



15. Request and Issuance of Certified True Copy of Birth Certificate

This is the process of acquiring the certified true copy (CTC) or local civil registry (LCR) Copy of the Certificates of Live Birth registered in Quezon City.

Office or Division:	City Civil Registry Department - Records Management and Archiving Division (Counters 1 & 2)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	QC Constituents, Non-QC Residents (who was born in Quezon City)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form for Birth Certificate		Information Desk		
Government-issued / Valid Identification Card		BIR, SSS, GSIS, Pag-IBIG, LTO, PRC, DFA, Company ID, Post Office		
For the representative of the document owner: <ul style="list-style-type: none">• If necessary, Authorization Letter/Special Power of Attorney from the document owner (one original)• Photocopy of Government Issued ID with signature of the document owner• Photocopy of the Government Issued ID of the representative		Client / Document Owner		
Requested document, if available (1 photocopy)		Client/ Document Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out CTC request form and ID	1. Receives application with requirements and issues order of payment.	None	5 Minutes	Receiving Clerk City Civil Registry Department
2. Pays at the cashier the corresponding fees	2. Upon receiving of Official Receipt, clerk issues claim stub indicating date and time of release	Certified True Copy (CTC) of Birth Certificate - PHP 65.00 PER COPY	5 Minutes	Collector City Treasurer's Office
3. Receives claim stub	3. Verifies document's availability from the database and/or transmits to Records and Archiving Division for searching Records serial number before release of documents		5 Minutes - if document is in the database (1945 to 2015) 3 Days if document requires manual searching	Receiving Clerk City Civil Registry Department Searcher City Civil Registry Department
4. Receives certified copy of the document/s	4. Releasing of requested documents			Releasing Clerk (Counter 5) City Civil Registry Department
TOTAL:		PHP 65.00 PER COPY	15 Minutes - available on database 3 Days - manual searching	
Request and Issuance of Certified True Copy of Birth Certificate is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted. Only documents with official receipts will be processed.				