

# CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

Tel.: (063) 224-5038 or 221-4308 email : [ccr\\_iligancity@yahoo.com](mailto:ccr_iligancity@yahoo.com)

**Frontline service : ISSUANCE OF CERTIFIED TRUE COPIES OF MARRIAGE CERTIFICATES**

**Schedule of Availability of Service :** Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM  
No noon break

**Who May Avail of the Service :** GENERAL PUBLIC

**Requirements :** Filled-up Verification form for Marriage

**Duration:** 20 minutes  
**Claim after:** same day release  
**Fees:** Service Fee – P200.00

## How To Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR to fill up verification form and submits to the Receiving Clerk / Verifier	Greets the client Checks the request as to correctness and completeness of details.  Verifies documents from file save in computer / archives  Issues order of payment to the applicant  Retrieves documents Advises client to pay to the treasurer's office.	10 minutes	CCR Clerk		Verification form
2	Proceeds to treasury and present the order of payment.	Receives the order of payment and issues Receipt	5 minutes	Cashier Treasurer's Office	Service Fee P100	Official Receipt
3	Returns to CCR Office and presents the Official Receipt to CCR personnel	Photocopies document Gives the Certified Copy to the applicant/client	5 minutes	CCR Clerk		
<b>END OF TRANSACTION</b>						