

# OFFICE OF THE CITY CIVIL REGISTRAR

G/F, New City Hall, Apokon, Tagum City  
Tel: 084-216-9367 Local 111-113/ CP: 0927-531-3475

## LATE REGISTRATION OF BIRTH - BORN AT HOME

(Born at home in Tagum City and registered after the 30-day reglamentary period )

### SCHEDULE OF AVAILABILITY OF SERVICE:

MONDAY TO FRIDAY, 8:00 AM TO 5:00 PM

### WHAT ARE THE REQUIREMENTS?

1. NSO Negative Certification.
2. Affidavit of two disinterested persons who have witnessed or known the birth of the child/person to be registered.
3. Ten (10) days posting for person for delayed for six (6) months or more.
4. Any two (2) of the following documentary evidences:
  - a. Immunization Card/Early Childhood Care and Development Chart/Yellow Card (for children)
  - b. Baptismal Certificate
  - c. School Records
  - d. Voter's Affidavit
  - e. Income Tax Return
  - f. Insurance Policy
  - g. Medical Records (old)
  - h. SSS/GSIS documents
  - i. Other public or private documents bearing the name, date of birth and place of birth of the child/person to be registered

### Case to case basis:

5. Marriage Certificate of the Parents, if applicable
6. Marriage Certificate, if married
7. Birth Certificate of siblings/children
8. Acknowledgement of the father, if the child/person to be registered is illegitimate and Valid ID or CTC of the acknowledging father (For illegitimate child) and Affidavit of Late Registration
9. Valid ID or CTC if of Age

**DURATION:** 1 hr. and 20 mins. (excluding waiting time)

### HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fee	Form
1	Get Priority Number  Fill-up Information Sheet and wait to be called	Give Priority Number and advise the client to fill it up Information Sheet 4	5 minutes	Officer of the Day	No Fees Required	COLB  Priority Number  Information Sheet
2	When priority number is called, go to Table 4 and present the Information Sheet and requirements to the Front Desk Officer	Check Information Sheet and requirements  Advise the client to pay at the City Treasurer's Office-License Division	5 minutes	Front Desk Officer	No Fees Required	Information Sheet And Requirements  Bill

3	Proceed to the City Treasurer's Office- License Division and pay the corresponding fee	Receive payment and issue Official Receipt  Advise the client to go back to the City Civil Registrar's Office	10 minutes	CTO- Revenue Collection Officer	<b>Php 390.00</b> - for late less than 6 mos <b>Php 440.00</b> - for late of more than 6 mos but less than 1 year <b>Php 540.00</b> - For late of more than 1 year	Official Receipt
4	Present the Official Receipt to the Officer of Table 4	Receive the Official Receipt and advise the client to wait to be called	5 minutes	Front Desk Officer	No Fees Required	Official Receipt
		Prepare the Certificate of Live Birth	20 minutes	Encoder/Data Processors	No Fees Required	COLB
		Facilitates the signing of Birth Attendant, Informant, and if applicable, Acknowledging father at Certificate of Live Birth (COLB).	10 minutes	Front Desk Officer	No Fees Required	COLB
		Review Certificate of Live Birth	5 minutes	Division Head/ Section Head	No Fees Required	COLB
		Register Certificate of Live Birth	5 minutes	City Civil Registrar	No Fees Required	COLB
5	Claim the registered Certificate of Live Birth (COLB) at Table 2	Release the registered Certificate of Live Birth (COLB)	5 minutes	Releasing Officer	No Fees Required	Registered Certificate of Live Birth
<b>END OF TRANSACTION</b>						