



#### 4.Late Registration of Certificate of Live Birth

This is the process of registering the Certificates of Live Birth of Filipino citizens, born in Quezon City, after the thirty (30)-day filing period from the date of birth of the person or those who have no existing record in the Register of Births of the City.

<b>Office or Division:</b>	City Civil Registry Department - Counter 16			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may avail:</b>	All Government/Private Hospitals, Maternity & Lying-In Clinics/ other birth attendants, QC Constituents, Non-QC residents (who were born in QC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Live Birth for Late Registration (4 copies)	Hospital, Maternity/Lying-In Clinics, other birthing facilities			
Negative Result from PSA (1 original)	PSA			
Local Civil Registry (LCR) Certificate of No Record (CNR), not previously registered (1 original)	City Civil Registry Department - Counter 1 or 2			
At least one of the following documents which may show the name, date and place of birth of the child: <ul style="list-style-type: none"> <li>Baptismal Certificate (1 original, 1 photocopy)</li> </ul> **Notarized Affidavit of Non-Baptism (for those of other religion) <ul style="list-style-type: none"> <li>Immunization Chart (Baby Book)</li> <li>Medical Certificate of the child (if the hospital born)</li> </ul>	Church, place of baptismal  City Civil Registry Department - Counters 19 and 20; Public Attorney's Office, Law Offices, Hall of Justice			
For Legitimate Child ( <b>6 years old and below</b> ): <ul style="list-style-type: none"> <li>Original and Certified True Copy of Parents' Certificate of Marriage</li> </ul>	City Civil Registry Department - Counter 3			
For Illegitimate Child ( <b>6 years old and below</b> ): <ul style="list-style-type: none"> <li>Notarized Affidavit to Use the Surname of the Father</li> <li>Notarized Joint Affidavit of Two Disinterested Persons / Witness</li> </ul>	City Civil Registry Department - Counter 16; Public Attorney's Office, Law Offices, Hall of Justice			
<b>For applicants 7 years old and above, same as above plus any two the following supportive documents:</b> <ul style="list-style-type: none"> <li>Medical Records (if born in hospital)</li> <li>Voter's Affidavit</li> <li>NBI Clearance</li> <li>Police Clearance</li> <li>Certificate of Death of Mother/Father</li> <li>Form 137/138</li> <li>SSS E-1</li> <li>Philhealth Member Data Record with I.D</li> <li>Certification from the Office of the Senior Citizens Affairs</li> <li>Notarized Joint Affidavit of two (two) disinterested persons</li> <li>Notarized Affidavit of Abandonment (if applicable)</li> </ul>	Hospitals, Maternity & Lying-In Clinics, other Birthing Facilities; Comelec; NBI; Police District Office; PSA; SSS; GSIS; Insurance Company; BIR; Public Attorney's Office, Law Offices, Hall of Justice			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary requirements	1. Receiving Clerk informs applicant/ registrant to secure Certificate of No Record	Certificate of No Record (CNR) - PHP 50.00	11 Days  *If Release date falls on a holiday, the next working	<i>Receiving / Releasing Clerk</i> City Civil Registry Department



	1.1. If Issued with a CNR, provides requirements for late registration of birth certificate attachments	Late Registration - PHP 150.00	day; if it falls on Saturday or Sunday, release shall be on a Monday	
	1.2. Issues a dummy Certificate of Live Birth Form to be fill up by the applicant			
	1.3. If completely filled – out with attached requirements, issues order of payment			
2. Pays at City Treasurer's Office the corresponding fees	2. Once paid, gives personal copy of applicant/ registrant indicating the date of release	Late Registration - PHP 150.00		<i>Collector</i> City Treasurer's Office
3. 10 days Mandatory Posting Period	3. Once paid, wait for the mandatory posting period of 10 days			
4. Release Date	4. Date of Release shall be the 11 <sup>th</sup> day			
		PHP 200.00	11 Days	
	<b>TOTAL:</b>	PHP 200.00	11 Days	

Registration of Late Filing of Certificate of Live Birth is qualified for multi-stage processing.

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.