

D. 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 of 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. 1 original copy of PSA Negative Result 2. 3 photocopies of Baptismal Certificate or Dedication 3. 3 photocopies of Voter registration record 4. 3 original copies of Affidavit of two (2) disinterested persons 		<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Religious Institution 3. Commission On Election 4. Notary Public 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Verify all submitted requirements	None	25 minutes	Norma P. Legaspi MCR

Note: Return after 10 working days	1.3 Prepare the notice of publication Note: The posting of the notice of the pending application must be posted for 10 consecutive days			
2. Return after 10 consecutive days; get the order of payment	2.1 Issue order of payment		2 minutes	Norma P. Legaspi MCR
3. Proceed to the Treasury Office for payment of required fees; present the OR to the MCR	3.1 Issue Official Receipt and collect payment	Subscription Fee- P200	5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker
4. Receive the document	4.1 Release the document	None	2 minutes	Norma P. Legaspi MCR
	TOTAL	P200.00	34 minutes	