

# FLOW CHART

## REGISTRATION OF BIRTH

❖ On time registration –presence of informant & attendant at birth

❖ Delayed registration of birth

### Requirements:

1. Any two of the following documentary evidences which may show the name of the child, date and place of birth, and name of mother, (and name of father, if the child has been acknowledged);
  - baptismal certificate;
  - school records (nursery, kindergarten, or preparatory);
  - income tax return of parent/s;
  - insurance policy;
  - medical records and
  - others, such as barangay captain's certification.
2. Negative certification of birth issued by PSA
3. Affidavit of two disinterested persons who might have witnessed or known the birth of the child.
4. Certificate of marriage (if married)
  - ❖ For illegitimate children – affidavit of acknowledgment/admission of paternity and AUSF
  - ❖ For legitimation – affidavit of legitimation and certificate of marriage of parents

## DELAYED REGISTRATION OF MARRIAGE

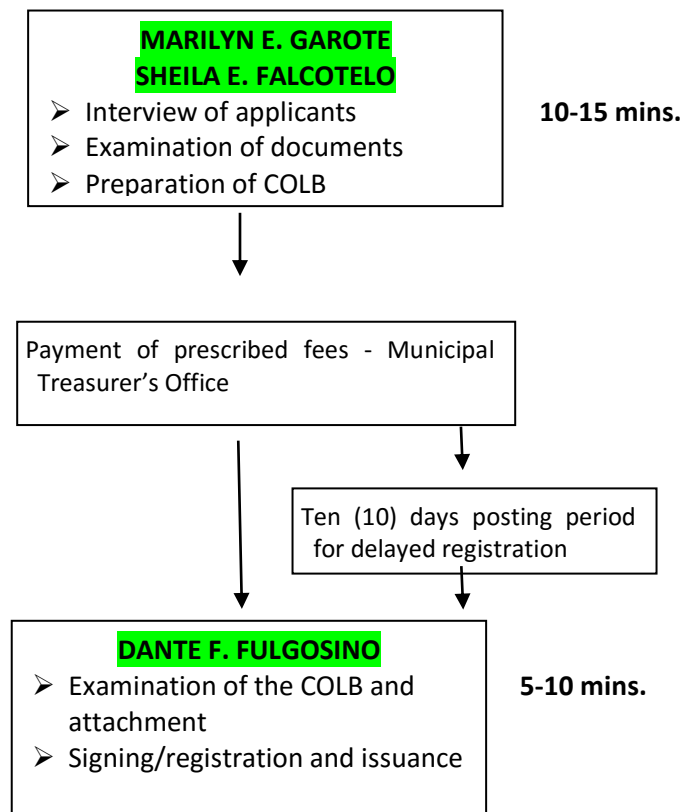
### Requirements:

- Negative certification issued by PSA
- Copy of certificate of marriage
- Valid ID

## DELAYED REGISTRATION OF DEATH

### Requirements:

- Negative certification issued by PSA
- Certificate of death
- Valid ID of Informant



## APPLICATION FOR MARRIAGE LICENSE

### Requirements:

- Pre-marriage counseling certificate
- Birth certificate
- CENOMAR
- Valid ID
  - ❖ age – between 18 to 21 (consent of father, mother, surviving parent or guardian, or person having legal charge of them, in the order
  - ❖ age – between 21 to 25 (parental advise-both parents)
- \* Citizens of foreign country shall submit a certificate of legal capacity to contract marriage issued by their respective diplomatic or consular officials

