REGISTRATION OF BIRTH (Late)

Republic Act 3753 Mandates the establishment of the Civil Registry in the Philippines. The birth of a child, being vital event for a person, must be registered within 30 days form time of birth of the Office of the Civil Registrar.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Any citizen who wish to avail of assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Negative Certification	Philippine Statistics Authority (PSA)
2x2 latest photo of the registrant	Client's Copy
Barangay Certification	Barangay Hall of residence
Philippine Identification Card/Digital ID/PhilSys transaction slip (for ages 1+)	Philippine Statistics Authority (PSA)
Marriage Certificate (if married)	Office of the Municipal Civil Registrar or PSA
Any two (2) of the following: Member Data Record	 Philhealth
Voter's Registration Record	Comelec where the person is registered
Baptismal Certificate	Religious Institutions
Form 137	School where the person studies/ied
Passport (if applicable)	DFA
For 80 years old and above: Age verification	 PSA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive and examine the requirements	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Wait for the advice of the staff for the typing of document	2. Type the document, post the notice for 10 days in the bulletin board	None	10 days 20 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Pay to the cashier	3. Process payment and issue an official receipt	*Php200.00	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Return to the receiver	4. Approve and sign document	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
5. Wait for processing of birth certificate	5. Process the birth certificate, provide registry number and have it recorded in the Civil Registry Book of Birth	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil

				Registrar
6. Return after 10 days	6. Release the registered certificate of live birth	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 200.00	10 days 61 minutes	

**Fees mandated by the Local Revenue Code of 2001 Section 4B of Magalang, Pampanga*