























DELAYED REGISTRATION OF BIRTH CERTIFICATE

Registration of the birth certificate after the thirty (30)-day filing period from the date of birth of the person born in San Juan City.

Office or Division:	City Civil Registry Department		
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	General Public (Personal appearance required)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For 18 Years Old and Above <i>With Married Parents</i> <ul style="list-style-type: none"> Negative Certification of Birth Record from the PSA (within six (6) months validity upon issuance) Certification from the Hospital or Midwife with her valid ID Barangay Certification of Residency PSA copy of Parents' Marriage Certificate 			
National ID (if newly applied, request for a Certified True Copy (CTC) of the filled-out application form together with the application stub) <ul style="list-style-type: none"> Four (4) pieces 2x2 ID picture (colored with white background and taken within three (3) months) 			

- Government issued ID
- Three (3) documents of the applicant with birthplace (Original copy and CTC):
 -  Baptismal Certificate
 -  Marriage Certificate (if married/ PSA copy)
 -  School Record (Form 137 Elementary)
 -  Voter's Registration Record (VRR) from COMELEC
 -  PhilHealth Member's Data Record (MDR)
 -  Pag-ibig Member's Data File (MDF)
 -  SSS (E-1)
 -  GSIS Member's Data Record
 -  Passport
 -  Birth Certificate of offspring (Anak) born 1980's below (PSA copy)
- Two (2) documentary evidence of the Parents (PSA copy):
 -  Birth Certificate of both parents
 -  Marriage Certificate
 -  Death Certificate (for the deceased parents)
 -  Government issued ID
- . If one of the parents is a foreigner:
 -  Passport or Bureau of Immigration (BI) Clearance Certificate
 -  ACR I-Card
- Duly notarized Joint Affidavit of Two Disinterested Person with government issued IDs who might have witnessed or known the birth of the child
- If the applicant is not in the Philippines (he/she should personally appear in the Philippine Consulate):
 -  Duly notarized Affidavit of Appearance
 -  Apostille/Red Ribbon of the documents to be submitted
 -  If representative, SPA and valid government issued ID of the representative
- If the applicant is permanently disabled:
 -  His/her picture holding the present-day newspaper or present calendar

-  His/her picture signing the Birth Certificate form
-  If representative, SPA and valid government issued ID of the representative

NOTE:

- . The City Civil Registrar (CCR) will evaluate all the documents submitted through verification from the barangay and other agencies and to conduct a personal interview or field visit (if necessary) to all the applicants applying for the delayed registration of their Birth Certificate.
- . Upon receiving reply from the barangay and all other agencies, the CCR will approve the said application and will issue a Certification of Evaluation. A ten-day posting period will follow.
- . Out-of-Town Delayed Registration of Birth Certificate should be a mandatory personal appearance of the applicant/parents.
- . Transmittal and endorsement to the concerned record-keeping civil registrar of the Birth Certificate and their requirements will be coursed through Philippine Statistics District Office.
- . Original copies should be presented for verification purposes.


















With Unmarried Parents


- Negative Certification of Birth Record from the PSA (within six (6) months validity upon issuance)
- Certification from the Hospital or Midwife with her valid ID
- Barangay Certification of Residency

For 17 Years Old and Below

With Married Parents

- Negative Certification of Birth Record from the PSA (within six (6) months validity upon issuance)
- Certification from the Hospital or Midwife with her valid ID
- Barangay Certification of Residency






- National ID (if newly applied, request for a CTC of the filled-out application form together with the application stub) and School ID
- Four (4) pieces 2x2 ID picture (colored with white background & taken within three (3) months)
- Three (3) documents of the applicant with birthplace (Original and CTC):
 -  Baptismal Certificate
 -  School Record (Form 137 Elementary)
 -  Medical Records
 -  Insurance Policy
 -  Passport
- Two (2) documentary evidence of the parents (PSA Copy):
 -  Birth Certificate of both parents
 -  Marriage Certificate
 -  Death Certificate (for the deceased parents)
 -  Government issued ID
- If one of the parents is a foreigner:
 -  Passport or BI Clearance Certificate
 -  ACR I-Card
- In the absence of the parents:
 -  Judicial Appointment of the Guardian (Not affidavit of guardianship)
- Duly notarized Joint Affidavit of Two Disinterested Person with government issued IDs who might have witnessed or known the birth of the child
- If the applicant is not in the Philippines (he/she should personally appear in the Philippine Consulate)
 -  Duly notarized Affidavit of Appearance
 -  Apostille/Red Ribbon of the documents to be submitted
 -  If representative, SPA and valid government issued ID of the representative
- If the applicant is permanently disabled:
 -  His/her picture holding the present-day newspaper or present calendar while signing the Birth Certificate form
 -  His/her picture signing the Birth Certificate form


 If representative, SPA and valid government issued ID of the representative


NOTE:

- . The CCR will evaluate all the documents submitted through verification from the Barangay and other agencies and to conduct a personal interview or field visit (if necessary) to all the applicants applying for the delayed registration of their Birth Certificate.
- . Upon receiving reply from the barangay and all other agencies, the CCR will approve the said application and will issue a Certification of Evaluation. A ten-day posting period will follow.
- . Out-of-Town Delayed Registration of Birth should be a mandatory personal appearance of the applicant/parents.
- . Transmittal and endorsement to the concerned record-keeping civil registrar of the Birth Certificate and their requirements will be coursed through Philippine Statistics District Office.
- . Original copies should be presented for verification purposes.











With Unmarried Parents

- Negative Certification of Birth Record from the PSA (within six (6) months validity upon issuance)
- Certification from the Hospital or Midwife with her valid ID
- Barangay Certification of Residency
- National ID (if newly applied, request for a CTC of the filled-out application form together with the application stub) and School ID
- Four (4) pieces 2x2 ID picture (colored with white background & taken within three (3) months)
- Three (3) documents of the applicant with Birthplace (Original and CTC):
 -  Baptismal Certificate
 -  School Record (Form 137 Elementary)
 -  Medical Records
 -  Insurance Policy
 -  Passport

- Two (2) documentary evidence of the parents (PSA Copy):
 -  Birth Certificate of both Parents

 Death Certificate (for the deceased parent)

 Government Issued ID

- Duly notarized Joint Affidavit of Two Disinterested Person with government issued IDs who might have witnessed or known the birth of the child
- In the absence of the mother:
 -  Duly notarized Affidavit of Sworn Statement of the mother stating her present whereabouts and the reason for her inability to personally appear before the CCR
- If availing for RA 9255 or AAP under the Civil Code
 -  AAP
 -  AUSF
 -  Duly notarized Sworn Attestation of the mother
- If the applicant is not in the Philippines (he/she should personally appear in the Philippine Consulate)
 -  Duly notarized Affidavit of Appearance
 -  Apostille/Red Ribbon of the documents to be submitted
 -  If representative, SPA and valid government issued ID of the representative
- If the applicant is permanently disabled:
 -  His/her picture holding the present-day newspaper or present calendar while signing the Birth Certificate form
 -  His/her picture signing the COLB form
 -  If representative, SPA and valid government issued ID of the representative

NOTE:

- The CCR will evaluate all the documents submitted through verification from the barangay and other agencies and to conduct a personal interview or field visit (if necessary) to all the applicants applying for the delayed registration of their Birth Certificate.
- Upon receiving reply from the barangay and all other agencies, the CCR will approve the said application and will issue a Certification

<p>of Evaluation. A ten-day posting period will follow.</p> <ul style="list-style-type: none"> • Out-of-Town Delayed Registration of Birth should be a mandatory personal appearance of the applicant/parents. • Transmittal and endorsement to the concerned record-keeping civil registrar of the COLB and their requirements will be coursed through Philippine Statistics District Office. • Original copies should be presented for verification purposes. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished birth certificate.	1.1 Verify the entries made in the civil document and the requirements presented. 1.2 Issue order of payment.		40 minutes	Administrative Aide Assistant I
2. Pay the required fee at the Treasury Office.	2. Receive the payment and issue OR.	P 200.00	10 minutes	Local Treasury Operations Officer
3. Return to CCRD and present OR.	3.1 Accept OR and the complete requirements. 3.2 Instruct the client to claim the registered birth certificate after ten (10) days.		5 minutes	Administrative Aide Assistant I
4. Wait for ten (10) days.	4.1 Register and sign the birth certificate after compliance to ten (10) days posting. 4.2 Record transaction details in the logbook (client's name, civil document, time, original receipt (OR) number).		10 days	Administrative Assistant I City Civil Registrar
5. Return to CCRD after ten (10) days, receive the registered birth certificate and sign the logbook.	5. Release the registered birth certificate.		5 minutes	Administrative Assistant I

END OF TRANSACTION (Total Processing Time: 60 minutes with compliance to 10 days posting)