

## CHECKLIST FOR REGISTRATION/ANNOTATION OF COURT DECISION/ORDER/JUDGMENT/RESOLUTION

A. IF THE COURT IS LOCATED OUTSIDE TAGUM CITY	B. IF THE COURT IS LOCATED IN TAGUM CITY
<ol style="list-style-type: none"> <li>1. Court Decree/Decision/Order/Judgment/Resolution</li> <li>2. Certificate of Finality/Entry of Judgment</li> <li>3. Certificate of Registration issued by the Local Civil Registrar</li> <li>4. Certificate of Authenticity issued by the Local Civil Registrar</li> <li>5. Affected Birth/Marriage/Death Certificate</li> </ol> <p style="text-align: center; color: green;"><b><u>Additional Requirements for a Divorce Decree issued by a Shari'ah Court</u></b></p> <ol style="list-style-type: none"> <li>6. Certificates of Conversion of the Spouses to Islam</li> <li>7. Affidavit of Ratification of Marriage under Islam Religion to be executed by the Spouses</li> <li>8. Certificate of Divorce</li> </ol> <p>Note: <b>All requirements, except no. 5, shall be duly certified by the Office of the Civil Registrar or by the Shari'ah Court Civil Registrar where the Court is located. Please submit the requirements in two (2) sets.</b></p>	<ol style="list-style-type: none"> <li>1. Court Decree/Decision/Order/Judgment/Resolution</li> <li>2. Certificate of Finality/Entry of Judgment</li> <li>3. Affected Birth/Marriage/Death Certificate</li> </ol> <p>Note: <b>Requirements 1 and 2 shall be original or duly certified by the Clerk of Court. Please submit two (2) original or duly certified copies <u>and</u> three (3) photocopies .</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Additional requirements if the affected Birth/Marriage/Death Certificate is registered in Tagum City:</b></p> <ol style="list-style-type: none"> <li>1. <b>Postal Money Order P140.00</b> (Post Office, Mabini St., Tagum City) Payee: PSA, Quezon City Payor: Flordeliza J. Zulueta</li> <li>2. <b>Postage Stamps (P 150.00) or LBC/JRS Express</b></li> <li>3. <b>PSA Request Form (For Birth/Marriage/Death Certificate)</b></li> </ol> </div>
<p>The Court Decree will be subject for verification or confirmation of its authenticity at the Office of the Clerk of Court or at the concerned Office of the Civil Registrar where it is registered. A Mailing Fee will be charged.</p>	

PLEASE PAY ONLY AT THE OFFICE OF THE CITY TREASURER, G/F, NEW CITY HALL.

Court Decree/Order/Decision rendered by a Court located in Tagum City			Court Decree/Order/Decision rendered by a Court located outside Tagum City	
Annulment/ Legal Separation	Adoption/Presumptive Death	Correction of Clerical Error, Change of First Name, Custody of a Minor, Paternity and Filiation, others		
Registration Fee	P 2,000.00	Registration Fee	P 1,000.00	Certification Fee
Archival Fee	100.00	Archival Fee	100.00	Endorsement Fee
ESPF	100.00	ESPF	50.00	ESPF
Endorsement Fee	200.00	Endorsement Fee	200.00	RCEPF
RCEPF	20.00	RCEPF	20.00	Security Fee
Security Fee	20.00	Security Fee	20.00	TOTAL
<b>TOTAL</b>	<b>P 2,440.00</b>	<b>TOTAL</b>	<b>P 1,390.00</b>	<b>P 590.00</b>
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"FIXERS ARE NOT ALLOWED."

"NO TIPPING"