

APPLICATION FOR LATE REGISTRATION OF BIRTH

Contact Person: Ms. Shirley S. Arendain

Contact Number: 227-8060



REQUIREMENTS (at least 3 or 4 of the following)

1. NSO Negative Result (for 2 years old and above)
Affidavit of Two (2) Disinterested Persons who might have witnessed or known the birth of the child (for 1 yr. old and above).
2. Any two (2) of the following documentary evidences which shows the Name of the child, place of birth, and the names of the parents.
 - a) Baptismal/Dedication Certificate
 - b) School Records (Form 137-E or Transcript)
 - c) Voter's Certificate
 - d) Philhealth Members Data Record
 - e) Passport/Postal ID
 - f) Service Record (if employed)
 - g) SSS Record (E/ E-4 / RS-1)
 - h) Others:
 - Immunization Card
 - Barangay Certificate (for 12 years old and below for home deliveries)
3. Marriage contract (parents and applicant if married).
4. Community Tax Certificate (cedula)

Step 1

Client Fills up request for verification at the front desk.

Step 2

Client waits for the result of the verification at window A.

Step 3

Receiving Clerk reviews at the receiving table the pertinent documents submitted.

Step 4

Client proceeds to Window B for typing of COLB.

Step 5

Client goes to a lawyer for notarization of the said document.

Step 6

Go back to receiving table for the issuance of claim stub.

Step 7

After ten (10) days the applicant can claim the registered Birth Certificate at Window C.

***IN CLAIMING BIRTH CERTIFICATES PLEASE BRING VALID I.D.,
AUTHORIZATION LETTER OR SPA (With valid I.D. of the authorizing person)***



TIME FRAME

Processing – 20 minutes (Step 1 to 6)

Releasing – After 10 days