

# 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

## OUT-OF-TOWN LATE REGISTRATION OF BIRTH

Born outside Tagum City and register 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. Any two (2) of the following public or private documents bearing the name, date of birth, place of birth, name of parents of the child/person to be registered:
  - a. Immunization Card/Early Childhood Care and Development Chart/Yellow Card (for children)
  - b. Baptismal Certificate
  - c. School Records/Form 137-E
  - d. Voter's Affidavit
  - e. Income Tax Return
  - f. Insurance Policy
  - g. Medical Records (old)
  - h. SSS/GSIS documents
  - i. Other document that has shown date and place of birth of a person

### Case to case basis:

4. Marriage Certificate, if married
5. Marriage Certificate of the Parents, if applicable
6. Birth Certificate of siblings/children
7. Acknowledgement of the father, if the child/person to be registered is illegitimate
8. Valid Id or Residence Certificate of the acknowledging father (For illegitimate child) or registrant for the Affidavit of Late Registration.

### **Additional Requirement for Out-of-Town Registration of Birth:**

9. Mailing Fee (client's option either Freight of Postal office)
10. Service Fee/Miscellaneous Fee of the Receiving Local Civil Registrar's Office (amount is optional) thru Postal Money Order.
11. Endorsement Fee of P290.00 for out-of-town-registration

**DURATION:** 1 hr and 25 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	Advise client to fill up information sheet	5 minutes	Officer of the Day	No Fees Required	Priority Number
2	When the Priority Number is called, proceed to Table 4 and present the Information Sheet and requirements to the Front Desk Officer	Check the Information Sheet, the supporting documents and the Official Receipt	15 minutes	Front Desk Officer	No Fees Required	Information Sheet and requirements
		Ask the Birth Attendant and the parent or informant to sign in the Certificate of Live Birth (COLB)				claim stub
		Issue a claim stub and advise the client to wait				
		Review the Information Sheet and the completeness of the documents presented	10 minutes	Section Head	No Fees Required	Information Sheet
		Prepare the Certificate of Live Birth (COLB) and the transmittal letter to the receiving Local Civil Registrar's Office	20 minutes	Encoder/Data Processors	No Fees Required	COLB
		Review the supporting documents	5 minutes	Division Head/Section. Head	No Fees Required	COLB
		Sign the Certificate of Live Birth (COLB) and the transmittal letter	10 minutes	City Civil Registrar	No Fees Required	COLB
		Advise the client to pay at the City Treasurer's Office-License Division	5 minutes	Front Desk Officer	Assessed Fees	None

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fee	Form
3	Proceed to the City Treasurer's Office-License Division and pay the corresponding fees	<p>Receive payment and issue Official Receipt</p> <p>Advise the clients to go back to City Civil Registrar's Office-Registration Division and present the Official Receipt.</p>	10 minutes	CTO Revenue Collection Clerk	<p>Billing of Endorsement Fee (OOT doc.)</p> <p><b>Php 290.00</b></p>	Official Receipt
4	Claim the copy of the transmittal letter or schedule at Table 2	Give the copy of the transmittal letter to the client ,and advise him/her to follow-up or call at the receiving Local Civil Registrar's Office	5 minutes	Front Desk Officer	No Fees Required	Transmittal Letter Or Claim Stub
		Prepare transmittal letter to Receiving LCRO	15 minutes	Encoder/Data Processors	No Fees Required	Proof of Mailing
<b>END OF TRANSACTION</b>						