



**Internal/External**

**6. SERVICENAME: APPLICATION FOR DELAYED REGISTRATION OF BIRTH.**

**Description of the Service:** Delayed registration of Birth Certificates refers to the process of recording and documenting important life events, such as births after a significant period has passed (30 days since the actual occurrence of the event).

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | <b>Office of the City Civil Registrar</b> |
| <b>Classification:</b>      | Simple                                    |
| <b>Type of Transaction:</b> | G2C                                       |
| <b>Who may avail:</b>       | All Clients                               |

| <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>  |
|---|---|
| <ul style="list-style-type: none"> <li>• PSA <b>NEGATIVE CERTIFICATION OF BIRTH</b> with O/R</li> <li>• Affidavit of Two Disinterested Person with ID</li> <li>• Certificate of Residency issued by Brgy. Captain</li> <li>• National ID</li> <li>• 4 pcs unedited 2x2 size picture</li> <li>• Any two (2) documentary evidence of parents</li> </ul> <p><b>ADDITIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Baptismal Certificate</li> <li>• Marriage Certificate (if married)</li> <li>• Voter's Registration</li> <li>• Police Clearance</li> <li>• School Record</li> </ul> | PSA<br>Church<br>COMELEC<br>School<br>NBI<br>Hospital / Clinic<br>GSIS<br>Law Office<br>Treasury Office |



| <ul style="list-style-type: none"> <li>• Medical Records / Philhealth (MDR)</li> </ul> <p>Valid Government-issued ID with signature</p> <ul style="list-style-type: none"> <li>• Philippine Passport</li> <li>• Driver's License</li> <li>• Professional Regulation Commission (PRC)</li> <li>• IDGSIS – UMID Card / Company ID</li> <li>• SSS ID / TIN ID / Voter's ID / Postal ID</li> <li>• School ID / Senior Citizen ID / DSWD 4Ps ID</li> </ul> |  |  |                   |  |
|---|--|--|-------------------|--|
| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID  | PROCESSING TIME   | PERSON RESPONSIBLE   |
| <p>1. Submit documents and requirements for review to Counter 1</p>   | <p>Accept, Verify and Prepare the documents and requirements</p> | <p>none</p>  | <p>15 Minutes</p> | <p>Claudine P. Vehemente<br/><i>Admin. Aide- IV</i></p> <p>Edzel S. Pascua<br/><i>Admin Aide-I</i></p> <p>Ruby Ann Jimenez<br/><i>Admin Aide-I</i></p> |
| <p>2. Pay the required fee at the City Treasury Office.</p>   | <p>Ask for official receipt.</p>                                 | <p><b>P150.00</b><br/>1 Day To 30 Days<br/><b>P175.00</b><br/>1 Month And 1 Day To 6 Months<br/><b>P200.00</b></p> | <p>5 Minutes</p>  | <p>CTO</p>   |



|  |   |  |          |  |
|--|---|--|----------|--|
|  |   | 6 Months &<br>1 Day To 5<br>Years<br><b>P300.00</b><br>5 Years<br>And 1 Day<br>To 10<br>Years<br><b>P400.00</b><br>10 Years<br>And 1 Day<br>To 20<br>Years<br><b>P500.00</b><br>20 Years &<br>1 Day To<br>30 Years<br><b>P1000.00</b><br>31 Years &<br>Above |          |  |
| 3. Present official receipt to Counter 1.                                | Prepare the documents for (legal instrument) registration | None   | 1 Minute | Claudine P. Vehemente<br><i>Admin. Aide- IV</i><br><br>Edzel S. Pascua<br><i>Admin Aide-I</i><br><br>Ruby Ann Jimenez<br><i>Admin Aide-I</i> |
| 4. Return to the City Civil Registry Office after 10 day posting period. | Accomplish and sign the document                          | None   | 1 Minute | Claudine P. Vehemente<br><i>Admin. Aide- IV</i><br><br>Edzel S. Pascua<br><i>Admin Aide-I</i><br><br>Ruby Ann Jimenez<br><i>Admin Aide-I</i> |



|   |   |                         |            |  |
|---|---|-------------------------|------------|--|
|   |   |                         |            |  |
| 5. Claim/Receive the accomplished document.                                     | Release the document  | None                    | 1 Minute   | Claudine P. Vehemente<br><i>Admin. Aide- IV</i><br><br>Edzel S. Pascua<br><i>Admin Aide-I</i><br><br>Ruby Ann Jimenez<br><i>Admin Aide-I</i> |
| 6. Request for endorsement to Philippine Statistics Office & get personal copy. | Sign the duly accomplish certificate<br><br>Releasing of Document | Endorsment Fee- P180.00 | 10 Minutes |  |
| TOTAL   |   |                         | 33 Minutes |  |