



## 6. Out-of-Town Registration of Certificate of Live Birth (Out-Going)

Out-of-town (out-going) reporting of birth occur 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/Owner	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Negative Result from PSA - (1) original, (2) photocopies	Client
	Joint Affidavit of Birth (2 disinterested person) - (3) original copies	Client
	Out-of-town Affidavit (self-affidavit) - (3) original copies	Client
	Certificate of Marriage, if married - (3) photocopies	Client
	Recent, Community Tax Certificate - (1) original copy	Client
	Official Receipt	Municipal Treasurer's Office (Windows 1-6)
	At least one (1) of the following:	
	Immunization Card - (3) photocopies	Client
	Baptismal Certificate - (3) photocopies	Client
	School Record form no. 137 - (3) photocopies	Client
	Other evidence of birth, showing re: Full	Client



Name, Place of Birth, Date of Birth				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all the requirements at the receiving area. Secure data sheet to fill up data and other information (make sure that all needed information are filled up)	1. Receive and verify the duly prepared Certificate of Live Birth w/ all the requirements attached	None	5 Minutes	<i>Registration Officer III</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 Issue the order of payment	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Secretary's Fee P 50.00 Documentary Stamp P 30.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer



3. Return to the Registrar's Office for the processing and mailing of the Certificate of Live Birth with complete requirements	3. Mail the Out-of-Town Registration to the LCRO of place of birth thru LBC tracking w/ pre-paid return mail	None	10 Minutes	<i>Registration Officer III</i> Office of the Municipal Civil Registrar
	<b>TOTAL:</b>	<b>PHP 80.00</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*