

Office or Division	CITY CIVIL REGISTRY OFFICE- BIRTH DIVISION			
Classification	Out – of – Town Birth Registration (Born Outside Cag. de Oro City)			
Type of Transaction	Complex			
Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Legitimate:	Illegitimate:			
<p style="text-align: center;">PSA Negative Copy <u>At Least three (3)documentary evidences</u></p> <ul style="list-style-type: none"> - Marriage Certificate -Baptismal Certificate - Immunization Record -Barangay Certification stating date &place and parents name -I.D. card & Cedula 				
<p>For Muslim and IP's registrant -Attachment of MF No.102</p>			Civil Registry Office	
		<ul style="list-style-type: none"> -Affidavit of Delayed Registration -Affidavit of two disinterested persons -Affidavit of Acknowledgement (father) -Affidavit Using the Surname of the Father (mother/child) -Affidavit of attestation of mother -I.D. & Cedula of parents 		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> -Submit requirements to Civil Reg. Office -Fill-up information sheet 	<p>Prepare Birth Certificate</p>	<p>P 100.00 (OTR)</p>	<p>20-30 minutes</p>	Aeneas Akut
<ul style="list-style-type: none"> -Buys Postal Money Order payable to the C/MCR of the Place of Birth -Mail documents to the Place of Birth -Receives owner's copy 	<p>Instruct clients on the next step</p> <p>Gives contact number of the Civil Registrar where Birth was filed</p>	<p>P 30.00/ supporting documents</p>	<p>Plus 10 days posting</p> <p>within 45 days</p>	