7. Registration of Certificate of Live Birth (Timely)

Office or Division	Office of the Municipal Civil Registrar
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may avail	Parents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly prepared Certificate of Live Birth signed by physician/midwife, if born in Hospital or Clinic - (4) original copies, if not fill-up birth data sheet	Hospital/Lying-in Clinic/Birthing Center
Unwed parents secure (Affidavit to Use Surname of Father/AUSF), pursuant to RA 9255, if applicable, please see transaction no. 11 (revised IRR shall apply to all illegitimate children born on or after March 19, 2004) - (3) copies original	Client
Certificate of Marriage, if married - (1) photocopy	Client
Recent, Community Tax Certificate - (1) copy original	Client
Official Receipt	Office of the Municipal Treasurer (Windows 1-6)

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all the requirements at the receiving area. If born at home, secure data sheet to fill up data and other information	1. Receive and verify the duly prepared Certificate of Live Birth w/ all the requirements attached	None	2 Minutes	*Registration Officer III* Office of the Municipal Civil Registrar

(make sure that all needed information are filled up correctly)	1.1 Check for the completeness of data and requirements and record the Birth to assign a registry number	None	3 Minutes	*Assistant Registration Officer* Office of the Municipal Civil Registrar
	1.2 Prepare and encode the data in the PhilCRIS (Philippine Civil Registry Information System)	None	15 Minutes	*Administrative Aide II* Office of the Municipal Civil Registrar
	1.3. Issue the order of payment for the issuance of secretary's fee	None	5 Minutes	*Administrative Aide II* Office of the Municipal Civil Registrar
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		*Revenue Collection Clerk II* Office of the Municipal Treasurer
3. Return to the Registrar's Office for the processing and releasing of Certificate of Live Birth	3. Approval and releasing of registered Certificate of Live Birth to client	None	5 Minutes	*Registration Officer III Assistant Registration Officer Sr. Administrative Assistant II Administrative Aide II* Office of the Municipal Civil Registrar
		TOTAL:	**PHP 80.00**	**30 Minutes**	