

# REGISTRATION OF COURT DECREES

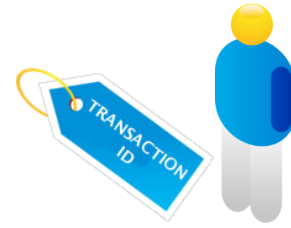
(Annulment of Marriage, Legal Separation, Correction of Entries etc.)

Contact Person: Delma Villanueva

Contact Number: 227-5794

## Step 1

Get a transaction ID for *Court Decrees* at the Front desk.



## Step 2

Present the Court Decree and other documents for evaluation at the Court Decree Division staff .



## Step 3

Fill up the necessary forms (*doc track form*)



## Step 4

Pay the corresponding fees at the CTO



## Step 5

File the application at the Administrative Section & receive the claim stub



## Step 6

Return to the CCRO to claim the Certificate of Registration etc. on the date specified in the claim stub



### TIME FRAME

Processing – 1 Hour

Releasing – 10 to 15 days



## Requirements for REGISTRATION and ANNOTATION of Court Decrees (Courts in Davao City)

- 2 sets of Court Decision/Order
- 2 sets of Certificate of Finality
- Pay the required fees

<b>Adoption</b>	<b>500.00</b>
<b>Annulment of Marriage</b>	<b>2,500.00</b>
<b>Correction of Entry</b>	<b>200.00</b>
<b>Cancellation of Civil Registry Record</b>	<b>200.00</b>
<b>Presumptive Death</b>	<b>200.00</b>
<b>Change of Name in the Birth Certificate</b>	<b>200.00</b>

### (Out of Town)

- 2 sets of Court Decision/Order
- 2 copies of Certificate of Finality
- 2 copies of Certificate of Registration from MCR's/CCR's where the Decision/Order was rendered/issued.
- Certification Fee – P 275.00