

APPLICATION FOR LATE REGISTRATION OF BIRTH

Requirements (at least 3 or 4 of the following)

1. NSO negative Result (for 2 years old and above)
Affidavit of Two (2) Disinterested Person who might have witnessed or known the birth of the child (for 1 yr. old and above).
2. Any two (2) of the following documentary evidence which shows the name of the child, Place of birth and the name of the parents
 - a. Baptismal/Dedication Certificate
 - b. School Records (Form 137-E or Transcript)
 - c. Voter's Certificate
 - d. Philhealth Members Data Record
 - e. Passport/Postal ID
 - f. Service Record (if employed)
 - g. SSS Record (E/E-4/RS-1)
 - h. Others:
 - i. Immunization Card
 - ii. Barangay Certificate (for 12 years old and below for home deliveries)
3. Marriage Certificate (parent and applicant if married).
4. Community Tax Certificate (cedula).

Step 1 Client Fills up request for verification at the front desk.

Step 2 Client waits for the result of the verification at window A.

Step 3 Receiving Clerk reviews at the receiving table the pertinent documents submitted.

Step 4 Client proceeds to Window B for typing of COLB.

Step 5 Client goes to a lawyer for notarization of the said document.

Step 6 Go back to receiving table for the issuance of claim stub.

Step 7 After ten (10) days the applicant can claim the registered Birth Certificate at Window C.

IN CLAIMING BIRTH CERTIFICATES PLEASE BRING VALID I.D.,
AUTHORIZATION LETTER OR SPA (With valid I.D. of the authorizing person)

TIME FRAME

Processing – 20 minutes (Step 1 to 6)

Releasing – After 10 days