

CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

Tel.: (063) 224-5038 or 221-4308 email : ccr_iligancity@yahoo.com

Frontline service	:	B. LATE REGISTRATION OF BIRTH (DELAYED REGISTRATION OF BIRTH beyond 30 days after birth)
Schedule of Availability of Service	:	8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
Who May Avail of the Service	:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.
Requirements	:	<ol style="list-style-type: none">1. Properly accomplished Municipal Form 102 (Certificate of Live Birth form, Typewritten, 1stpage original, rest carbon copy) Use only black ink2. Duly accomplished Muslim/IP attachment if Muslim/Indigenous People (3 copies)3. Attach the following: PLEASE DON'T SUBMIT FAKE DOCUMENTS to avoid penalty.<ol style="list-style-type: none">a. If married attach Xerox copy of Marriage Contractb. If not married attach the following:<ol style="list-style-type: none">i. Affidavit of paternity duly notarized by notary public/City Civil Registrarii. Affidavit to use the surname of the father (AUSF) duly notarized by notary public/City Civil Registrar (3 copies)c. Affidavit of two Disinterested Persond. Negative Result from NSOe. Affidavit for Late Registration (at the back of the Birth Certificate)f. Attach any 2 of the following:<ol style="list-style-type: none">i. Baptismalii. Medical Recordiii. Voters Affidavitiv .Form 137 or Transcript (school Record)v. Dedication Certificate (other religious group)vi Immunization card

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Frontline service : **B1. LATE REGISTRATION OF BIRTH**

- For married parents
- Child born at hospital, birthing/lying -in clinics, at home

Schedule Of Availability Of Service : 1st, 3rd and 4th Wednesday of the Month - 8:00AM to 5:00PM
No noon break

Who May Avail Of The Service : Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.

What Are The Requirements :

1. Properly accomplished Municipal Form 102 (4 copies) (Certificate of Live Birth form, typewritten, 1st page (green) original, rest carbon copy) Use only black ink.
2. Duly accomplished Muslim/IP attachment if Muslim/Indigenous People (3 copies)
3. Attach the following: PLEASE DON'T SUBMIT FAKE DOCUMENTS to avoid penalty.
 - a) If married attach Xerox copy of Marriage Contract
 - b) Affidavit of two Disinterested Person
 - c) Negative Result from NSO
 - d) Affidavit for Late Registration (at the back of the Birth Certificate)
 - e) Attach any 2 of the following:
 - Baptismal
 - Medical Record
 - Voters Affidavit
 - Form 137 or Transcript (school Record)
 - Dedication Certificate (other religious group)
 - Immunization card

Duration: 10 minutes

Claim after: 11 calendar days

Fees: Service Fee (late) – P100.00

How To Avail of the Service:

B1. LATE REGISTRATION OF BIRTH

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR to submit the properly filled up Municipal Form 102 (COLB) (Certificate of Live Birth form) and its requirements	Greets the client Receives the properly filled up form and requirements	2 minutes	Registration Officer (RO1)	NONE	Municipal Form 102
		Double checks MF 102 if the form is properly filled up Checks necessary attachment and requirement Advises the client to pay to the Treasury office	5 minutes	Registration Officer (RO1)	NONE	
2	Pays to the Treasury office	Processes payment and issues Official Receipt (OR)	2 minutes	Cashier	Service Fee P100	
3	Submits the Official Receipt to the RO1 at CCR	Receives the OR from the client and attaches it to the MF102 Advises client to claim their copy of Birth Certificate after 11 calendar days	1 minute	Registration Officer (RO1)		
END OF TRANSACTION						

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Frontline service	:	B2. LATE REGISTRATION OF BIRTH <ul style="list-style-type: none">▪ For unmarried parents▪ Child born at hospital, birthing/lying -in clinics, at home
Schedule of Availability of Service	:	1 st , 3 rd and 4 th Wednesday of the Month - 8:00AM to 5:00PM No noon break
Who May Avail of the Service	:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.
Requirements	:	<ol style="list-style-type: none">1. Properly accomplished Municipal Form 102 (4 copies) (Certificate of Live Birth form, typewritten, 1st page(green) original, rest carbon copy) Use only black ink.2. Duly accomplished Muslim/IP attachment if Muslim/Indigenous People (3 copies)3. Attach the following: PLEASE DON'T SUBMIT FAKE DOCUMENTS to avoid penalty.<ol style="list-style-type: none">a). If not married attach the following:<ol style="list-style-type: none">i. Affidavit of paternity duly notarized by notary public/City Civil Registrarii. Affidavit to use the surname of the father (AUSF) duly notarized by notary public / City Registrar (3 copies)b) Negative Result from NSOc) Affidavit of two Disinterested Persond) Affidavit for Late Registration (at the back of the Birth Certificate)e) Attach any 2 of the following:<ol style="list-style-type: none">i. Baptismalii. Medical Recordiii. Voters Affidavitiv. Form 137 or Transcript (school Record)v. Dedication Certificate (other religious group)vi. Immunization card

Duration: 10 minutes
Claim after: 11 calendar days
Fees: Service Fee – P100.00
AUSF Fee – P200.00

How To Avail of the Service:

B2. LATE REGISTRATION OF BIRTH

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Both parents proceed to CCR and submit the properly filled out Municipal Form 102 (COLB) (Certificate of Live Birth form) and its requirements	Greets the client Receives the properly filled up form and requirements	2 minutes	Registration Officer (RO1)	NONE	Municipal Form 102
		Double checks MF 102 if the form is properly filled up Checks necessary attachment and requirement Advises the client to pay to the Treasury office				
2	Pays to the Treasury office	Processes payment and issues Official Receipt (OR)	2 minutes	Cashier	Service Fee P100 AUSF P200	
3	Submits the Official Receipt to the RO1 at CCR	Receives the OR from the client and attaches it to the MF102 and advises client to claim their copy of Birth Certificate after 11 calendar days	1 minute	Registration Officer (RO1)		
END OF TRANSACTION						

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Frontline service	:	C1. OUT OF TOWN LATE REGISTRATION OF BIRTH (Out of town Delayed Registration of Birth) <ul style="list-style-type: none">▪ For married parents▪ Child born at hospital, birthing/lying -in clinics, at home
Schedule of Availability of Service	:	2 nd Wednesday of the Month - 8:00AM to 5:00PM No noon break
Who May Avail of the Service	:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.
Requirements	:	<ol style="list-style-type: none">1. Properly accomplished Municipal Form 102 (4 copies) (Certificate of Live Birth form, typewritten, 1st page(green) original, rest carbon copy) Use only black ink.2. Duly accomplished Muslim/IP attachment if Muslim/Indigenous People (3 copies)3. Attach the following: PLEASE DON'T SUBMIT FAKE DOCUMENTS to avoid penalty.<ol style="list-style-type: none">a) If married attach Xerox copy of Marriage Contractb) Negative Result from NSOc) Affidavit of two Disinterested Persond) Affidavit for Late Registration (at the back of the Birth Certificate)e) Attach any 2 of the following:<ol style="list-style-type: none">i. Baptismalii. Medical Recordiii. Voters Affidavitiv. Form 137 or Transcript (school Record)v. Dedication Certificate (other religious group)vi. Immunization card4. Affidavit of Out of Town Registration5. Postal Money Order from the Post Office

Duration: 19 Minutes
Claim after: Dependent on the approval of the out-of-town Civil Registrar
Fees: Service Fee – P200.00

How To Avail of the Service:

C1. OUT OF TOWN LATE REGISTRATION OF BIRTH

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR and submits the properly filled up Municipal Form 102 (COLB) (Certificate of Live Birth form) and its requirement	Greets the client Receives the properly filled up form and requirements	1 minute	CCR Clerk	NONE	Municipal Form 102
		Double checks MF 102 if the form is properly filled up Checks necessary attachment and requirement Advises the client to pay to the Treasury office	2 minute	CCR Clerk		
	Pays to the Treasury office	Processes payment and issues Official Receipt (OR)	2 minutes	Cashier	Service Fee P200	
	Submits the Official Receipt to the RO1 at CCR	Receives the OR from the client and attaches it to the MF102 and advises client to pay postal money order.	1 minute	Registration Officer (RO1)		
2	Proceeds to Post Office and pays for postal Money order	Processes payment and issues Postal Money Order Check	2 minutes	Post Office Personnel		postal money order
3	Submits the Postal Money Order to the CCR Clerk	Receives the Postal Money Order from the client attaches it to the MF 102 together with the requirements	5 minutes	CCR Clerk		
	Advises the client to send the document thru LBC and submits the LBC Tracking Number for verification	Advises the client to send the document thru LBC and submits the LBC Tracking Number for verification	Advises the client to send the document thru LBC and submits the LBC Tracking Number for verification	Advises the client to send the document thru LBC and submits the LBC Tracking Number for verification		
END OF TRANSACTION						

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Frontline service	:	C2. OUT OF TOWN LATE REGISTRATION OF BIRTH (Out of town Delayed Registration of Birth) <ul style="list-style-type: none">▪ For unmarried parents▪ Child born at hospital, birthing/lying -in clinics, at home
Schedule of Availability of Service	:	2 nd Wednesday of the Month - 8:00AM to 5:00PM No noon break
Who May Avail of the Service	:	Parents / guardians / attendant at birth / hospital authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.
Requirements	:	<ol style="list-style-type: none">1. Properly accomplished Municipal Form 102 (4 copies) (Certificate of Live Birth form, typewritten, 1st page(green) original, rest carbon copy) Use only black ink.2. Duly accomplished Muslim/IP attachment if Muslim/Indigenous People (3 copies)3. Attach the following: PLEASE DON'T SUBMIT FAKE DOCUMENTS to avoid penalty.<ol style="list-style-type: none">a) If not married attach the following:<ol style="list-style-type: none">i. Affidavit of paternity duly notarized by notary public/City Civil Registrarii. Affidavit to use the surname of the father (AUSF) duly notarized by notary public/City Civil Registrar (3 copies)b) Negative Result from NSOc) Affidavit of two Disinterested Persond) Affidavit for Late Registration (at the back of the Birth Certificate)e) Attach any 2 of the following:<ol style="list-style-type: none">i. Baptismalii. Medical Recordiii. Voters Affidavitiv. Form 137 or Transcript (school Record)v. Dedication Certificate (other religious group)vi. Immunization card4. Affidavit of Out of Town Registration5. Postal Money Order from the Post Office

Duration: 19 Minutes
Claim after: Dependent on the approval of out-of-town Civil Registrar
Fees: Service Fee – P200.00

How To Avail of the Service:

C2. OUT OF TOWN LATE REGISTRATION OF BIRTH (Out of town Delayed Registration of Birth)

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR and submits the properly filled up Municipal Form 102 (COLB) (Certificate of Live Birth form) and its requirement	Greets the client Receives the properly filled up form and requirements	1 minute	CCR Clerk		
		Double checks MF 102 if the form is properly filled up Checks necessary attachment and requirement Advises the client to pay to the Treasury office	2 minute	CCR Clerk		
	Pays to the Treasury office	Processes payment and issues Official Receipt (OR)	2 minutes	Cashier	Service Fee P200	Official Receipt
	Submits the Official Receipt to the RO1 at CCR	Receives the OR from the client and attaches it to the MF102 and advises client to pay postal money order.	1 minute	Registration Officer (RO1)		
2	Proceeds to Post Office and pays for postal Money order	Processes payment and issues Postal Money Order Check	2 minutes	Post Office Personnel		postal money order
3	Submits the Postal Money Order to the CCR Clerk	Receives the Postal Money Order from the client attaches it to the MF 102 together with the requirements	5 minutes	CCR Clerk		
		Advises the client to send the document thru LBC and submits the LBC Tracking Number for verification				
4	Proceeds to LBC	Submits the document	5 minutes	LBC personnel		
5	Proceeds to CCR Office and submits the LBC tracking Number	Encodes the tracking number, gives the contact number and advises client to follow up after 1 month	1 minute	CCR Clerk		
END OF TRANSACTION						