



Republic of the Philippines
 Province of Camarines Sur
 Municipality of Pasacao
 -oOo-



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Tel. No. (054) 513-9773 / Email: mcrpasacao@gmail.com

BIRTH REGISTRATION

➤ **FOR MARRIED COUPLE (Attachment)**

- a. New born baby
- b. Barangay Certification of Birth
- c. Marriage Certificate
- d. Fees and charges

HOW TO REGISTER A NEW BORN BABY FOR MARRIED COUPLE (STEP BY STEP)

❖ **STEP 1**

- ✓ Get a **CERTIFICATION OF BARANGAY CAPTAIN FOR REGISTRATION OF BIRTH** (3 Copies) at your respective barangay.

❖ **STEP 2**

- ✓ Bring your **MARRIAGE CERTIFICATION** (3 Copies Photocopy only).

❖ **STEP 3**

- ✓ Go to Municipal Civil Registrar to apply for registration of birth.

❖ **STEP 4**

- ✓ Pay at Municipal Treasurer Office for registration.

BIRTH REGISTRATION

➤ **FOR NOT MARRIED COUPLE (Attachment)**

- a. New born baby
- b. Barangay Certification of Birth Registration
- c. Execute legal instrument
 - Certification of Barangay Captain for Registration of Birth.
 - Affidavit to Use the Surname of the Father (AUSF)
 - Community Tax Certificate of both parents.

HOW TO REGISTER A NEW BORN BABY FOR NOT MARRIED COUPLE (STEP BY STEP)

❖ **STEP 1**

- ✓ Get a **CERTIFICATION OF BARANGAY CAPTAIN FOR REGISTRATION OF BIRTH** (3 Copies) at your respective barangay.

❖ **STEP 2**

- ✓ File for **AFFIDAVIT TO USE THE SURNAME OF THE FATHER (AUSF)** at Municipal Civil Registrar (Both Parents are Present).

❖ **STEP 3**

- ✓ Get a COMMUNITY TAX CERTIFICATE (Valid) for both parents at Municipal Treasurer Office or at your respective Barangay.

❖ **STEP 4**

- ✓ Pay at Municipal Treasurer Office for registration.

BIRTH REGISTRATION

➤ **FOR DELAYED REGISTRATION** (Attachment)

- a. **NEGATIVE RESULT** from Philippine Statistics Authority (PSA)
- b. Baptismal Certificate
- c. Voter's Certification
- d. Affidavit of Two Disinterest Person (Get at your respective Barangay)
- e. School Records (Stated the name, birthdate, & birth place)
- f. Marriage Certificate of Parents
- g. Cedula & Valid ID of NOT MARRIED PARENTS
- h. Barangay Certification (Stated the Name, Birthdate, & Birth Place)
- i. CENOMAR of Parents
- j. Affidavit of Legitimation