

Preparation of Original Birth Certificate

The birth of a child must be reported within 48 hours to the Rural Health Unit by the parent or nearest relative who has knowledge of the birth.

| | | | | |
|---------------------------------------|---|-------------------------|------------------------|---|
| Office or Division: | Rural Health Unit | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C-Government to Client | | | |
| Who may avail: | Parents/relatives of newborns delivered within the Municipality of Burgos, LU | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| None | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | Duration | PERSON RESPONSIBLE |
| 1. Approach staff on duty | 1. Interview client 1.1 Prepare original birth certificate | none | 10 min | Rural Health Midwives/Human Resources for Health Personnel RHU |
| 2. Receive prepared Birth Certificate | 2. Issue original birth certificate 2.1 Instruct client to proceed to Mun. Civil Registrar for the registration of Birth | none | 5 min | Rural Health Midwives/Human Resources for Health Personnel RHU |
| | TOTAL | none | 15 min | |