



## Delayed and Out of Town Registration of Civil Registry Records

### ABOUT THE SERVICE

DELAYED REGISTRATION of birth, marriage, death, and court decrees-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 reglementary period to register.

### FEES

Late Registration Fee (less than 1 year)	P 300.00
Late Registration Fee (more than 1 year)	P 500.00
Endorsement Fee for Advance Copy to PSA	P 300.00
Endorsement Fee Rule 20 (Out of Town)	P 300.00

<b>Department / Office:</b>	<b>CITY CIVIL REGISTRY OFFICE</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizens
<b>Who may avail</b>	Any client whose birth, marriage, death record and court decrees was not registered within the reglementary period
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>BIRTH</b> <ul style="list-style-type: none"> <li>• PSA Negative Result</li> <li>• Accomplished Birth Certificate with affidavit of delayed registration at the back of the BC by the father, mother or guardian</li> <li>• Joint Affidavit of Two (2) Disinterested Persons</li> <li>• Baptismal certificate</li> <li>• Medical Record/Immunization Record (Baby Book)</li> <li>• School records (Form 137) – Elementary / Secondary</li> <li>• Voter's Certificate</li> <li>• Marriage Contract of registrant</li> <li>• Marriage Contract of parents, if married</li> <li>• Certified copies of Birth Certificates of siblings</li> <li>• Certified copies of Birth Certificates of children</li> </ul> <p>➤ <b>IF PARENTS ARE NOT MARRIED</b></p> <ul style="list-style-type: none"> <li>• Both parents are required to appear before the Civil Registrar for the Acknowledgement and to execute Affidavit to Use the Surname of the Father - Bring ID &amp; Residence Certificate</li> </ul> <p>➤ <b>OUT OF TOWN REGISTRATION</b></p> <ul style="list-style-type: none"> <li>• Affidavit of Out of Town Registration and above stated requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Philippine Statistics Authority (PSA)</li> <li>• Hospital, Lying-In , MCR/CCRO</li> <li>• Notary Public</li> <li>• Church</li> <li>• Barangay Health Office</li> <li>• School</li> <li>• Commission on Election</li> <li>• Civil Registry Office / PSA</li> <li>• Civil Registry Office / PSA</li> <li>• Civil Registry Office / PSA</li> <li>• Civil Registry Office / PSA</li> <li>• Civil Registry Office/PSA</li> <li>• Found at the back of COLB Civil Registry Office</li> </ul>



<p><b>MARRIAGE</b></p> <ul style="list-style-type: none"> <li>• PSA Negative Result</li> <li>• Accomplished Marriage Certificate and Affidavit of Delayed Registration (To be executed by the person concerned or Solemnizing Officer)</li> <li>• Certified true copy of the marriage certificate issued by the church/office where the marriage was solemnized (Secure MC in new form)</li> <li>• Certificate of No Marriage (CENOMAR) of Contracting parties</li> <li>• Certified copies of Birth Certificates of Children</li> </ul> <p><b>DEATH</b></p> <ul style="list-style-type: none"> <li>• PSA Negative Result</li> <li>• Certified true copy of the death certificate (if the person died in a hospital)</li> <li>• Accomplished Affidavit of Delayed Registration found at the back of the death certificate or in separate form</li> <li>• Burial certificate</li> <li>• Official Receipt or certification from funeral home</li> </ul>	<ul style="list-style-type: none"> <li>• Philippine Statistics Authority (PSA)</li> <li>• Church</li> <li>• Philippine Statistics Authority (PSA)</li> <li>• City Civil Registry Office</li> <li>• Philippine Statistics Authority (PSA)</li> <li>• PSA/City/Municipal Civil Registry Office</li> <li>• Philippine Statistics Authority (PSA)</li> <li>• City Health Office/ Hospital</li> <li>• Church or Cemetery where the decedent was buried</li> <li>• Funeral home who rendered the funeral service</li> </ul>
--	---

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Presentation of Document</p> <p>Present document for delayed registration. The document may be:</p> <ul style="list-style-type: none"> <li>• Certificate of Live Birth (COLB)</li> <li>• Marriage Cert.</li> <li>• Death Cert.</li> </ul>	<p>Receives the documents</p>	P 500.00	5 minutes	<p>MA. LOURDES P. ALVAREZ Registration Officer I</p>
	<p>2. Verification</p> <p>Verifies from the computer database / archives whether the record is available.</p>		3 - 10 minutes	<p>MA. LOURDES P. ALVAREZ Registration Officer I</p> <p>CYNTHIA M. DIAZ Admin. Aide IV</p>
<p>3. Interview and submission of Requirements</p> <p>Submit the supporting documents</p>	<p>Interview the registrant and examines the authenticity of the</p>		5 - 10 minutes	<p>MA. LOURDES P. ALVAREZ Registration Officer I</p>



	documents If acceptable, issue Order of Payment			
4. Payment of Fees Pay the required fees	Receives payment and issue the O.R.	see Fees above	10 - 20 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
5. Preparation of Birth/Marriage / Death Certificate Registrant presents the O.R.	Receives the O.R. and records the documents received.  Prepares the Birth / Marriage / Death Certificate		15 - 30 minutes	MA. LOURDES P. ALVAREZ Registration Officer I
6. Interview and Oath Registrant presents the document for to the CCR.	Interview the registrant and administer the oath in the Affidavit of delayed registration		5 - 10 minutes	MARIA DOLORES P. DE LOS REYES City Civil Registrar
	7. Review and Approval  Reviews, approves and signs the documents.		5 minutes	MARIA DOLORES P. DE LOS REYES City Civil Registrar
	8. Transmittal to other CCR/MCR (For Out of Town Registration)  Transmit to the concern CCR/MCR the documents for Out of Town Registration			MA. LOURDES P. ALVAREZ Registration Officer I
	9. Publication  Record the document, issue a transaction slip and advice client to come back after the 10-day reglementary publication period.		2 minutes	MA. LOURDES P. ALVAREZ Registration Officer I
	10. Registration of the document after the 10 days		2-5 minutes	MA. LOURDES P. ALVAREZ Registration



	publication period Register, assign Registry No. to the Civil Registry document.			Officer I
	11. Review and Approval  Reviews, approves and signs the documents.		5 minutes	MARIA DOLORES P. DE LOS REYES City Civil Registrar
12. Release of Document  Client presents the transaction slip.	The EIC releases the duly signed registered document to the registrant.		2 minutes	MA. LOURDES P. ALVAREZ Registration Officer I
<b>TOTAL</b>		P500.00	1 hour and 44 minutes	

**CITY CIVIL REGISTRY OFFICE**

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur

For more information, please contact:

Maria Dolores P. De los Reyes, CGDH I / City Civil Registrar

Tel. No. (054) 2052980 loc. 1090

E-mail: [ccro@naga.gov.ph](mailto:ccro@naga.gov.ph)