

3. Registration of Certificate of Live birth

3.1 Delayed Registration (Registered After One-Month Prescribed Period)

Registers children born after the prescribe 30 days from the time of birth.

Office or Division:	Office Local Civil Registry
Classification:	Complex
Type of transaction:	Government to Community
Who may avail:	All residents of the municipality
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Negative Certification of Birth (if registrant is 1-year old and above)	Philippine Statistics Authority(PSA)
Any two(2) of the following documentary evidence, 2 photocopies per document:	
<ul style="list-style-type: none"> a. Certificate of Baptism b. Certificate of Marriage (If married) c. Form 137(school records) d. Voter Certification e. Service Record of employment f. Medical Records g. Immunization Record h. SSS E-4 Form i. Postal Identity Card j. Barangay Certification(if born at home) k. Affidavit to use the Surname of the Father (AUSF) if the child will bring father's surname. 	<ul style="list-style-type: none"> Any church where the child was baptized Philippine Statistic Authority or Local Civil Registry School last attended Commission on Elections (COMELEC) Company where employed Rural Health Unit, hospital Health Center Social Security System Philippine Post Office Barangay where the registrant resides Local Civil Registry Office

I. Affidavit of Two(2) Disinterested Persons who might have witnessed or known the birth of the child m. Residence Certificate of Parents		Attorney-at-Law Office Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register birth	1. Verifications from the archive whether the record for late registration is available. 2. Issues a birth data questionnaire	None	10 minutes	<i>Process Server Office of the Local Civil Registrar</i>
	1.3 Interviews client 1.4 Issues Order of Payment.	Delayed Registration -100.00	5 minutes	<i>Process Server Office of the Local Civil Registrar</i>
	1.5 Preparation and encoding of Certificate of Live Birth.	None	15 minutes	<i>Data Controller III Office of the Local Civil Registrar</i>
2. Admission of Paternity for illegitimate child	2.1 Requires the father to sign in person the Affidavit of Acknowledgment.	Acknowledgment- 300.00	5 minutes	<i>Data Controller III Office of the Local Civil Registrar Statistician I Office of the Office of the Local Civil Registrar</i>

	2. Mother signs the Affidavit of Delayed Registration 3. Advise to return after ten days posting .	AUSF - 100.00	5 minutes 10 days Posting period Paused-clock	<i>Data Controller III Office of the Local Civil Registrar</i> <i>Statistician I Office of the Office of the Local Civil Registrar</i>
	2.4 Verification of certificate.	None	5 minutes	<i>Statistician I Office of the Office of the Local Civil Registrar</i>
	2.5 Approval and signing of certificate.	None	5 minutes	<i>Municipal Civil Registrar Office of the Local Civil Registrar</i>
	2.6 Assigning of registry number and release.	None	5 minutes	<i>Data Controller III Office of the Local Civil Registrar</i>
	2.7 Release of certificate to client.	None	5 minutes	<i>Data Controller III Office of the Local Civil Registrar</i>
	8. Request client to answer Client Satisfaction Survey and drop it in the feedback box.	None	5 minutes	<i>Data Controller III Office of the Local Civil Registrar</i>
	TOTAL	500.00	65 minutes 10 days	