Late Registration of Certificate of Live Birth (COLB)/ Certificate of Marriage (COM)/ Certificate of Death (COD)

Delayed registration of birth, marriage and death - like ordinary registration made at the time of the event – must be filed at the Office of the Civil Registrar of the place where the event occurred, following the lapse of the prescribed period to register. Prescribed period is within thirty (30) days from its occurrence in cases of birth, while fifteen (15) days is required for marriage and thirty (30) days for death.

Office or Division:	Municipal Civil Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Persons who failed to register vital events in their life on time (birth, marriage or death)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Birth	
Four (4) copies of the Certificate of Birth duly accomplished and signed by the proper parties	Municipal Civil Registry Office
Duly accomplished Affidavit for Delayed Registration at the back of the COLB	Municipal Civil Registry Office
PSA Certificate of No Records (Negative results)	PSA Office
Affidavit of two-disinterested persons attesting to the facts of birth.	PAO Office
Marriage certificate of parents	Municipal Civil Registry Office
ANY TWO of the following documents (whenever applicable) to prove the BIRTHDATE AND BIRTHPLACE, presented in preference: • Baptismal Certificate • School Records (Form 137, Transcript of Records) • Medical Records if born in a hospital or medical clinic • Voter's Registration Record • SSS Membership Record • Income Tax Returns of Parents • Barangay Certification (for children below 7 years of age)	 Church School Hospital Commission on Election (COMELEC) SSS BIR Barangay Hall

For Marriage	
Four (4) copies of the Certificate of Marriage duly accomplished and signed by the proper parties	Municipal Civil Registry Office
Duly accomplished Affidavit for Delayed Registration	Municipal Civil Registry Office
PSA Certificate of No Records (Negative results)	Philippine Statistics Authority (PSA) Office
Application for Marriage License and Marriage License	Municipal Civil Registry Office
Affidavit/Certification by the Solemnizing Officer	
For Death	
Four (4) copies of the Certificate of Death duly accomplished and signed by the proper parties	Municipal Civil Registry Office
Duly accomplished Affidavit for Delayed Registration	Municipal Civil Registry Office
PSA Certificate of No Records (Negative results)	Philippine Statistics Authority (PSA) Office
Certification from the church or funeral parlor that services was given to the deceased in consonance with their mandates'	Church/Funeral Homes

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form	1. Receive and review entries in the document presented and issue order of payment for RA 9255 if needed 1.1 Execute Affidavit of Admission of Paternity & Affidavit to Use the Surname of the Father RA 9255 (for unmarried parents) if needed	None	5 Minutes 15 Minutes	*Administrative Aide* Municipal Civil Registry Office *Municipal Civil Registrar / Public Notary*
2. Pay fees at the Treasury Office	2. Accept the payment and issue Official Receipt	Affidavit to Use the Surname of the Father – PHP 250.00 Certificate of Registration - PHP 50.00	5 Minutes	*Revenue Collection Clerk* Treasury Office
3. Submit Official Receipt	Receive the Official Receipt	None	1 Minute	*Administrative Aide or Assistant Registration Officer* Municipal Civil Registry Office

4. Wait for 10 days posting release of documents	4. Post registration for 10 days	None		*Administrative Aide or Assistant Registration Officer* Municipal Civil Registry Office
5. Return to MCRO after 10 days of posting	5. Assign registry number, sign and release	None	4 Minutes	*Municipal Civil Registrar, Administrative Aide* Municipal Civil Registry Office
	TOTAL:	**PHP 300.00**	**30 Minutes (not married)** **15 Minutes (married)**	