

## A. 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 the Local Civil Registrar where birth occurred.

<b>Office of Division:</b>		Office of the Municipal Civil Registrar		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C-Government to Client		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Live Birth		1. Rural Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the duly accomplished Certificate of Live Birth form	1.1 Review, sign and register the Certificate of Live Birth	None	3 minutes	Norma P. Legaspi MCR
2. Receive the copy of Certificate of Live Birth	2. Release the Certificate of Live Birth		3 minutes	Norma P. Legaspi MCR
	<b>TOTAL</b>		6 minutes	