



1. Application for Late Registration and Out-Of-Town Report of Birth

A birth not reported within thirty (30) days is considered late. Delayed Registration of birth, like ordinary registration made at the time of birth, shall be filed at the office of the Civil Registrar at the place where the birth occurred.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and of legal age, nearest of kin			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Negative Result from PSA (1 original)		PSA Office & outlets.		
Baptismal Certificate (1 original)		Church where the child was baptized.		
Joint Affidavit of 2 disinterested parties (1 original)		Mayor's Office/Notary public		
Marriage Contract of parents (1 original)		PSA Office or Outlet/Municipality where it was recorded.		
Marriage Contract of applicant (for married woman) (1 Certified True Copy)		PSA Office or Outlet/Municipality where it was recorded.		
Immunization Record (for minor) (1 Photocopy)		Barangay health center/Pediatrician		
School Record (for student) (1 Photocopy)		School where the child went.		
Voter's Registration Record (for adult) (1 Original or Photocopy)		COMELEC offices where the client is a registered voter.		
For Illegitimate child:	a. all the requirements given above	Clients will get it to all the respective offices.		
	b. Both parents or child will affix their signatures.	Father, Mother and Child		
	c. Sworn statement of mother.	Notary public/ Mayor's Office/ LCRO		
	d. Affidavit to Use the Surname of the Father (AUSF)	Notary public/ LCRO		
If Married:	a. CENOMAR	PSA Office or PSA Outlet.		
	b. Affidavit of Legitimation	Notary Public		
For Out-Of-Town Report of Birth	a. all the requirements given above	Clients will get it to all the respective offices.		
	b. Payment	Inquire with the MCR where the client was born.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for list of requirements for application for delayed registration of birth.	1. Give the complete list of requirements needed by the client.	None	9 Minutes	Office Staff Local Civil Registry Office



2. Secure and accomplish application form upon completion of requirements.	2. Guide the client while accomplishing the application form.	None	15 Minutes	Office Staff Local Civil Registry Office
3. Submit accomplished application form and requirements.	3. Verify the submitted form and requirements for errors.	None	3 Minutes	Office Staff Local Civil Registry Office
4. Get advice & stub to claim the owner's copy of COLB after 10 days of posting.	4. Count the days and give the client claim stub on when the Certificate of Live Birth will be released.	None	5 Minutes 10 Days	Office Staff Local Civil Registry Office
5. Present claim stub and Claim owner's copy of Certificate of Live Birth.	5. Issue the personal copy of the client. For out of town reports, the COLB and supporting documents will be mailed to the concerned MCR.	None	8 Minutes	Office Staff Local Civil Registry Office
TOTAL:		None	10 Days & 43 Minutes	

(Application for Late Registration and Out-Of-Town Report of Birth) is qualified for multi-stage processing.