

**REQUIREMENTS FOR DELAYED REGISTRATION
(Birth Certificate)**

**REQUIREMENTS FOR DELAYED REGISTRATION OF BIRTH
(For 17 Years Old And Below)**

A. Request for a copy of negative certificate of birth records from:

Philippine Statistics Authority
2/f & 3/f CTLL Building, Abanao Extension
Baguio City

B. Affidavit of two disinterested persons who might have witnessed or known the birth of the child.

- Mayor's Office
- Any Notary Public

C. Affidavit of out-of-town registration of birth (when applicable)

- Mayor's Office
- Any Notary Public

D. Any two (2) of the ff. Documentary evidences that show the name of the child, date and place of birth, names of parents. (Faithful photocopy only)

1. Baptismal certificate of records
2. School records/transcript of records
3. Medical records (yellow card/baby book)
4. Marriage certificate of parents
5. Certification from barangay civil registration agents certifying that the child was born in their area and the facts of birth of the child. (when applicable)
6. Others, as may be required by the MCR.

E. Pre-registration form (from the MCRO)

F. Picture of child with mother (if child is illegitimate)

G. Affidavit to use the surname of father (if child is illegitimate and child will use the surname of father)

H. Cedula of applicant

**REQUIREMENTS FOR DELAYED REGISTRATION OF BIRTH
(For 18 Years Old And Above)**

A. Request for a copy of negative certificate of birth records from:

Philippine Statistics Authority
2/f & 3/f CTLL Building, Abanao Extension
Baguio City

B. Affidavit of two disinterested persons who might have witnessed or known the birth of the child.

- Mayor's Office
- Any Notary Public

C. Affidavit of out-of-town registration of birth (when applicable)

- Mayor's Office
- Any Notary Public

D. Documentary evidences that show the name of the child, date and place of birth, names of parents. (Faithful photocopy only)

1. Baptismal certificate of records
2. School records/transcript of records
3. Medical records (yellow card/baby book)
4. Marriage certificate of parents/applicant
5. Certificate of Live Birth of Children (Revised 1958)
6. Voter Registration Record
7. ID's (Postal, GSIS, SSS, Driver's License, Senior)
8. Employment Record
9. Insurance Policy
10. Updated SSS Contribution form
11. GSIS Policy
12. Income Tax Return
13. Barangay Clearance/ Certification
14. NBI Clearance
15. Others, as may require by the MCR

E. Pre-registration form (from the MCRO)

H. Cedula of applicant