



## 8. Registration of Certificate of Live Birth (Delayed)

Registration of Certificate of Live Birth (Delayed) is complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of the pregnancy, which after such separation, breaths or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles; each product of such birth is considered live birth. A birth records is a source of vital information and provides legal proof and facts of the identity of an individual. If the birth was reported after 30 days from the time of birth it is considered as delayed registration.

<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
	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
	Joint Affidavit of Birth (2 disinterested person) - (3) copies original	Client
	Certificate of Marriage, if married - (3) photocopies	Client
	Recent, Community Tax Certificate - (1) copy original	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 Name, Place of Birth, Date of Birth	Client			
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit all the requirements. If born at home, secure data sheet to fill up data and other information (make sure that all needed information are filled up correctly)	1. Receive and verify all required documents 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	<i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
	1.2 Prepare and encode the data in the PhilCRIS (Philippine Civil Registry Information System)	None	15 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	1.3 Posting of 10 days from the date of received	None	10 Days	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	1.4. Issue the order of payment for the issuance of secretary's fee	None	5 Minutes	<i>Administrative Aide II</i> 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	Delayed Registration Fee P 100.00 Documentary Stamp 30.00		<i>Revenue Collection Clerk II</i> 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	<i>Registration Officer III</i> <i>Assistant Registration Officer</i> <i>Sr. Administrative Assistant II</i> <i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	<b>TOTAL:</b>	<b>PHP 130.00</b>	<b>10 Days and 35 Minutes</b>	