



3. Delayed 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.

Office or Division:	City Civil Registry Department - Birth Registration Division (Counter 16)	
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, Non-QC residents (who were born in QC)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accomplished Certificate of Live Birth for Late Registration (4 copies)		Hospital, Maternity/Lying-In Clinics, other birthing facilities or City Civil Registry Department (Counter 16)
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 - Counter 1 or 2
<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 ● Voter's Certification (with Voter's Registration Record, if the certification has no information on the place of birth) 		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:</p> <ul style="list-style-type: none"> ● Parents' Certificate of Marriage ● Passport (<i>If one or both parents is a foreigner</i>) 		PSA or a Local copy issued by the Local Civil Registry Office where the marriage certificate was registered
<p>For Non-Marital Child:</p> <ul style="list-style-type: none"> ● Signed and Notarized Acknowledgment/ Admission of Paternity (<i>found at the back of the Certificate of Live Birth, if the child is acknowledged by the father</i>); ● Notarized Affidavit to Use the Surname of the Father (AUSF) 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 acknowledgement by the father, if the child is born before August 3, 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 - Counter 16;



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Information desk to get a queue number	<ol style="list-style-type: none"> Information personnel inquires the specific transaction of the applicant; Informs the applicant to secure Certificate of No Record (CNR) in Counter 1 or 2; Informs client to proceed to submit all necessary requirements to Counter 16 	Certificate of No Record (CNR) - PHP 150.00		<i>Receiving / Releasing Clerk</i> City Civil Registry Department
2. Submit all necessary requirements	<ol style="list-style-type: none"> 1.1. If Issued with a CNR, provides requirements for late registration of birth certificate 1.2. Upon completion of requirements, issues a dummy Certificate of Live Birth Form to be Filled-out by the applicant 1.3. If completely filled – out, clerk encodes the entries into the Certificate of Live Birth form; 1.3. After the applicant checks and signs the encoded form, with attached requirements, issues order of Payment 		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	
3. Pays at cashier the corresponding fees	2. Once paid, gives the personal copy to the applicant/ registrant indicating the date of release			<i>Collector</i> City Treasurer's Office
4. 10 days Mandatory Posting Period	3. Once paid, wait for the mandatory posting period of 10 days	Late Registration - PHP 200.00		Receiving / Releasing Clerk City Civil Registry Department
5. Receives Personal Copy of the Registered Certificate of Live Birth	4. Release personal copy of the registered Certificate of Live Birth			
	TOTAL:	PHP 350.00	11 Days	
<p>Delayed Registration 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.</p>				

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