1. 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.

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
Duly accomplished Certificate of Live Birth (4 copies)	Hospital, Maternity/Lying-In Clinics, other birthing facilities
For **Marital Child** *(children whose parents are married at the time of birth)*: ● Marriage Certificate of Parents; ● Copy of valid IDs of parents (*Passport if one or both parents is a foreigner*)	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** *(children born outside of marriage of the parents)*:
● Signed and notarized Affidavit of Acknowledgment/Admission of Paternity (*found at the back of the Certificate of Live Birth, if the child is acknowledged by the father*);
● Notarized Affidavit to Use the Surname of the Father (AUSF) (If surname of the father will be used) executed by:
   ● Mother; or
   ● Father (deceased mother or in case of abandonment)
● Copy of valid IDs of parents (*Passport if one or both parents is a foreigner with latest date of arrival*)
	City Civil Registry Department - Counter 18

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certificate of Live Birth and all the requirements	1. Receives Certificate of Live Birth for registration	None	5 Minutes / Certificate of Live Birth	*Receiving Clerk* City Civil Registry Department
	1.1 Checks completeness and correctness of entries and attachments			
	1.2 If complete and correct, assigns registry number			
2. Receive personal copy of registered Certificate of Live Birth	2. Release personal copy to registrant			
TOTAL:		None	5 Minutes	

Registration of Regular and Timely Certificate of Live Birth is qualified for multi-stage processing.
Note: All incomplete data/requirements will not be accepted.