

Application for Delayed Registration of Birth

Delayed registration of civil registry documents such as birth must be filed at the Local Civil Registry office following the lapse of the prescribed period of 30 calendar days from the occurrence of the event.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<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 		<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Roman Catholic Church/Other Religious Sect 3. Commission On Election 4. Notary Public 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents for review	1. Review and check all submitted documents for delayed registration	None	10 minutes	<i>NORMA P. LEGASPI (MCR) MCR Office</i>
2. Return after 10 working days and get order of payment	2. Advise client to return after 10 working days and	None	15 minutes	<i>NORMA P. LEGASPI (MCR) MCR Office</i>
	issue order of payment 2.1 Prepare notice of publication			
3. Pay the required fees at the Treasury Office	3. Receive payment and issue official receipt	Miscellaneous Fee- P200	5 minutes	<i>TERRY V. ABELLADA (MTO) EDISON V. QUEZADA</i>

				<i>(RCC)</i>
4. Claim the registered documents after 10 days posting period	4. Releasing of documents after 10 days posting	None	5 minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
	TOTAL	P200.00	35 minutes	