



6. Registration of Birth and Marriage

Republic Act No. 3753 mandates the establishment of a civil registry in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of a person shall be recorded.

The birth of a child must be registered within thirty (30) days from the time of birth.

An ordinary marriage certificate must be submitted within fifteen (15) days following the solemnization of marriage while a marriage exempted from license, within thirty (30) days.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age, Solemnizing Officer, Attendant at Birth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Birth				
Certificate of Live Birth (COLB) (4 original)		Attendant at Birth		
Marriage contract of parents		PSA Office or Outlet / Municipality where the applicant was born		
Presence of Father for admission/acknowledgment (if illegitimate)		Local Civil Registry Office		
For Marriage				
Certificate of Marriage (1 set of original copy)		Solemnizing Officer		
Marriage License (<i>if any</i>) (1 photocopy)		Local Civil Registry Office		
Affidavit of spouses (<i>if Art.34</i>) (1 original, 2 photocopies)		Notary Public/Attorney-at-law		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Document for Registration.	1. Check presented document/s for registration.	None	8 Minutes	Office Staff Local Civil Registry Office
2. Get advice and stub to claim the document.	2. Issue a claim stub stating the date when the document will be released.	None	5 Minutes	Office Staff Local Civil Registry Office
3. Present claim stub and claim COLB /COM Owner's copy of as scheduled.	3. Issue the registered document (birth/marriage certificate) that is written in the claim stab.	None	5 Minutes	Office Staff Local Civil Registry Office
TOTAL:		None	18 Minutes	