



Republic of the Philippines  
URBIZTONDO, PANGASINAN  
**OFFICE OF THE BUILDING OFFICIAL**



**Birth Certificate Requirements**

• **For a registered birth:**

1. Duly accomplished application form/request form.
2. Valid ID of the applicant (e.g., driver's license, passport, SSS ID, etc.).
3. If the applicant is not the subject of the record or the parent/guardian, a Special Power of Attorney (SPA) or authorization letter may be required.
4. Official Receipt of payment.

• **For late registration of birth (additional requirements may apply):**

1. Affidavit of Late Registration from the parent or guardian.
2. Negative Certification of Birth from PSA (Philippine Statistics Authority).
3. Baptismal Certificate (if available).
4. School records (if applicable).
5. Proof of birth (e.g., certification from hospital/clinic, affidavit of disinterested person).
6. Marriage Certificate of parents (if applicable).