

Timely Registration of Birth Certificate

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 (born in Reina Mercedes)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Marriage Certificate (2 photocopy)		Municipal Civil Registrar Office or Philippine Statistics Authority		
Government Issued Identification Card (2 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
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	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	2. Verify the validity of the supporting documents submitted and check the data information form if the entries are properly and completely 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>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 client to proceed to the attendant of birth for signature	None	1 Minute	<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 registration	5. The Municipal Civil Registrar review and sign the document.	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the</i>



	5.1 Register the document in the Registry Book.		1 Minute	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	19 Minutes	