**III. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**

**3.1. Registering Births and Issuance of Certificate of Live Birth (COLB)**

ABOUT THE SERVICE: The Office of the Civil Registrar is tasked with registering live births within the 30 day reglementary period from the time of birth. As a vital document, it is required in availing of services in various agencies/offices.

CLIENT GROUPS:

 Parents/guardians/attendant at birth/hospital authorities and persons who have reached legal age but whose facts of birth have not been reported at the Municipal Civil registrar.

REQUIREMENTS:

*For children born at home:*

 *If parents are married:*

 *On-time registration:*

* Marriage contract of parents
* Signature of attendant at birth
* Barangay midwife’s certification of the circumstances at birth

 *Delayed Registration:*

* NSO-Negative Certification of Birth (1945-1989)
* Baptismal certificate of the child
* Marriage contract of parents
* Signature of attendant at birth ( if still living)
* Affidavit of two (2) disinterested parents
* Recent community tax certificate of the informant

 *If parents are not married:*

 *On-time Registration*

* Signature of attendant at birth
* Personal appearance of the father at the Municipal Civil Registrar’s Office (if the child is to be acknowledged or the father is willing to admit paternity of the child).

 *Delayed Registration:*

* NSO-Negative Certification of Birth ( 1945-1989)
* Baptismal certificate of the child
* Personal appearance of the father at the Municipal Civil Registrar’s Office & his recent Community Tax certificate (if the child is to be acknowledged or if the father is willing to admit paternity of the child)
* Sworn statement of the mother /or sworn statement of the father/grandmother/grandfather in lieu of the mother ( if the mother is deceased or her whereabouts are unknown) and recent community tax certificate.
* Affidavit of two(2) disinterested persons.

*For children born in the hospital/maternity clinic:*

 *If parents are married:*

 *On time Registration:*

* Duly accomplished quadruplicate copies of Certificate of Live Birth with the signature of attendant at birth, the informant and the hospital staff who prepared the Certificate of Live Birth.

 *Delayed Registration (those who will be registered after the 30 day reglementary period)*

* Duly accomplished quadruplicate copies of Certificate of Live Birth with the signature of attendant at birth, the informant and the hospital staff who prepared the Certificate of Live Birth.
* Recent Community Tax Certificate of the informant

 *If parents are not married*

 *On time Registration*

* Duly accomplished quadruplicate copies of Certificate of Live Birth with the signature of attendant at birth, the informant and the hospital staff who prepared the Certificate of Live Birth.
* Personal appearance of the father at the Municipal Civil Registrar’s Office ( if the child is to be acknowledged or if the father is willing to admit paternity of the child) & his recent Community Tax Certificate

 *Delayed Registration:*

* Duly accomplished quadruplicate copies of Certificate of Live Birth with the signature of attendant at birth, the informant and the hospital staff who prepared the Certificate of Live Birth.
* Personal appearance of the father at the Municipal Civil Registrar’s Office & his recent Community Tax Certificate ( if the child is acknowledged)
* Sworn statement of the mother/father/guardian & recent Community Tax Certificate
* Affidavit of two(2) disinterested persons

SERVICE SCHEDULES:

 Monday to Friday

 8:00AM-12:00Noon, 1:00Pm-5:ooPM

TOTAL PROCESSING TIME: 45 Minutes

TOTAL FEES/CHARGES:

 Late Registration: P

PROCESS OF AVAILING THE SERVICE:

*On-time registration of children born at home (of married /unmarried parents)*

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| Steps Involved | Actions Taken | Transaction Time | Persons Responsible |
| 1. Fill-out and submit application and requirements for birth registration and provide needed information during the interview.
 | Prepares a Certificate of Live Birth based on the information supplied | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 2. Review the document and affix signature on the space provided | Types/encodes the COLB and informs the client to pay fees | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 3. Pay the corresponding fees at the Municipal Treasurer’s office. (For late registration only). | Issues official receipt | 10 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
| 4. Return to the MCR and present the Official receipt. Wait as the clerk records the document. | Assigns registry number to the COLB | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 5. Claim the registered documents | Issues COLB and records issuance | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |

*Delayed registration of children born at home (of married and unmarried parents)*

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| Steps Involved | Actions Taken | Transaction Time | Persons Responsible |
| 1. Fill-out and submit application and requirements for birth registration and provide needed information during the interview.
 | Prepares a Certificate of Live Birth based on the information supplied | 10 minutes | Roy L. DilaoAntonino L. Gimpaya |
| 2. Review the document and affix signature on the space provided | Types/encodes the COLB and informs the client to pay fees | 5 minutes | Roy L. DilaoAntonino L. Gimpaya |
| 3. Pay the corresponding fees at the Municipal Treasurer’s office. (For late registration only). | Issues official receipt | 10 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
| 4. Return to the MCR and present the Official receipt. Wait as the clerk records the document. | Informs the client of the date of release of the COLB in compliance with the 10-day posting period | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 5. Claim the registered documents on the scheduled date of release | Issues COLB and records issuance | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |

 *On time registration of children born in the Municipal Health Office/Lying-in clinic (of married parents).*

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| Steps Involved | Actions Taken | Transaction Time | Persons Responsible |
| 1. Fill-out and submit application and requirements for birth registration and provide needed information during the interview.
 | Reviews the documents for completeness | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 2. Pay the corresponding fees at the Mun. Treasurer’s Office | Issues Official Receipt | 5 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
| 3. Return to the Municipal Civil Registrar’s Office, present the official receipt and wait for the release of the COLB  | Acknowledged OR and advises client to wait for the release of the COLB | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 4. Claim the duly registered COLB  | Issues the COLB | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |

*Delayed registration of children (of married and unmarried parents) born in the Municipal Health Office/ Lying –in clinic.*

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| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Fill-out and submit application and requirements for birth registration and provide needed information during the interview.
 | Prepares a Certificate of Live Birth based on the information supplied | 10 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |
| 2. Review the document and affix signature on the space provided | Types/encodes the COLB and informs the client to pay fees | 5 minutes | Roy L. DilaoRosalina MoranAntonino L. Gimpaya |