

Registration of Birth Certificate within the reglementary period of 30 days.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.102 (4 original copies)			Office of the Local Civil Registrar, Hospitals, Lying-in Clinics, Health Centers	
2. Marriage Contract (1 original and 1 photocopy)			Office of the Local Civil Registrar, PSA Offices/outlets	
3. Community Tax Certificate of Parents (Cedula)			Office of the City/Municipal Treasurer, Barangay Hall	
4. Personal Appearance of Father (if not married)			None	
5. Notarized Affidavit to Use the Surname of the Father (AUSF) (if not married), pursuant to R.A. 9255 (2 original copies)			Office of the Local Civil Registrar, Legal Offices	
6. Notarized Affidavit of Acknowledgment/Admission of Paternity (if not married) found at the back portion of Form No. 102			Office of the Local Civil Registrar, Legal Offices	
7. Government Issued Identification Card of Parents (1 photocopy each)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec and the same	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out form with complete requirements and receive order of payment.	1.1 Receive and review entries in the documents submitted and issue order of payment.	None	5 Minutes	Administrative Aide II / Registration Officer III Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment. Secure official receipt.	2.1 Receive payment and issue official receipt.	Timely Registration of Birth - P50	5 Minutes	Revenue Collection Clerk I Office of the City Treasurer
3. Present the Official Receipt, check the entries and details in the certificate for any discrepancies.	3.1 Attach receipt in the Prepare the Certificate then Sign and register.	None	5 Minutes	Administrative Aide II / Registration Officer III City Civil Registrar Office of the City Civil Registrar
4. Receive Certificate.	4.1 Release Certificate.	None	1 minute	Revenue Collection Clerk I / Registration Officer III Office of the City Civil Registrar
TOTAL:		P 50	16 Minutes	