



4. Delayed Registration of Certificate of Live Birth Via QC Birth Registration Online

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 who have no existing record in the Register of Births of the City, through the QC Birth Registration Online portal at the QC E-services.

Office or Division:	City Civil Registry Department - Birth Registration Division (Counter 18)		
Classification:	Simple		
Type of Transaction:	G2C - Government to Client		
Who may avail:	All Government/Private Hospitals, Maternity & Lying-In Clinics/other birth attendants, QC Constituents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Accomplished Certificate of Live Birth (4 copies)		Hospital, Maternity/Lying-In Clinics, other birthing facilities	
Signed and Notarized Affidavit for Delayed Registration at the back of the Certificate of Live Birth form			
Negative Certification of Birth		PSA or National Archives of the Philippines, if applicable	
Certificate of No Record (CNR)		City Civil Registry Department - <i>Counter 1 or 2</i>	
<p>Any two of the following documents which show the name, date and place of birth of the child, name of the mother and father (if acknowledged):</p> <ul style="list-style-type: none"> ● Baptismal Certificate (1 original, 1 photocopy) ● School Record (Form 137) or Report Card (Form 138) ● Income Tax Return of Parents ● Insurance Policy ● Medical Records ● Barangay Certification ● Member's Data Record ● Member's Data Form ● SSS E-1 Form <p>Voter's Certification (with Voter's Registration Record, if the certification has no information on the place of birth)</p>		Religious Institutions School BIR Insurance provider Concerned Hospitals or other birthing facilities Office of the Barangay PhilHealth Pag-IBIG SSS COMELEC	
<p>For Marital Child (<i>children born at the time of marriage of the parents</i>):</p> <ul style="list-style-type: none"> ● Marriage Certificate of Parents; ● Passport (<i>If one or both parents is a foreigner</i>) 		Philippine Statistics Authority (PSA) or a local copy issued by the Local Civil Registry Office where the marriage certificate was registered	
<p>For Non-marital Child (<i>children born outside of marriage of the parents</i>):</p> <ul style="list-style-type: none"> ● Signed and notarized Affidavit of Acknowledgment/Admission of Paternity at the back of the Certificate of Live Birth, <i>if the child is acknowledged by the father</i>; ● Notarized Affidavit to Use the Surname of the Father (AUSF) (<i>if the surname of the father will be used</i>) executed by: <ul style="list-style-type: none"> ● Mother or Father (deceased mother or in case of abandonment) for children below 7 years old ● Child if 7 to 17 years old, with Sworn Attestation of the Mother or Father (deceased mother/ in case of abandonment) ● Child if 18 years old and above (majority age) ● Acceptable and recognized proof of acknowledgment by the father, if the child is born before 03 August 1988 and the father is deceased ● Joint Affidavit of Two Disinterested Persons / Witnesses ● Government issued ID or Cedula ● Passport (<i>If one or both parents is a foreigner with latest date of arrival</i>) 		City Civil Registry Department - <i>Counter 18</i>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Log in to QC E-services Account at https://qceservices.quezoncity.gov.ph	Clerk monitors the QC Birth Registration Online (QC BRO) Dashboard. Once a submission is received, Clerk shall evaluate the virtually accomplished Certificate of Live Birth Form and its attachments.	Certificate of No Record (CNR) - PHP 150.00	1 - 3 working days upon receipt of submission	City Civil Registry Department staff
Click "Civil Registry Online Services"				
At the Birth Services part of the page, click "Birth Registration"				
Upload the digital copy of the required documents to the assigned folder.				
Fill in all the required fields with the correct information about the child and the circumstances of birth.				
An email notification will be received stating that the required original documents should be submitted.	Once documentary requirements are deemed complete and correct, clerk updates the status of submission to "For Submission of Original Documents". Clerk then prints, in four (4) copies, the virtually accomplished Certificate of Live Birth.			
Proceed to the City Civil Registry Department Office to submit original documents.	Receiving Clerk informs applicant/ registrant to secure Certificate of No Record. If Issued with a CNR, Clerk receives original requirements for birth registration			
Pays at City Treasurer's Office the corresponding fees	Once paid, gives personal copy of applicant/ registrant indicating the date of release	Late Registration Fee - PHP 200.00	11 Days If Release date falls on a holiday, the next working day; if it falls on Saturday or Sunday, release shall be on a Monday	City Treasurer's Office
10 days Mandatory Posting Period	Once paid, wait for the Mandatory posting period of 10 days			City Civil Registry Department staff
Receive personal copy of Certificate of Live Birth	Date of Release shall be the 11th day			
	TOTAL:	PHP 350.00	11-14 Days	
Delayed Registration of Certificate of Live Birth Via QC Birth Registration Online is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.				