


# APPLICATION FOR TIMELY REGISTRATION OF BIRTH (Registered within 30 Days from Birth)

Contact Person: Ms. Shirley S. Arendain  
Contact Number: 227-8060



### REQUIREMENTS

**Hospital or Clinic Born:**

- Filled-up **Certificate of Live Birth** Form (COLB)
- Marriage Contract

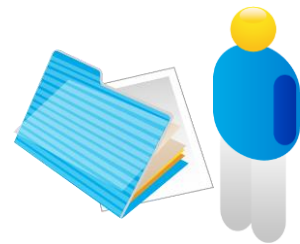
**Home Born:**

- Barangay Certification
- Certificate of Live Birth signed by the Hilot
- Marriage Contract

**NOTE:** For illegitimate child, father should personally carry the COLB & must bring with him valid I.D. and Cedula.

### Step 1 (Hospital or Clinic)

Hospital clerk will prepare the birth certificate & submit to the receiving clerk of CCRO for evaluation.



### Step 2 (Home)

Client submits the requirements to the receiving clerk at CCRO window B and wait for typing.

**NOTE:** Client proceeds to the lawyer for notarization if the child is illegitimate, then submit it back to window B.


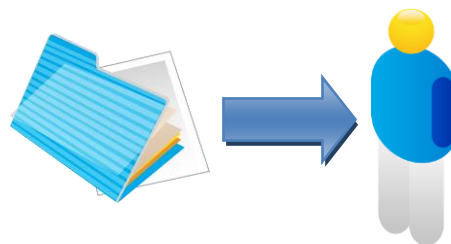
### Step 3

The COLB must be signed by the authorized person and a registry number will be assigned on the said document.



### Step 4

The COLB will be released at window B.



### TIME FRAME

Processing to Releasing  
15 minutes (Step 2 to 4)

**ALL BIRTH REGISTRATION, TIMELY OR LATE,  
IS FREE OF CHARGE**