

Out-of-Town Registration of Birth Certificate

Out-of-town reporting of birth occurs where the Certificate of Live Birth is presented to the Civil Registrar of a city or municipality which is not the place of birth, nor for registration but to be forwarded to the civil registrar of the city or municipality where the birth occurred.

Office or Division:	Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Constituent of Reina Mercedes born in other City or Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Negative Certification of Birth		Philippine Statistics Authority		
At least four (4) documents with a proof of place of birth				
Baptismal Certificate		Church where baptized		
Marriage Certificate		Philippine Statistics Authority or Municipal Civil Registrar Office		
Voters Registration Record		COMELEC Office		
School Records		School where studied		
Government Issued Identification Card (2 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
Barangay Certification		Barangay (place of birth)		
Affidavit of Two Disinterested Person		Notary Public		
Affidavit of Out-of-town Registration		Municipal Civil Registrar and Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or Staff, submit or present the PSA negative certification and the requirements.	1. Interview. Check if the lists of requirements are complete.	None	2 Minutes	Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar
	1.1 Assist the client to inquire in the province or municipality the expenses for late registration of birth.		3 Minutes	
	1.2 Prepare the documents		8 Minutes	
2. Receive the documents and send to the Municipal Civil Registrar Office where he/she was born.	2. Release the documents	None	1 Minute	Municipal Civil Registrar Administrative Aide / Office of the
	2.1 Instruct the client to send to the Office of the Municipal Civil Registrar		3 Minutes	



	the documents thru Lbc			Municipal Civil Registrar
TOTAL:		None	17 Minutes	