



CERTIFIED COPIES OF BIRTH, DEATH, MARRIAGE AND OTHER CIVIL DOCUMENTS

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Request certified copy of birth, death, marriage certificates and other civil documents	<ul style="list-style-type: none"> •Felizardo Coralde, Jr. •Desiree Vitto •Reynaldo Sandiego 	5 mins.	Malabon Constituents	<ol style="list-style-type: none"> 1. Must be the owner of the document. (For minors, only parents are authorized) 2. Letter of Authorization and any valid ID 3. Request Form 	<ol style="list-style-type: none"> a. P50.00 – Verification b. P50.00 – Certification 	
2. Verify records	<ul style="list-style-type: none"> •Felizardo Coralde, Jr. •Desiree Vitto •Reynaldo Sandiego 	15 mins.				
3. Issuance of Order of Payment (Verification Slip, Request by, Desired No. of copies, Amount)	<ul style="list-style-type: none"> •Estrella Llaneta 	3 mins.				
4. Payment of necessary fees	CITY TREASURER'S OFFICE <ul style="list-style-type: none"> •Rosalina Labarda (Window 7) 	3 mins.				
5. Return verification slip, record payment (Official Receipt)	<ul style="list-style-type: none"> •Eduardo dela Cruz •Velmer Masayda •Joseph dela Cruz 	3 mins.				
6. Preparation of documents	<ul style="list-style-type: none"> •Eduardo dela Cruz •Velmer Masayda •Joseph dela Cruz 	20 mins.				
7. Releasing of documents	<ul style="list-style-type: none"> •Eduardo dela Cruz •Velmer Masayda •Joseph dela Cruz 	5 mins.				