



Internal/External

11.SERVICENAME: ISSUANCE OF BIRTH CERTIFICATE

Description of the Service: The issuance of a birth certificate is the process of preparing and providing an official document that records the details of a newborn’s birth, including the date, time, place of birth, and parentage. Upon delivery, the attending physician or midwife records the necessary information, which is submitted to the hospital’s Records Section. The birth certificate serves as the newborn’s primary legal identity document and is required for registration with the Local Civil Registrar Office (LCRO) and for other legal, educational, and social service requirements.

Office or Division:	San Antonio City of Ilagan Isabela
Classification:	Simple
Type of Transaction:	Government Citizens/Client
Who may avail:	Citizens of Ilagan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Married <ul style="list-style-type: none"> ➤ Marriage Contract ➤ Valid ID of the informant Not Married <ul style="list-style-type: none"> ➤ Birth certificate (Mother and Father) ➤ Valid ID (Mother and Father) ➤ Cedula (Mother and Father) 	<ul style="list-style-type: none"> ➤ If not available, get a copy from the civil registrar’s office ➤ If not available, get a copy from the civil registrar’s office ➤ At the City Hall-Cashier’s Department



<ul style="list-style-type: none"> ➤ With the present at the Civil Registry Office ➤ Affidavit to use the surname of the father <p>Single Parent</p> <ul style="list-style-type: none"> ➤ Birth certificate (Mother) ➤ With the present at the Civil Registry ➤ Valid ID (Mother) 		<ul style="list-style-type: none"> ➤ If not available, get a copy from the civil registrar's office ➤ At the City Hall-Cashiers Department 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. After delivery, mother is interviewed for the pertinent data required in the birth form	Interview the mother and fill out the birth certificate form	NONE	10-20 minutes	Midwife/ Nurse on Duty Warlito Jr. D. Lacerna, RN Health Information Management Officer
2. Double-check the entries and sign the birth certificate form If Married: either mother or father can sign on the birth certificate form	Review the form with the mother, ensure accuracy, and witness the signature	None	5-10 minutes	Midwife or Nurse on duty Warlito Lacerna Jr. Health Information



<p>If not married, only the mother can sign the birth certificate form</p>				<p>Management Officer or staff</p>
<p>3. Proceed to the Health Information Management Office with the birth certificate form</p> <ul style="list-style-type: none"> - Submit requirements Marriage Contract Valid ID 	<p>The Health Information Management Officer will re-interview and validate the information stated on the birth certificate form</p> <p>Prepare and encode Certificate of Live Birth</p>	<p>None</p>	<p>10-15 minutes</p>	<p>Warlito Lacerna Jr. Health Information Management Officer or staff</p>
<p>Wait for the birth certificate</p> <p>If not married:</p> <ul style="list-style-type: none"> - Proceed to the Civil Registrar's Office 	<p>Prepare and encode Certificate of Live Birth</p> <p>Advised the client to submit and bring the birth certificate form and requirements</p>	<p>None</p>	<p>1-2 days preparation/encoding; registration at Civil registrar Office as per their schedule</p>	<p>Warlito D. Lacerna Jr. Health Information Management Officer</p>



If Married: Submit required documents to the Health Information Management officer	The Health Information Management officer will collect and submit the birth certificate forms and requirements to the Civil Registrar's Office			
	The Office of the Civil Registrar registers the birth certificate and returns a copy to the hospital. The hospital receives, a files a copy, and records the list of birth certificates with the transmittal letter	None	Varies	Civil Registrar's Staff/ Warlito D. Lacerna Jr. Health Information Management Officer
TOTAL		NONE	Varies	