

Delayed Registration of Birth Certificate

Delayed Registration of Birth Certificate must be filed at the Office of the Municipal Civil Registrar after the lapse of the prescribed 30 calendar days.

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All unregistered births born in Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Negative Result (1 Original and 2 photocopy)		Philippine Statistics Authority		
Any two of the following documentary evidences which may show the name of the child, date and place of birth, name of father and mother				
Baptismal Certificate (3 photocopy)		Church where baptized		
School Records (Form 137 elementary) (2 photocopy)		School where studied		
Marriage Contract (if married) (2 photocopy)		Municipal Civil Registrar Office and PSA		
Voter Registration Record (2 photocopy)		COMELEC Office		
Cedula (1 copy)		Municipal Treasury Office		
Government Issued Identification Card (2 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
Member Data Record (Philhealth) (2 photocopy)		Philhealth Office		
Barangay Certification (2 photocopy)		Barangay Captain (place of birth)		
Affidavit of two disinterested persons who might have witnessed or known the birth of the child		Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or staff for delayed registration	1. Provide information data form to be filled out	None	1 Minute	Municipal Civil Registrar Administrative Aide I Municipal Civil Registrar Office
2. Submit the properly filled out data information together with the supporting documents for the delayed registration	2. Receive and check if the entries are properly filled out and the authenticity of the documents submitted.	None	2 Minutes	Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar
	2.1 Process the application for delayed registration		10 Minutes	
	2.2 Issue payment order		1 Minute	



BAGONG PILIPINAS

3. Client proceed to Municipal Treasury Office for payment	3. Accept payment and issue official receipt	Php 430.00	2 Minutes	<i>Revenue Collection Clerk I Administrative Aide I Office of the Municipal Treasury</i>
4. Return to Civil Registrar Office to present official receipt. Check the correctness in the entries of live birth, sign the document and return to the registry personnel	4. Post in the bulletin board for 10 consecutive days. 4.1 Advise the client that the registration of the birth certificate will be after the completion of 10 days posting period.	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
5. Return on the 11 th day to receive the owner's copy	5. The Municipal Civil Registrar review and sign the birth certificate. 5.1 Register the documents in the Registry Book. 5.2 Issue the owner's copy.	None	2 Minutes 2 Minutes 1 Minute	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
TOTAL:		Php 430.00	11 Days and 23 Minutes	