

CITIZEN'S CHARTER CITY CIVIL REGISTRY

1. Registration of Birth Certificate

Birth registration is a process where record of vital information on the identity of the person is filed.

Office or Division:	BIRTH DIVISION
Classification:	Simple
Type of transaction:	G2C-Government to Citizens
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Timely 5 copies (1 set of properly accomplished Certificate of Live Birth Form) Marriage Contract Valid I.D. of parents Community Tax Notarized Affidavit for AUSF	City Civil Registrar's Office City Civil Registrar's Office Government Issued City Treasurer's Office Law Firm
2. Late Registration PSA Negative Copy Baptismal Certificate Medical Certificate NBI/Police Clearance Form No. 137 Community Tax Voter's Certification Certificate of No Record Notarized Affidavit of Two Witnesses Marriage Contract of Parent and Applicant ID of Parents and Applicant	PSA Church Health/Hospital NBI/PNP School City Treasurer's Office COMELEC City Civil Registry Law Firm PSA/City Civil Registry Government Issued
3. Supplemental Form No. 137 Baptismal Certificate PSA Copy of Civil Registry Document Certified Copy of Civil Registry Document Medical Certificate (Optional) Community Tax Notarized Affidavit of Supplemental Report NBI/Police Clearance ID of Parents and Applicant	School Church PSA City Civil Registry Health/Hospital City Treasurer's Office Law Firm NBI/PNP Government Issued
4. Legitimation & Out of Town PSA Birth Certificate Certified Copy of Birth Certificate Marriage Contract CENOMAR Barangay Clearance Valid ID of parents Community Tax NBI/Police Clearance	PSA City Civil Registry PSA PSA Barangay Government Issued City Treasurer's Office NBI/PNP
5. Out of Town (Late Registration) PSA Negative Copy 1 set of Birth Certificate Form Baptismal Certificate or Form No. 137 Voter's Certification Marriage Contract Barangay Clearance Community Tax Valid ID of client Notarized Affidavit of 2 witnesses Affidavit of Applicant	PSA City Civil Registry Church/School COMELEC PSA Barangay City Treasurer's Office Government Issued Law Firm Law Firm

#	CLIENTS STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit requirements before the interview	1.1 Interview and review of submitted requirements		10 mins. (varying to the number of clients)	Ms. Lovely N. Ms. Rose G. Ms. Marily P. Ms. Alma F.
2	Secure Tax Order of Payment	2.1 Issue an Order of Payment and advise client to pay corresponding fee		5 mins. (varying to the number of clients)	Ms. Lovely N. Ms. Rose G. Ms. Marily P. Ms. Alma F.
3	Payment at the City Treasurer's Office	3.1 Advise client to pay corresponding fee	Legitimation 300.00 Out of Town Legitimation 400.00 Admission of Paternity 150.00 Handling Fee 200.00 Supplemental 200.00 Out of Town Supplemental 300.00 Registration Fee 100.00 Late Registration 2 yrs. Old 200.00 3-5 yrs. Old 650.00 6 yrs. Old & above 750.00 Certification of No Record 120.00 Photocopy /pc. 2.00 (rates depending on copier services)	10-15 mins. (varying to the number of clients)	client
4	Proceed again to 3 rd floor for	4.1 Assigning Registry Number		10 mins. (varying to	Ms. Lovely N. Ms. Rose G.

	the assignment of Registry Number	to the requested documents		the number of clients)	Ms. Marily P. Ms. Alma F.
5	Approval of the City Civil Registrar or her Authorized signatory	5.1 Signing the requested document of the City Civil Registrar or her duly authorized representative		3-5 mins. (varying on the number of clients	Ms. Yeyet R. Or authorized signatory
6	Issuance of Registered COLB after assigning of registry no.	6.1 Releasing the requested documents to client		5 mins. (varying to the number of clients)	Ms. Lovely N. Ms. Rose G. Ms. Marily P. Ms. Alma F.
TOTAL				50 mins./transaction	

- Transacting clients, shall observe proper health protocols adopted by the City Government of Pasig in view of the COVID-19 pandemic.
- Parties with incomplete requirement will not be processed
- 3 documents to support supplemental report