



Reference No. 24CRS02-04-2451

MEMORANDUM CIRCULAR NO. 2024-13

TO : ALL REGIONAL DIRECTORS, CRASD CHIEFS,
CHIEF STATISTICAL SPECIALISTS,
CITY/MUNICIPAL CIVIL REGISTRARS/OICs
AND CONCERNED PSA FIELD PERSONNEL

SUBJECT : Survey on the Updated Civil Registration Service
Fees and Charges

DATE : 19 April 2024

Under Rule 11, Article 16 (c) of the Implementing Rules and Regulations of Republic Act No. 10625, the National Statistician shall provide overall direction in the implementation of the Civil Registry Law and related issuances and exercise technical supervision over the civil registrars as Civil Registrar General.

In February 2022, the Philippine Statistics Authority (PSA) launched the "PhilSys Birth Registration Assistance Project" [now Birth Registration Assistance Project (BRAP)] in the country to ensure that all births of Filipinos are registered in the Local Civil Registry Offices and that they will be enrolled with the Philippine Identification System (PhilSys). The project aims to increase the level of civil registration especially in marginalized communities such as those belonging to the Indigenous Peoples, Muslim Filipinos, and the poorest sector in the country and ensure that they have their Philippine Identification (PhilID) issued which is a gateway for them to claim their social benefits and legal identity.

To guide the PSA on the fees and charges imposed and collected by the respective Local Government Units (LGUs) related to civil registration and for the smooth implementation of the above-mentioned project, all City/Municipal Civil Registrars (C/MCRs) and those designated as



officers-in-charge or those in the acting capacity shall submit the updated civil registration service fees and charges that are being imposed and collected to your clients.

For your reference, copy of the template of the list of civil registration service fees and charges imposed and collected are hereto attached. Also, to facilitate the submission, kindly fill out the requested items using the following link: Fees and Charges Collected by LCROs-
<https://bit.ly/42rPtm8>

For your information and strict compliance.



CLAIRE DENNIS S. MAPA, PhD
Undersecretary
National Statistician and Civil Registrar General



CSM/MBG/ECQ/RDF

Attachment:

1. Annex A - Template of the List of Civil Registration Service Fees and Charges Imposed and Collected

ANNEX A**Template of the List of Civil Registration Service Fees and Charges Imposed and Collected**

Region	Province	City/Municipality	Name of MCR	Status of Appointment	SB Resolution No.
			AMOUNT		
A. FOR DELAYED REGISTRATION					
1. Birth Certificate					
2. Marriage Certificate					
3. Death Certificate					
B. FOR THE ISSUANCE OF CERTIFICATES:					
1. Birth Certificate					
2. Marriage Certificate					
3. Death Certificate					
4. Civil Status					
5. Amended Certificate of Live Birth					
6. Transcript of Civil Registry Document					
C. MARRIAGES FEES:					
1. Marriage application and processing fees					
1.1 If one of the parties is not a Filipino Citizen					
1.2 If both parties are not Filipino Citizens					
2. Marriage License Form Fee (National)					
3. Marriage License Fee					
3.1 If one of the parties is not a Filipino Citizen					
3.2 If both parties are not Filipino Citizens					
4. Marriage Solemnization Fee					
4.1 If one of the parties is not a Filipino Citizen					
4.2 If both parties are not Filipino Citizens					
D. REGISTRATION FEES ON CIVIL STATUS OF PERSONS:					
1. Registration of Legitimation					
2. RA 9255					
3. Acknowledgement and Authority to use the surname of the father					
4. Registration of Adoption, Appointment of Guardian and Termination thereof					
5. Registration of Annulment of Marriage					
6. Registration of Foreign Decree of Divorce					

7. Legal Separation	
8. Registration of Naturalization	
9. Registration of Election of Filipino Citizenship	
10. Registration of Voluntary Renunciation of Citizenship	
11. Registration of Foreign Decree of Adoption	
12. Registration of Judicial Determination of Citizenship	
13. Registration of Affidavit of Supplemental Report	
14. Registration of Aliases	
15. Registration of Alien	
16. Certification of No Records and other Certification	
17. Other Special Proceedings	
18. Registration of Presumptive Death of Person	
19. Registration of Affidavit of Reappearance	
E. MISCELLANEOUS FEES:	
1. Affidavit of Oath of Allegiance for Philippine Citizenship	
2. Registration of Court Orders/ Decision to correct or change the entries in the records of birth, marriage or deaths	
3. Registration of legal document for record Purposes	
4. For photocopying of document and certification of correction thereof	
5. Other Court Decrees Registration	
6. Documentation Fee	
7. Registry of Finality / Entry of Judgment	
F. ISSUANCE OF CIVIL REGISTRY DOCUMENTS IN SECURITY PAPERS (SECPA)	
G. FEES ON RA 9048 (Change of First Name in the Certificate of Live Birth, and Correction of Clerical Error in the Certificate of Birth, Marriage and Death)	
1. Filing Fee for Petition for Change of First Name (CFN)	
2. Filing Fee for Petition for Correction of Clerical Error	
3. Processing Fee for petition	
4. Petition Form	
5. Migrant Petition service fee (CCE)	

6. Migrant Petition for CFN	
7. Registration of CCE and CFN	
H. SERVICE FEES FOR BATCH REQUEST SYSTEM (BREQS) (Add-on fee only)	
1. Birth Certificate	
1.1 For PSA	
1.2. Processing Fee	
2. Death Certificate	
2.1 For PSA	
2.2. Processing Fee	
3. Certificate of Marriage	
3.1 For PSA	
3.2. Processing Fee	
4. Certificate of No Marriage	
4.1 For PSA	
4.2. Processing Fee	

