



Internal/External

3. SERVICENAME: REGISTRATION OF ON TIME BIRTH CERTIFICATES

Description of the Service: The office exercises ministerial duty in the registration of all vital events and exercises quasi-judicial functions pursuant to the provisions of RA 9048 as amended by RA 10172. It ensures the efficient and correct registration of all vital events in the city.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Clients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Live Birth (COLB) Photocopy of valid IDs, Photocopy of Marriage Certificate (if married) If not married, duly accomplished Affidavit to use the Surname of the Father/ Sworn Attestation pursuant to the amended IRR of RA 9255		Client / Authorized representative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the properly filled out Municipal form 102 (Certificate of Live Birth) and its requirements.	Accept and Verify the Documents Prepare the document for registration	None	10 Minutes	<i>Edzel S. Pascua</i> <i>Admin Aide-I</i> <i>Ruby Ann Jimenez</i> <i>Admin Aide-I</i> <i>Claudine P. Vehemente</i>



				<i>Admin Aide-IV</i>
2. Standby for the preparation of Civil Registry document.	Sign the duly accomplish certificate	None	5 Minutes	<i>Atty. Syra M. Miguel - Miranda City Civil Registrar</i>
3. Claim/Receive the accomplished Civil Registry document.	Release the document	None	1 Minute	
TOTAL			16 Minutes	