


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

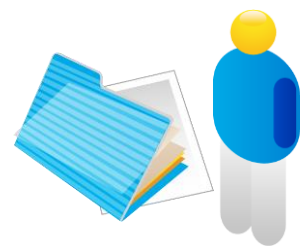
Home Born:

- 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.


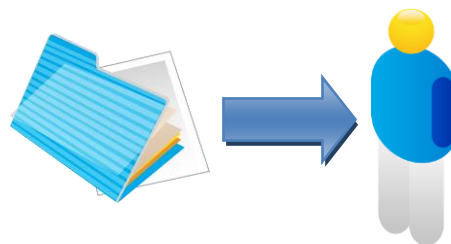
Step 3

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**