



23. REGISTRATION OF BIRTH (ON TIME)

Office or Division:	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
Classification:	Simple			
Type of Transaction:	G2B – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Municipal Form 102 (Certificate of Live Birth; to be accomplished in quadruplicate)		Office of the Municipal Civil Registrar		
Residence Certificate		To be prepared by the Client		
Marriage Certificate of Parents		Philippine Statistics Agency (PSA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Municipal Form 102 and required documents	Checks the application form and submitted requirements	none	10 minutes	Zenaida M. Drilon / Rosemarie M. Chavez
	Encodes the Certificate of Live Birth (COLB)	none	10 minutes	Zenaida M. Drilon / Rosemarie M. Chavez
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Based on the Latest Local Tax Code	10 minutes	Revenue Collecto
	Assigns registry number and signs the document	none	15 minutes	Mardo Randy M. Madamo Municipal Civil Registrar
3. Receives/claim the registered document	-end of transaction-			
TOTAL		Based on the Latest Local Tax Code	45 minutes	