



**External**

**32. SERVICENAME: PREPARATION AND REGISTRATION OF CERTIFICATE OF LIVE BIRTH**

**Description of the Service:** This service covers the processing and release of a Certified True Copy of a Certificate of Live Birth for registered individuals. The procedure includes the verification of submitted requirements, retrieval of records from the registry, preparation of the requested certificate, and release to the client.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Health Information Management Section                         |
| <b>Classification:</b>      | Simple Transaction  |
| <b>Type of Transaction:</b> | G2C – Government to Citizen<br>G2G – Government to Government |
| <b>Who may avail:</b>       | Patients; Legal/Authorize Representative of Patients          |

| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |
|--|---|
| 1. For married couple <ul style="list-style-type: none"> <li>Valid ID</li> <li>Marriage Certificate</li> </ul> | BIR, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO, COMELEC, POST OFFICE, PHILHEALTH |
| 2. For unmarried couple <ul style="list-style-type: none"> <li>Valid ID</li> <li>Birth Certificate</li> </ul>  | BIR, DFA, PSA, SSS, GSIS, PAG-IBIG, LTO, COMELEC, POST OFFICE, PHILHEALTH |

| <b>CLIENT STEPS</b>                                | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
|--|---|------------------------|------------------------|---------------------------|
| 1. Patient to provide relevant details/information | Interviews mother after giving birth and fill-up draft of Birth Certificate | None                   | 15 minutes             | Midwife on duty           |
|  | Submit the accomplished interview sheet                                     | None                   | 10 minutes             | Midwife on duty           |



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|   | for the Birth Certificate to HIMD   |      |            |   |
|   | Instructs mother/parents to proceed to HIMD to verify accuracy of information   | None | 5 minutes  | Ward Nurse on duty                          |
| 2. Proceeds to HIMD within the duration of admission to verify/correct information in the birth certificate | Clarify/interview parents for additional information necessary for the registration of the Birth Certificate                            | None | 20 minutes | HIMD Staff on duty                          |
|   | Transcribe and check for the correctness based on the given information   | None | 15 minutes | HIMD Head                                   |
|   | Prepare and forward the Birth Certificate to the Attending Physician for review and signature   | None | 15 minutes | HIMD Staff on duty /<br>Attending Physician |
|   | Facilitates the registration of the Certificate of Live Birth with the City Civil Registrar's Office for married parents. For unmarried | None | 20 Minutes | HIMD Staff on duty                          |



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|  | parents, they are advised to personally proceed to the City Civil Registrar's Office for proper registration |  |                      |  |
|  | TOTAL  |  | 1 hour<br>30 minutes |  |