accomplished Certificate of Birth
- Baptismal Certificate
- Voter's Registration / SSS
- School Records / Form 137
- Marriage Certificate of Parents
- Any proof that the Registrant was born in this Municipality

PROCEDURES / STEPS
Present accomplish form of Certificate of Live Birth
Payment of subscribed of the subscribed Registration Fees
Submit receipt to the Office of the Municipal Civil Registry
Preparation of Civil Registry Documents to the PSA

2. CERTIFICATE OF MARRIAGE

Requirement:

- Accomplished Certificate of Marriage
- Certificate of Registration of Authority to Solen
- Marriage License

PROCEDURES / STEPS
Present accomplish form of Certification of Marriage
Payments of subscribed of the subscribed Registration Fees.
Submit receipt to the Office of the Municipal Civil Registry
Preparation of Civil Registry Documents to the PSA

3. Certificate of Death

Requirement:

- Accomplished Certificate of Death
- Embaimer Certification

PROCEDURES / STEPS
Present accomplish form of Certificate of Death
Payments of subscribed of the subscribed Registration Fees.

Submit receipt to the Office of the Municipal Civil Registry

Preparation of Civil Registry Documents to the PSA

B. REGISTRATION OF CERTIFICATE OF LIVE BIRTH / MARRIAGE / DEATH

Requirement:

- Application Form
- Parents Consent Form for ages 18 - 21
- Parents Advise Form for ages 21-25
- Certificate of Live Birth
- Certificate of Baptism
- Certificate of No Marriage (CENOMAR NSO)

PROCEDURES / STEPS

Present accomplish form of Certificate of Live Birth

Payment of subscribed of the subscribed Registration Fees

Submit receipt to the Office of the Municipal Civil Registry

Preparation of Civil Registry Documents to the PSA

C. PETITION FOR CORRECTION OF CLERICAL ERROR IN CIVIL REGISTRY DOCUMENTS (REPUBLIC ACT NO. 9048 AND R.A 10172)

Requirement:

- Baptismal
- NBI
- Police Clearance
- Voter's Registration Record
- GSIS / SSS Records
- School Record / Diploma
- Drivers License / ID's
- Insurance / Land Title
- Birth Certificate of Parents / Siblings
- Parents Marriage Certificate
- Affidavit of Non Employment
- Certificate Of Employment
- Medical Certificate from Emergency Hospital
- Old Municipal Records
- Residence Certificate

PROCEDURES / STEPS

Interview by the Municipal Civil Registrar

Preparation of Petition for Correction of Clerical Error and Change of Name, Gender, and Date of Birth

Notice of Posting

Certificate of Posting

Decision of the Municipal Civil Registrar after the 10-days Posting period

Transmit to the Office of the Civil Registrar General for the decision affirmation