

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 : **REGULAR FILING OF BIRTH**
(ON-TIME REGISTRATION WITHIN 1-30 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 : Walk-in (Parents / guardians / attendant at birth/ Barangay Secretary/ Civil Registration Agents/ Individuals), Hospital authorities, and Birthing Clinics

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:
 - a. If married attach Xerox copy of Marriage Contract
 - b. If not married attach the following:
 - i. Affidavit of paternity duly notarized by notary public/City Civil Registrar
 - ii. Affidavit to use the surname of the father (AUSF) duly notarized by notary public / City Civil Registrar (3 copies)



Ms. MARIA PURA C. MASCARIÑAS
City Government Department Head II
City Civil Registrar

Duration : 1-30 days after birth



CITY CIVIL REGISTRAR'S OFFICE

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Frontline service : **A1 - REGULAR FILING OF BIRTH (On-time Registration)**

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

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 :
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:
a. If married attach Xerox copy of Marriage Contract

Duration: 2 minutes
Claim after: immediate



How To Avail of the Service:

A1 - REGULAR FILING OF BIRTH (On-time Registration)

| Step | Applicant/Client | Service Provider | Duration of Activity Under Normal Circumstances | Person-in-Charge | Fees | Form |
|---------------------------|---|---|---|----------------------------|------|--------------------|
| 1 | Follow up the approved Municipal Form 102 (COLB) (Certificate of Live Birth form) submitted by the hospital | Greets the client Releases the approved COLB | 2 minutes | Registration Officer (RO1) | NONE | Municipal Form 102 |
| END OF TRANSACTION | | | | | | |



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- Frontline service** : **A2 - REGULAR FILING OF BIRTH (On-time Registration)**
- For married parents
 - Child born at home
- 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** :
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:
 - a. If married attach Xerox copy of Marriage Contract

Duration: 8 minutes
Claim after: 5 working days
Fees: Municipal Form – P60.00



How To Avail of the Service:

A2 - REGULAR FILING OF BIRTH (On-time Registration)

| Step | Applicant/Client | Service Provider | Duration of Activity Under Normal Circumstances | Person-in-Charge | Fees | Form |
|---------------------------|---|--|---|----------------------------|---------------|--------------------|
| 1 | Proceeds to CCR – Birth Division and submits 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 | 1 minute | Registration Officer (RO1) | | Municipal Form 102 |
| | | Double Checks MF 102 if the form is properly filled up | 5 minutes | | | |
| | | Advises the client to pay to the Treasury office | | | | |
| | Pays to the Treasury office | Processes payment and issues Official Receipt (OR) | 2 minutes | Cashier | MF 102 P60 | |
| | Checks necessary attachment and requirement | 2 minute | Registration Officer (RO1) | NONE | | |
| | | Advises client to claim their copy of Birth Certificate after 5 working days | | | | |
| END OF TRANSACTION | | | | | | |



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|--|---|---|
| Frontline service | : | A3 - REGULAR FILING OF BIRTH (On-time Registration) <ul style="list-style-type: none">▪ For unmarried parents▪ Child born at hospital, birthing/lying -in clinics, at home |
| 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 (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:<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) |

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



How To Avail of the Service:

A3 - REGULAR FILING OF BIRTH (On-time Registration)

| 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 up Municipal Form 102 (COLB) (Certificate of Live Birth form) and its requirements | Greets the client Receives the properly filled up form and requirements | 1 minute | Registration Officer (RO1) | NONE | Municipal Form 102 |
| | | Double checks MF 102 if the form is properly filled up | 5 minutes | Registration Officer (RO1) | NONE | |
| | | 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 | AUSF P200 | |
| 3 | Submits the Official Receipt to the RO1 at CCR | Receives the OR from the client attach it to the MF102 and advises client to claim their copy of Birth Certificate after 11 calendar days | 2 minute | Registration Officer (RO1) | NONE | |
| END OF TRANSACTION | | | | | | |

