

Office or Division:	CITY CIVIL REGISTRY OFFICE – CDLI DIVISION			
Classification:	Divorce from Sharia Court			
Type of Transaction:	Complex			
Who may avail:	Documents Owner/ Successful Petitioner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Decree of Divorce/Decision Certificate of Finality Certificate of Registration Certificate of Authenticity Certificate of Divorce Joint affidavit of Muslim Spouse Conversion to Islam of Husband And Wife Marriage Certificate Note: Each shall be in 1 Original and 3 Photocopies, certified both by Sharia and Civil Registrar of place where the court sits		Sharia court, and Civil Registry of the place where Court sits -do- -do- -do- -do- -do- -do-		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all Requirements Send documents to PSA, Q.C by mail. Follow up Status Via: ons.gov.ph Once positive, request from PSA outlet a copy of annotated SECPA of Certificate of Marriage.	Verify all documents Certify all copies Annotates Marriage Certificate Prepare endorsement to PSA, Q.C Follow up status of request for annotated SECPA Via: ons.gov.ph Inform client thru text when positive	P 30.00/Page P 50.00/copy	10 mins. 10 mins. 10 mins.	Lalaine Benette Sijub Rhea Montesa Montano Sabanal Maribel S. Guzman-Asst. CCR
Office or Division:	CITY CIVIL REGISTRY OFFICE – CDLI DIVISION			

Classification:	Issuance of Requested copies of Birth, Marriage, Death and other Certification			
Type of Transaction:	Simple			
Who may avail:	Document Owner, Authorized Representative, Nearest- of- Kin			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p><u>Marriage Certificate</u> Valid ID of document owner If thru a representative: Valid IDs of Husband and Wife Authorization signed by both Husband and Wife Valid ID of Representative</p> <p><u>Birth Certificate</u> Valid ID of document owner If thru representative: Valid ID of document owner and Representative Authorization of the Document owner.</p> <p><u>Death Certificate</u> If deceased is Married: 1. Valid ID of Spouse 2. Marriage Certificate If request is thru a representative, add: 3. Authorization from Spouse. 4. Valid ID of representative If deceased is single: 1 Valid ID of parents 2 Authorization from parent</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present the requirements	Examine/Verify Issue the requested copy/copies		10 – 15 mins.	Marriage Division Othelo Abejuela/ Effee Gaviola Ma. Cecilia Simbajon Leda Mae Sales
Pay the fees – Treasurers office		P 30.00/ Certified three		Birth Division: Perle Joy T. Lee/Aeneas Vicente Akut /Jesse James F.

Receive copy/ copies or request		copy and certification P 30.00/ Certified machine copy		Salinas/Ramil Daomilas/ Loriza Ral Death Division: Alice Theresa Gil/Shirleen Monta Edgar Loquillano/ Mila Bangot Ritchie Hitois