

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

Frontline service : **ISSUANCE OF MARRIAGE CERTIFICATION (LCR FORM 3A)**

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: 25 minutes
Claim after: same day release
Fees: Service Fee – P100.00

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	Encodes the LCR Form 3A Gives the LCR Form 3A to the applicant/client	10 minutes	CCR Clerk		
END OF TRANSACTION						

