

BIRTH CERTIFICATE

This service is to record and provide official document of all live births.

Office or Division:	Health Information Management Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Newborn Babies delivered at RMBGH to include all admitted non-institutional deliveries.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Valid Government Issued ID of Parents or Authorized Representative (1 original copy)		Any Government Agency		
If Authorized Representative present letter of Authorization (1 copy)		Parents		
Marriage contract or Affidavit to use Surname of the Father (AUSF) if not married (1 photocopy)		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Preliminary Birth Certificate Form	1. Check and validate correctness of information	None	5 Minutes	<i>Medical Records Personnel</i> Medical Records Office
2. Submit required documents for processing of Birth Certificate	2. Receive required documents submitted for processing of Birth Certificate 2.1 Transfer Information to the official Birth Certificate Form 2.2 Give the official Birth Certificate Form to the attending doctor for signature	None	10 Minutes	<i>Medical Records Personnel</i> Medical Records Office <i>Attending Doctor</i> Medical Service Division <i>Medical Records Personnel</i> Medical Records Office
3. Check and verify the printed Birth Certificate (4 copies)	3. Register Birth Certificate at the Civil Registry	None	5 Minutes *Registration process may take 1 month for the City Civil Registry to issue	<i>Medical Records Personnel</i> Medical Records Office

4. Get Order of Payment and pay at the Cahier	4. Issue Order of Payment and direct parent or authorized representative to the Cashier	P50.00	5 Minutes	<i>Collecting Officer on duty</i> Cashier Unit
5. Present the Official Receipt to the Medical Records	5. Release official Birth Certificate and log the official receipt number in the Birth Certificate Releasing Logbook	None	5 Minutes	<i>Medical Records Personnel</i> Medical Records Office