



## 5. Out-of-Town Registration of Certificate of Live Birth (Incoming)

Out-of-town (incoming) reporting of birth occurs when the Certificate of Live Birth is presented to the civil registrar of a city or municipality which is not the place of birth, not for the city or municipality but to be forwarded to the civil registrar of the city or municipality where the birth occurred and where it should be registered.

<b>Office or Division</b>	Office of the Municipal Civil Registrar			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C-Government to Citizen			
<b>Who may avail</b>	Parents/			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly prepared Certificate of Live Birth with all the requirements attached from the resident LCRO - (4) original copies		Local Civil Registry Office where the registrant resides		
Official Receipt		Municipal Treasurers Office (Windows 1-6)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Deliver via airmail the Certificate of Live Birth with all the requirements attached from resident LCRO	1. Receive and verify the duly prepared Certificate of Live Birth w/ all the requirements attached	None	5 Minutes	<i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
	1.1 Check for the completeness of data and requirements and record the Birth to assign a registry number	None	5 Minutes	
	1.2 Prepare and encode the data in the PhilCRIS (Philippine Civil Registry Information System)	None	15 Minutes	



1.3 Posting of 10 days from the date of received	None	10 Days	
1.4 Issuance of Official Receipt	Delayed Registration Fee P 100.00 Documentary Stamp P 30.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
1.5 Approval and releasing of registered Certificate of Live Birth	None	5 Minutes	<i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
1.6 Mail back the registered documents to residents LCRO thru the pre-paid return mail attached	None	10 Minutes	
	<b>TOTAL:</b>	<b>PHP 130.00</b>	<b>10 Days and 40 Minutes</b>

*Registration of Certificate of Live Birth is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753*