

Delayed Registration of Birth

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Children born in hospital or clinic and whose birth was reported beyond the 30-day prescribed period

What are the requirements:

1. Duly accomplished Information Sheet
2. Negative Certification from the NSO
3. Duly accomplished Certificate of Live Birth (COLB) signed by the birth attendant and by the person reporting the event
4. At least two (2) permanent records such as baptismal certificate, school records or health record (Under Five Card)
5. Certificate of Marriage for married applicant

Total Processing Time:

- 10 days and 42 minutes

How to avail the service:

| Step | Client/Applicant | Service Provider | Transaction Time | Fees | Person/s Responsible |
|------|--|---|------------------------------------|---------|--|
| 1 | File application together with the required documents | <p>Interview the client and determine the status of the child</p> <p>Evaluate the submitted documents</p> <p>Review the COLB issued by the hospital or clinic where the birth was delivered/Prepare the COLB for birth delivered at home</p> <p>Administer Oath through the MCR head</p> <p>Advise client to proceed to MTO</p> | <p>30 minutes</p> <p>5 minutes</p> | | <p>Flordeliza Sungduan</p> <p>Sevilla Ungriano</p> |
| 2 | <p>Proceed to MTO and pay the required fees</p> <p>Return to MCR and present the original Official Receipt issued by MTO</p> | <p>Post the application for Delayed Registration of Birth for ten (10) days</p> | <p>5 minutes</p> <p>10 days</p> | P250.00 | <p>Revenue collection clerk</p> <p>Flordeliza Sungduan</p> |
| 4 | Go back to MCR after the required posting period is consummated | Issue original copy of COLB | 2 minutes | | Sevilla Ungriano |