

## 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.

<b>Office or Division:</b>	Rural Health Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Parents/relatives of newborns delivered within the Municipality of Burgos, La Union			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach staff on duty	1.1 Interview client 1.2 Prepare original birth certificate	none	30 mins	Rural Health Midwife in-charge  RURAL HEALTH UNIT
2. Receive prepared Birth Certificate	2.1 Issue original birth certificate 2.2 Instruct client to proceed to Municipal Civil Registrar for the registration of birth	none	30 mins	Rural Health Midwife in-charge  RURAL HEALTH UNIT
	<b>TOTAL</b>	none	1 hour	