



24. REGISTRATION OF LIVE BIRTH (DELAYED)

Office or Division:	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
Classification:	Complex			
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		Barangay Local Government Unit concerned		
Negative Certification of Birth (for 15 y/o and above)		To be secured by the Client		
Baptismal/School Records/Voters Affidavit/I.D.		To be secured by the Client		
Joint Affidavit for 2 dis-interested persons		To be secured by the Client		
Brgy. Certification for Late Registration		Barangay Local Government Unit concerned		
Marriage Certificate of Parents		PSA		
Marriage Certificate for a Married Woman		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



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Based on the Latest Local Tax Code	10 minutes	Revenue Collector
	Assigns registry number and signs the document	none	15 minutes (after 10 days of posting)	Mardo Randy M. Madamo Municipal Civil Registrar
3. Receives/ claims the registered document	-end of transaction-			
	TOTAL	Based on the Latest Local Tax Code	45 minutes (after 10 days of posting)	