

Application for Delayed Registration of Birth, Marriage and Death

Delayed registration of birth, marriage and death must be filed at the Local Civil Registry office following the lapse of the prescribed period of 30 calendar days from birth, marriage and death.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C-Government to Client	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Delayed registration of birth:</p> <ol style="list-style-type: none"> 1. PSA Negative Result- 1 original copy 2. Baptismal Certificate or dedication - 3 photo copies 3. Voter registration record-3 photocopies 4. Affidavit of two (2) disinterested persons-3 original copies Affidavit of the registrant collaborated by two disinterested persons (if the registrant is not the informant) 5. Certificate of Live Birth - 4 copies 	<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Roman Catholic Church/Other Religious Sect Comm. On Election 3. Public Attorney's Office/Notary Public 4. Public Attorney's Office/Notary Public 5. RHU
	<p>Delayed Registration of Marriage:</p> <ol style="list-style-type: none"> 1. PSA Negative Certification- original copy 2. Affidavit of husband and wife- 3 copies 	<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Public Attorney's Office/Notary Public

<ul style="list-style-type: none"> 3. Affidavit of two (2) disinterested person- 3 copies 4. Marriage Certificate-3 copies 	<ul style="list-style-type: none"> 3. Public Attorney's Office/Notary Public 4. LCR Office where the marriage occurred
<p>Delayed Registration of Death:</p> <ul style="list-style-type: none"> 1. PSA Negative Certification-original copy 2. Affidavit of two (2) disinterested person - 3 copies 3. Certificate of Burial Rites from Church- 3 copies 4. Certificate of Death 4 copies 	<ul style="list-style-type: none"> 1. Philippine Statistics Authority 2. Public Attorney's Office or Notary Public 3. Church 4. LCR Office where the death occurred

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1. Submit documents for review	1. Review documents	None	10 minutes	<i>Municipal Civil Registrar MCR Office</i>
2. Return after 10 working days and get order of payment	2. Advise client to return after 10 working days and issue order of payment 2.1 Prepare notice of publication	None	10 working days	<i>Municipal Civil Registrar MCR Office</i>
3. Pay the required fees at the Treasury Office	3. Receive payment and issue official receipt	Miscellaneous Fee-P100	5 minutes	<i>RCC II/ Mun. Treasurer</i>

		Subscription Fee- P100		<i>Treasury Office/ Mun. Civil Registrar</i>
4. Present receipt of payment to claim certificate requested	4. Issue Certificate	None	2 min	<i>Municipal Civil Registrar MCR Office</i>
	TOTAL	P200.00	10 days, 17 minutes	