

Registration of Birth Certificates

Republic Act 3753 mandates the establishment of a civil register in the Philippines, where acts, events legal instruments and court decrees concerning the civil status of persons should be recorded.

The birth of a child must be registered within thirty (30) days from birth at the Office of the Local Civil Registrar where birth occurred.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth		1. Rural Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certificate of Live Birth	1. Receive and review submitted Certificate of Live Birth	None	3 minutes	<i>Norma P. Legaspi MCR MCR Office</i>
2. Receive copy of Certificate of Live Birth duly signed by the MCR	2. Register and issue copy of Certificate of Live Birth	None	3 minutes	<i>Norma P. Legaspi MCR MCR Office</i>
	TOTAL		6 minutes	