REGISTRATION OF BIRTH (Timely)

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:	Simple
Type of Transaction:	G2C
Who may avail:	Any citizen who wish to avail of assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If Parents are married: 1. Marriage Certificate of the parents	Office of the Municipal Civil Registrar or PSA
If Parents are not married: 1. Duly accomplished Affidavit of Acknowledgement/Admission of Paternity 2. Community Tax Certificate (Cedula) of both parents 3. Valid Identification Cards (IDs) of both parents	PAO/Notary Public/LCRO Office of the Municipal Treasurer/Brgy. Hall Government Agencies (e.g., SSS, GSIS, PRC, LTO, Post Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished form	1.1 Receive and examine accomplished form 1.2 Provide registry number	None	12 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 processing and signing and releasing of the certificate of live birth	2. Approve and sign the document for registration	None	12 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3 Pay required fee at the Cashier (For unmarried parents only)	3. Accept Payment and issue an Official Receipt (OR).	P200.00	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Receive registered document.	3. Release the registered copy of the document	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	P200.00	39 minutes	