

ISSUANCE OF CERTIFICATE OF FINALITY

Issuance of Certificate of Finality for the approved petitions for correction of clerical error, change of first name, correction of gender, birth date and birth month in their civil documents.

Office or Division:	City Civil Registry Department			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public (Must be personal or his duly authorized representative)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Copy of filed petition • If representative, authorization letter/SPA and valid government issued ID of the document owner and the representative 		Client/Document owner Client/Document owner Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call CCRD after two (2) to three (3) months for follow up on filed petition re: RA 9048 and/or RA 10172.	1.1 Prepare and sign the Certificate of Finality if petition was approved by PSA. 1.2 Issue order of payment.		40 minutes	Registration Officer IV City Civil Registrar
2. Pay the required fee at the Treasury Office.	2. Receive the payment and issue OR.	P 200.00	10 minutes	Local Treasury Operations Officer
3. Return to CCRD and present OR.	3.1 Accept OR and record transaction details in the logbook (client's		5 minutes	Registration Officer IV

	name, civil document, time, OR number). 3.2 Instruct the client to file the certificate of finality to PSA Main Office to request for an authenticated copy with annotation/remarks.			
4. Receive the Certificate of Finality and sign the logbook.	4. Release the Certificate of Finality.		5 minutes	Registration Officer IV

END OF TRANSACTION (Total Processing Time: 60 minutes after 2 to 3 months from PSA affirmation)