



### 3. Registration of Regular and Timely Certificate of Live Birth

This is the process of registering Certificates of Live Birth of Filipino citizens, born in Quezon City, within thirty (30) days from the date of birth.

<b>Office or Division:</b>	City Civil Registry Department - Counter 18			
<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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Live Birth (1 set)		Hospital, Maternity/Lying-In Clinics, other birthing facilities		
Parents' Certificate of Marriage (1 original)		PSA		
For Legitimate Child ( <i>Parents are married</i> ): <ul style="list-style-type: none"> <li>• Duly Accomplished Certificate of Live Birth Form (4 copies);</li> <li>• Marriage Certificate of Parents;</li> <li>• Original and Photocopy of Passport (<i>If one or both parents is a foreigner</i>)</li> </ul>				
For Illegitimate Child ( <i>Parents are not married</i> ): <ul style="list-style-type: none"> <li>• Signed Admission of Paternity at the back of the Certificate of Live Birth (<i>Optional</i>);</li> <li>• Notarized Affidavit to Use the Surname of the Father if the child was acknowledged (<i>Only when the mother allows it; optional</i>);</li> <li>• Sworn Attestation of the Mother allowing the child to use the surname of the father;</li> </ul>		City Civil Registry Department - Counter 18; Public Attorney's Office, Law Offices, Hall of Justice		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Certificate of Live Birth and all the requirements	1. Receives Certificate of Live Birth for registration	None - Free within 30 Days after birth	5 Minutes / Certificate of Live Birth	Receiving Clerk City Civil Registry Department
	1.1. Checks completeness of entries and attachments			
	1.2. If complete, assigns registry number			
2. Receive released document	2. Release personal copy to registrant			
<b>TOTAL:</b>		None	5 Minutes	

Registration of Regular and Timely Certificate of Live Birth is qualified for multi-stage processing.

All incomplete data/requirements will not be accepted.