Registration of Foundling / Abandoned Children

ABOUT THE SERVICES

A FOUNDLING is a deserted or abandoned infant or child found, with parents, guardian, or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown facts of birth and parentage or abandoned infant or child found, with parents, guardian, or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown facts of birth and parentage.

Reglementary Period and Place of Registration

The finder/charitable institution within thirty (30) days shall make registration of the foundling in the Office of the Civil Registrar of the city/municipality where the child was found from the date of finding/commitment of the child.

Any report made beyond the reglementary period of 30 days shall be considered late, and the concerned party-registrant shall be required to state in a sworn statement the circumstances that caused the late reporting to the civil registrar.

Persons Responsible to Report the Event

Immediately after finding a foundling, the finder shall report the case to the barangay captain of the place where the foundling was found, or to the police headquarters, whichever is nearer or convenient to the finder. When the report is duly noted, either by the barangay captain or by the police authority, the finder shall commit the child to the care of the Department of Social Welfare and Development or to a duly licensed orphanage or charitable or similar institution. Upon commitment, the finder shall give to the charitable institution his copy of the Certificate of Foundling, if he had registered the foundling.

In case the finder is awarded the custody of the foundling by the proper authority, he shall give a name for the child and shall report the same to the civil registrar of the city/municipality where the child was found. Otherwise, the giving of name to the child and its registration as foundling shall be the responsibility of the Department of Social Welfare and Development or of the orphanage or charitable or similar institution where the child was committed.

FEES

Late Registration Fee (less than 1 year)	P 300.00
Late Registration Fee (more than 1 year)	500.00

Department / Office:		**CITY CIVIL REGISTRY OFFICE**		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail				
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
● Certification issued by the concerned Barangay Captain		● Barangay where the child was found		
● Police blotter / report		● Phil. National Police Station		
● Affidavit of the finder		● Notary Public		
● Certification of a child legally available for Adoption (CDCLAA)		● DSWD, Main Office, Quezon City		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Client presents the documents.	2. Receives the Documents.		15 minutes	MA. LOURDES P. ALVAREZ

				Registration Officer I
	3. Examination of Documents Examines the presented documents. EIC prepares the certificate of foundling per data supplemented by the informant.		15 minutes	MA. LOURDES P. ALVAREZ Registration Officer I
	4. Evaluation / Review and Approval of the CCR. Clients are advised to bring the documents to the CCR for evaluation and approval. Clients bring back the documents to EIC.		15 minutes	MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar I)
5. Client receives their personal copy.	6. Client is made to sign the receiving logbook.		15 minutes	MA. LOURDES P. ALVAREZ Registration Officer I
	TOTAL	P	1 hour	

CITY CIVIL REGISTRY OFFICE
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