

# 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)

<b>Frontline service</b>	:	<b>ISSUANCE OF CERTIFIED TRUE COPY OF CIVIL REGISTRY DOCUMENTS BIRTH</b>
<b>Schedule of Availability of Service</b>	:	Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM No noon break
<b>Who May Avail of the Service</b>	:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.
<b>Requirements</b>	:	1. Authorization from the owner if not next of kin 2. Valid ID

\*\* Retrieval is difficult and will take longer time especially from 1980 down  
No available records from 1945 down (WW II)

**Duration: 68 minutes**

The total processing time is for one client being served at one-time.  
The time is extended when there are two or more clients being served.

**Claim after:** same day

**Fees: Service Fee – P100.00**



## How To Avail of the Service:

### ISSUANCE OF CERTIFIED TRUE COPY OF CIVIL REGISTRY DOCUMENTS BIRTH

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Proceeds to CCR and fill up request form	Greets the client Receives the properly filled up form and requirements	1 minute	CCR Clerk		
		Verifies if the record is available	2 minutes	CCR Clerk		
		Retrieves the records from the archive**	60 minutes	CCR Clerk		
		Advises the client to pay to the Treasury office	1 minute	CCR Clerk		
2	Pays to the Treasury office	Processes payment and issues Official Receipt (OR)	2 minutes	Cashier	Service Fee P100	Official Receipt
		Releases the document	1 minute	CCR Clerk		Municipal Form 102
<b>END OF TRANSACTION</b>						