

What is Civil Registration?

Civil Registration is a continuous, permanent, and compulsory recording of vital events occurring in the life of an individual such as birth, marriage, and death, as well as all court decrees, and legal instruments affecting his civil status in appropriate registers as mandated by Act No. 3753, the Civil Registry Law.

What are the uses of civil registry documents?

Basically, there are two uses:

1. Legally, these records establish the occurrence of birth, death, or marriage, and therefore provide prima facie evidence of facts surrounding these events.

Birth records present many facts about an individual such as the person's name, date and place of birth, parents, religion, and citizenship, among others. The marriage certificate establishes a change in civil status and the legal spouse, while the death certificate records the passing away of an individual. These records are important in legal and personal transactions, applying for jobs, obtaining passports for travel, entrance to school, claiming insurance benefits, and in others.

2. Statistically, these records provide data on the number of births, deaths, marriages, fetal deaths, adoptions, and the like, which in turn are essential in development planning.

What must be registered?

Registrable vital events are:

- Birth
- Death
- Fetal Death
- Marriage

Who should report the event?

Birth

- The administrator of the hospital, clinic or similar institution where the birth occurred;

- The physician, midwife, or any person who attended the delivery of the child; or
- In default of the hospital or clinic administrator or attendant-at-birth, either or both the child's parents may report the event.

Marriage

- The solemnizing officer or the person officiating the marriage (such as priest, judge, imam, and the likes); or
- In default of the solemnizing officer, either or both of the contracting parties in marriage may report the event.

Death

- The administrator (or his authorized representative) of the hospital, clinic or similar institution where the person died;
- The person who last attended the deceased (such as physician, nurse, midwife, faith healer, or other persons) when the place of death is not in a hospital, clinic or similar institution.
- The nearest relative of the deceased person or any person who has knowledge of the facts of death, when there is no attendant-at-death or the place of death is not in the hospital, clinic or similar institution.

When should an event be registered?

Birth, death and fetal death should be reported to the office of the Civil Registrar where the event transpired, not later than thirty (30) days from occurrence.

Marriages exempted from the license requirement should be reported to the Office of the Civil Registrar not later than thirty (30) days from the date of marriage.

On the other hand, marriages that require licenses should be reported to the Office of the Civil Registrar not later fifteen (15) days after the date of marriage.

Events not registered within the period stated above are considered late or delayed registration.

What are the requirements for delayed registration of birth?

A. For person less than eighteen (18) years old:

1. Four (4) copies of the Certificate of Live Birth duly accomplished and signed by proper parties;
2. Affidavit for Delayed Registration (at the back of Certificate of Live Birth) signed by the father, mother or guardian, or the child himself/herself, if he/she is of understanding capacity;
3. Any two of the following documentary evidences which may show the name of the child, date and place of birth, and the names of the parents:

- Baptismal certificate
- School records
- Income Tax of parent/s
- Insurance Policy
- Medical Records
- And others, such as barangay captain's certification;

4. Affidavit of two disinterested persons who might have witnessed or have known about the birth of the child; and
5. A sworn statement of the present whereabouts of the mother, if the person seeking late registration of an illegitimate child is not the mother.

B. For persons eighteen (18) years old or above:

1. All requirements for a child who is less than eighteen years old; and
2. Certificate of Marriage, if married.

What are the requirements for delayed registration of marriage?

1. Four (4) copies of Certificate of Marriage accomplished completely and correctly;
2. Affidavit of delayed registration which shall be executed by the solemnizing officer or the

person reporting or presenting the Certificate of Marriage, stating therein the exact place and date of marriage, the facts and circumstances surrounding the marriage and the reason or cause of the delay; and

3. A certified copy of the application for marriage license bearing the date when the marriage license was issued, whenever applicable.

What are the requirements for delayed registration of death?

1. Four (4) copies of Certificate of Death accomplished completely and correctly;
2. Affidavit of Delayed Registration (at the back of the Certificate of Death), which shall be executed by the hospital or clinic administrator if the person died in the hospital, clinic or similar institution; by the attendant-at-death if the person died elsewhere. In default of the hospital or clinic administrator or attendant-at-death, the affidavit shall be executed by any of the nearest relative of the deceased, or by any person having the legal charge of the deceased when the person was still alive; and
3. Authenticated copy of the certificate of burial, cremation, or any other means of corpse disposal.

Where to register?

All births, deaths, fetal deaths, and marriages shall be reported to the Civil Registrar where the event occurred.

Out-of-Town Reporting of Births and Deaths

If registration of birth or death is not possible in the place of occurrence, report the event in the office of the civil registrar in the nearest or most accessible city or municipality. The civil registrar should accept the documents NOT FOR REGISTRATION but to be forwarded to the civil registrar of the city or municipality where the birth or death happened and where it should be registered.

What are the requirements for out-of-town-reporting?

1. Four (4) copies of Certificate of Live Birth or Death duly accomplished and signed by the proper parties;
2. An Affidavit signed by the person applying for an out-of-town reporting of birth or death declaring therein, among the other things, the facts of birth or death and the reasons why said birth or death was not recorded in the civil register of the city or municipality where it occurred. The affidavit must be attested by at least two (2) witnesses;
3. If the application is for delayed registration of birth or death, the requirements for delayed registration shall also be complied with; and
4. If out-of-town reporting of birth, required also are other papers as maybe necessary in establishing the facts of birth, especially those pertaining to date and place of birth and filiations of the child whose birth is being sought for registration.

“The child shall be registered immediately after birth and shall have the right from birth to a name, the right to acquire a nationality and, as far as possible, the right to know and be cared for by his or her parents....”

-Article 7

*UN Convention on the rights of the Child
(Ratified by the Philippines in July 1990)*

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What You Need to Know About CIVIL REGISTRATION

