

## **APPLICATION FOR TIMELY REGISTRATION OF BIRTH**

**(Registered within 30 Days from Birth)**

### **Requirements**

#### **Hospital or Clinic Born:**

- a) Filled-up Certificate of live Birth form (COLB)
- b) Marriage Contract

#### **Home Born:**

- a) Barangay Certification
- b) Certificate of Live Birth signed by the Hilot
- c) Marriage Certificate

**NOTE:** For illegitimate child, father should personally carry the COLB & must bring with him valid I.D. and Cedula.

**Step 1** (Hospital or Clinic) Hospital clerk will prepare the birth certificate & submit to the receiving clerk of CCRO for evaluation.

**Step 2** (Home) Client submits the requirements to the receiving clerk at CCRO window B and wait for typing.

Note: Client proceeds to the lawyer for notarization if the child is illegitimate, then submit it back to window B.

**Step 3** The COLB must be signed by authorized person and a registry number will be assigned to the said document.

**Step 4** The COLB will be released at window B.

Time Frame

Processing to Releasing

15 minutes (Step 2 to 4)

**ALL BIRTH REGISTRATION TIMELY OR LATE IS FREE OF CHARGE**