



Internal/External

7. SERVICENAME: APPLICATION FOR BARANGAY REGISTRATION ASSISTANCE PROGRAM (BRAP).

Description of the Service: The BRAP targets the marginalized communities including indigenous Peoples, Muslim Filipinos, the poorest sector and senior citizens for delayed registration of Birth Certificates.

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
<ul style="list-style-type: none"> • PSA negative certification of birth • Affidavit of Two Disinterested Person with ID • Affidavit of explanation • Barangay indigency • National ID / Senior Citizen ID • 2x2 Picture with white background • Omnibus 	PSA Barangay Hospital / Clinic Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and requirements for review to Counter 2	Accept, Verify and Prepare the documents and requirements	none	15 Minutes	Lilian O. Mariano <i>Messenger</i> Karen Joy M. Pascual <i>Admin Aide I</i>
2. Return to the City Civil Registry Office after 10 day posting period.	Accomplish and sign the document	None	1 Minute	Lilian O. Mariano <i>Messenger</i>



				<i>Karen Joy M. Pascual Admin Aide I</i>
3. Claim/Receive the accomplished document.	Release the document	None	1 Minute	Lilian O. Mariano <i>Messenger</i> <i>Karen Joy M. Pascual Admin Aide I</i> Atty. Syra M. Miguel - Miranda City Civil Registrar
TOTAL			17 Minutes	