

FRONTLINE SERVICE: ISSUANCE OF REGISTERED LATE REGISTRATION OF BIRTHS/MARRIAGES, DEATHS INCLUDING OUT-OF

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present requirements at Window A	Accept requirements for approval and forward them to the City civil Registrar	10 minutes	Employee-In-Charge	None	None

ABOUT THE SERVICE:

In cases where births, marriages, and death not registered and/or reported on time, it shall be the responsibility of the persons concerned or their relatives to file the necessary registration, Out –of-town registration shall also be reported and filed in the hometown the concerned persons, pursuant to Rule 20 of Administrative Order No.1 Series of 1993, this is the process for delayed registration of births/marriage/deaths including out-of-town registration.

REQUIREMENTS:**(A) Delayed Registration of Births**

- Negative Certification from Philippine Statistics Authority formerly known as National Statistics Office
- Baptismal Certificate
- Joint Birth Affidavit
- School Records (where the date & place of birth are indicated)
- Voter's registration Records
- Other supporting documents as may be required

(B) Delayed Registration of Marriage

- Negative certification from PSA
- Affidavit of Delayed Registration
- Certificate from church, Judge or any other institution where the event occurred
- Birth Certificates of at least 2 children where the date & place of Marriage are indicated
- Other supporting documents as may be required

(C) Delayed Registration of Death

- Negative Certification from PSA
- Certificate from the barangay to confirm the death
- Joint Death Affidavit
- Picture of Tombstone
- Picture of the tomb of the deceased

Certificate from the Funeral Parlor
Other supporting documents as maybe required

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2	Undergo interview	Evaluate and review the documents and interview the registrant.	10 minutes	City civil Registrar	None	None
3	Return to Window A after interview	Issue a Payment Order	3 minutes	Employee In-Charge	None	None
4	Pay at Window E	Issue an official Receipt (O.R.)	3 minutes	Revenue collection Officer III	PHPI00 Filing Fee PHP5 per year delayed	None
5	Return to Window A to present O.R. and wait for advice. (Client will return after 10 days for the release of the document)	Attach O.R.. to documents and instruct client to return after 10 days and forward document to CCR for signature/approval. Instruct client to return after 10 days for release of document	5 minutes	Employee InCharge	None	None
<i>*End of Transaction*</i>						