CITIZEN'S CHARTER

Frontline Service: Registration of Certificate of Live Birth (On-Time Registration)

Office: Local Civil Registry

2nd Floor, City Hall Building

Schedule of Availability of Service:

Monday – Friday 8:00 a.m. to 5:00 p.m. without noon break

Who may Avail of the Service?

- Persons responsible to report the event within The reglamentary period as per A.O. No. 1, S-93
- -New born baby should be registered within 30 days from the time of birth by either of the following:
- Hospital representative
- Attendant at birth
- Parents

For newly born with unmarried parents:

both parents should be present during registration

What are the Requirements?

Duly accomplished and signed Certificate of Live Birth

Additional Requirements for unmarried parents:

- Affidavit of Acknowledgment/ Admission of Paternity
- 2. Affidavit to Use the Surname of the Father (RA 9255)

Fees/Charges:

Married and Single Parents – None Unmarried Parents – 460.00

Breakdown of Fees

Affidavit to Use Surname of the Father 300.00 3-Certifications @ P50.00 each 150.00 UP Law Center (UPLC) 10.00

Duration (under normal circumstances): Usual registration – 10 minutes

Unmarried Parents – 30 minutes

Duration

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms			
	accomplished Certificate of Live Birth signed by the Physician or attendant at birth	Receive and check the completeness of entries of the document for registration After checking, return the document to the Client/s and advise to present to the City Civil Registrar or the authorized representative for signature	A THE CO. HELDON CO. AND THE CASE HE AND	Receiving Clerk or Registration Officer		Accomplished Certificate of Live Birth Form			
	document to the	Review and sign the document and advise Client to proceed to the Registration Officer		City Civil Registrar or the authorized representative	None	None			
	Proceed to the Registration Officer	Assign registry number to the document	2 minutes	Registration Officer	None	None			
	384 4	Release the registered document	1 minute	Registration Officer	None	None			
	END OF TRANSACTION								

For Unmarried Parents

S	ep	Applicant/ Client	Service Provider	Ouration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
		Certificate of Live Birth signed by the Physician or attendant at birth and accomplish the additional requirements as instructed by the Service Provider	Receive and check the completeness of entries of the documents for registration and assist the Clients in accomplishing the additional requirements After completion of documents, issue Order of Payment to the Client and advise to proceed to City Treasurer's Office for payment	A DOMESTIC AND A CONTRACTOR OF THE PARTY OF	Receiving Clerk or Registration Officer	CA THE PROPERTY TOWARDS	Accomplished Certificate of Live Birth Form
		Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment of fee	*1	288 FOR WOLVERSONS OF	Local Revenue Collection Officer	P460.00	Order of Payment
		Registrar's Office and present the Official Receipt	Return the document to the Client/s and advise to present to the City Civil Registrar or the authorized representative for signature	5 minutes	Registration Officer	None	None
	5	the City Civil Registrar for	Review and sign the document and advise Client to proceed to the Registration Officer		City Civil Registrar or the authorized representative	None	None
		Proceed to the Registration Officer	Assign registry number to the document	2 minutes	Registration Officer	None	None
6		Receive the registered document	Release the registered document	1 minute	Registration Officer	None	None







