

Timely Registration of Birth Certificate (Born out of Marriage)

Republic Act No. 3735 mandates that acts, events concerning the civil status of persons shall be recorded in the appropriate civil register at the Office of the Municipal Civil Registrar.

Office or Division:	Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identification Card (2 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
Affidavit to Use the Surname of the Father		Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or Staff for Birth registration	1. Provide information data form to be filled out and the requirements to be submitted	None	1 Minute	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
2. Submit the properly filled out data information together with the supporting documents for verification.	2. Verify the validity of the supporting documents submitted and examine the data information form if the entries are properly filled out	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
	2.1 Process the application for birth registration		8 Minutes	
	2.2 Issue payment order		1 Minute	
3. Client proceeds to the Municipal Treasury Office for payment.	3. Accept payment and issue official receipt	Php 100.00	2 Minutes	<i>LTOO I Revenue Collection Clerk I Administrative Aide I Office of the Municipal Treasury</i>
4. Present official receipt and read carefully the birth certificate if the entries accurately encoded then sign the documents.	4. Instruct the client to proceed to the attendant of birth for signature and to the Notary Public to subscribe the Affidavit to Use the Surname of the father and at the back of the birth certificate	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
5. The client return to the Municipal Civil Registrar for the	5. The Municipal Civil Registrar review and sign the document.	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I</i>



registration	5.1 Register the document in the Registry Book.		1 Minute	Office of the Municipal Civil Registrar
6. Receive the owner's copy.	6. Release the owner's copy.	None	1 Minute	<i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar
TOTAL:		Php 100.00	20 Minutes	