



2. Registration of Regular and Timely Certificate of Live Birth Via QC Birth Registration Online

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 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		
For Marital Child (<i>children born at the time of marriage of the parents</i>): <ul style="list-style-type: none"> • Marriage Certificate of Parents; • Copy of IDs of parents (<i>passport 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		
For Non-Marital Child (<i>children born outside of marriage of the parents</i>): <ul style="list-style-type: none"> • Signed Acknowledgment/Admission of Paternity at the back of the Certificate of Live Birth, <i>if the child is acknowledged by the father</i>; • Affidavit to Use the Surname of the Father (AUSF) (if surname of the father will be used) executed by: <ul style="list-style-type: none"> • Mother; or • Father (deceased mother or in case of abandonment) • Copy of valid IDs of parents (<i>passport if one or both parents is a foreigner with latest date of arrival</i>) 		City Civil Registry Department - Counter 18		
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.	NONE	1 - 3 working Days upon receipt of submission	City Civil Registry Department staff
Click "Civil Registry Online Services"				
At the Birth Services of the page, click "Birth Registration"				
Fill in all the required fields with the correct information about the child and the circumstances of birth.				
Upload the digital copy of the required documents to the assigned folder.				
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".			



Proceed to the City Civil Registry Department Office to submit original documents.	Receives original requirements for birth registration If complete, assigns registry number.		5 Minutes	
Receive personal copy of registered Certificate of Live birth	Release personal copy to registrant			
	TOTAL	NONE	1 - 3 Working Days	
<p>Registration of Regular and Timely 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.</p>				

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