



The Philippines: Birth registration and the issuance of birth certificates

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Introduction

The following note presents the registration and issuance procedure for Philippine birth certificates. The note will further provide a brief description of the verification of the birth certificate as well as the layout of the birth certificate.

The note is based primarily on information obtained during a fact-finding mission to the Philippines in September 2023 as well as open source information.

General information

A birth certificate is required if a Philippine citizen is applying for a passport, driving licenses, government-issued ID documents, and official documents for school and employment purposes among others. The birth certificate is also the basis for evaluating a person's legal capacity to enter into a transaction and execute a contract.¹

Birth registration and issuance of the Certificate of Live Birth (COLB)

When a child is born at a hospital in the Philippines, the hospital personnel will send a form with information filled out by the parents to a local civil registration office, which must be in the same city/region as where the birth occurred. The form contains information about the parents, the name of the child, the date of birth etc. If the child is not born at a hospital (e.g. home birth), the hilot (a traditional birth attendant), midwife, or the parents themselves must register the birth by delivering the completed form to the local civil registration office.² If the child is born abroad, the birth must be registered at a Philippine consulate office in the country of residence.³

When registering the birth at the local civil registration office, a Certificate of Live Birth (COLB) must be filled out (see image 1). The COLB is for data entry purposes

¹ Philippine Statistics Authority Helpline B, year of issue n/a.

² Civil Registration Office, Makati City, the Philippines, 26 September 2023.

³ Philippine Statistics Authority, year of issue n/a.

only and is an unofficial document that proves the child was medically alive when the mother gave birth to it.⁴

Municipal Form No. 102 (Revised August 2016)		Republic of the Philippines OFFICE OF THE CIVIL REGISTRAR GENERAL		(To be accomplished in quadruplicate using black ink)	
CERTIFICATE OF LIVE BIRTH					
Province _____				Registry No. _____	
City/Municipality _____					
C H I L D	1. NAME (First) _____ (Middle) _____ (Last) _____				
	2. SEX (Male/Female) _____	3. DATE OF BIRTH (Day) _____ (Month) _____ (Year) _____			
	4. PLACE OF BIRTH (Name of Hospital/Clinic/Institution/ House No., St., Barangay) _____ (City/Municipality) _____ (Province) _____				
	5a. TYPE OF BIRTH (Single, Twin, Triplet, etc.) _____	5b. IF MULTIPLE BIRTH, CHILD WAS (First, Second, Third, etc.) _____	5c. BIRTH ORDER (Order of this birth to previous live births including fetal death) (First, Second, Third, etc.) _____	6. WEIGHT AT BIRTH _____ grams	
M O T H E R	7. MAIDEN NAME (First) _____ (Middle) _____ (Last) _____				
	8. CITIZENSHIP _____		9. RELIGION/RELIGIOUS SECT _____		
	10a. Total number of children born alive _____	10b. No. of children still living including this birth _____	10c. No. of children born alive but are now dead _____	11. OCCUPATION _____	
	12. AGE at the time of this birth (completed years) _____				
F A T H E R	13. RESIDENCE (House No., St., Barangay) _____ (City/Municipality) _____ (Province) _____ (Country) _____				
	14. NAME (First) _____ (Middle) _____ (Last) _____				
	15. CITIZENSHIP _____	16. RELIGION/RELIGIOUS SECT _____	17. OCCUPATION _____		18. AGE at the time of this birth (completed years) _____
	19. RESIDENCE (House No., St., Barangay) _____ (City/Municipality) _____ (Province) _____ (Country) _____				
MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Acknowledgement/Admission of Paternity at the back.)					
20a. DATE (Month) _____ (Day) _____ (Year) _____		20b. PLACE (City/Municipality) _____ (Province) _____ (Country) _____			
21a. ATTENDANT 1 Physician _____ 2 Nurse _____ 3 Midwife _____ 4 Hilot (Traditional Birth Attendant) _____ 5 Others (Specify) _____					
21b. CERTIFICATION OF ATTENDANT AT BIRTH (Physician, Nurse, Midwife, Traditional Birth Attendant/Hilot, etc.) I hereby certify that I attended the birth of the child who was born alive at _____ am/pm on the date of birth specified above.					
Signature _____ Name in Print _____ Title or Position _____ Date _____			Address _____		
22. CERTIFICATION OF INFORMANT I hereby certify that all information supplied are true and correct to my own knowledge and belief. Signature _____ Name in Print _____ Relationship to the Child _____ Address _____ Date _____			23. PREPARED BY Signature _____ Name in Print _____ Title or Position _____ Date _____		
24. RECEIVED BY Signature _____ Name in Print _____ Title or Position _____ Date _____			25. REGISTERED AT THE OFFICE OF THE CIVIL REGISTRAR Signature _____ Name in Print _____ Title or Position _____ Date _____		
REMARKS/ANNOTATIONS (For LCRO/OCRG Use Only)					
TO BE FILLED-UP AT THE OFFICE OF THE CIVIL REGISTRAR					
8 9 11 12 15 16 17 18					

Image 1: An example of an unfilled COLB issued by a local civil registration office (NIDC reference material).

⁴ Philippine Statistics Authority Helpline B, year of issue n/a.

The local civil registration office is only responsible for civil registrations and forwarding data to the Philippine Statistics Authority (PSA), which then issues a certified true copy of the birth certificate on PSA's security paper (see '*Layout of the PSA birth certificate*' below).⁵

At the local civil registration office, the civil registrar (or authorised personnel) checks the completeness and correctness of the entries on the COLB.⁶ The information on the registered child is then kept in a registry book.⁷

All births must be registered at the local civil registration office within 30 days for a timely registration. A birth can only be registered once.⁸

The COLB is signed and stamped by the civil registrar (or his/her representative), and signed by the registrant, the attendant-at-birth, and the person who prepared the COLB. Four copies are produced; one copy is distributed to the hospital, one to the local civil registration office, one to the PSA, and one to the parents.⁹

Between two to five days after the birth registration, the parents can come to the the local civil registration office to collect their copy of the COLB. The parents must provide valid ID documents (original and one photocopy). Anyone can collect the COLB, if the person has an authorisation and a copy of the parent's ID documents.¹⁰

Late registration of birth

If the birth is registered later than 30 days after the birth, it will be considered as a late registration.¹¹ For a late registration, the the local civil registration office requires several documents submitted depending on whether the late registered person is under or above 18 years of age, has one foreign parent, was born outside the specific local civil registration office, and whether the application for the late registration is filed on behalf of another person. See a full list of the required documents [here](#). The required documents must be presented in two sets: one original and one photocopy. Late registrations normally take 30 days to process.¹²

There is a fee for late registrations to prevent people for registering late, but it is only applicable if the person concerned wants a copy of the COLB issued, according

⁵ Philippine Statistics Authority Helpline B, year of issue n/a.

⁶ Philippine Statistics Authority, 26 September 2023, PowerPoint p. 11.

⁷ Civil Registration Office, Makati City, the Philippines, 26 September 2023.

⁸ Civil Registration Office, Makati City, the Philippines, year of issue n/a, Folder p. 2.

⁹ Civil Registration Office, Makati City, the Philippines, 26 September 2023.

¹⁰ Civil Registration Office, Makati City, the Philippines, 26 September 2023.

¹¹ Civil Registration Office, Makati City, the Philippines, 26 September 2023.

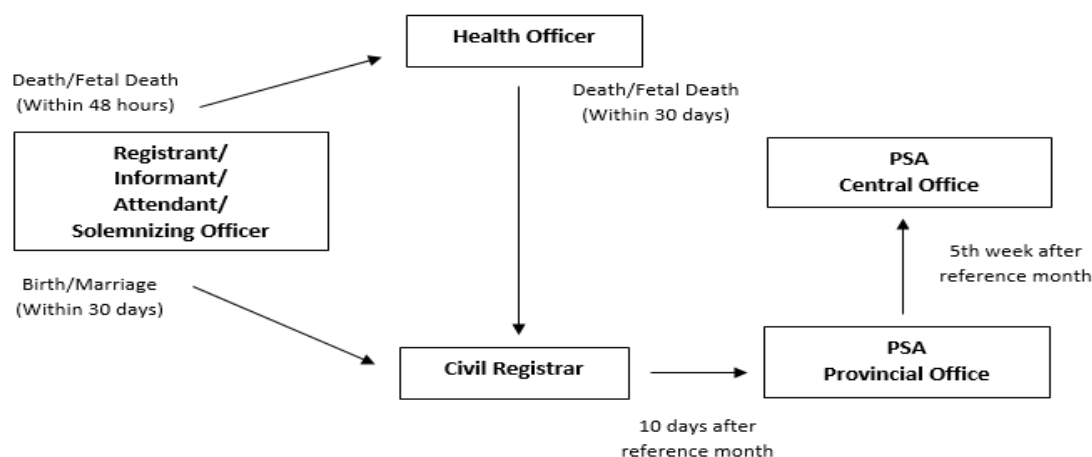
¹² Civil Registration Office, Makati City, the Philippines, year of issue n/a, Folder p. 1-2.

to the PSA.¹³ The fee is 200 pesos for a registration less than two years late, and 500 pesos for a registration more than two years late.¹⁴ It will appear on the birth certificate issued by the PSA, if it is a late registration.¹⁵

The Philippine Statistics Authority (PSA)

The Philippine Statistics Authority (PSA) is responsible for civil status documents in the Philippines and to collect data from registrations conducted at the local civil registration offices. The PSA consults its database to verify personal information when issuing a PSA civil status document upon request from the applicant. The personal information collected, when registering a vital event at the local civil registration office, is electronically transferred to a database at a PSA Provincial Office. At the PSA Provincial Office, the data is electronically transferred to a PSA Central Office in Manila for verification and approval. Approved documents are then transferred to the database prior to the issuance of the birth certificate. The certificate is printed on security paper but is otherwise identical with the COLB issued by a local civil registration office. The same procedure applies to the issuance of both death and marriage certificates.¹⁶

The PSA Central Office is electronically connected to all the PSA Provincial Offices, who are linked to 63 PSA Outlets with a Civil Registry System (CRS). This means that a Philippine citizen can have PSA certificates issued in every PSA CRS Outlet regardless of the place of registration. The PSA CRS Outlets are located throughout the Philippines.¹⁷ See a full list of the locations of the PSA CRS Outlets [here](#).



¹³ Civil Registration Office, Makati City, the Philippines, 26 September 2023; Philippine Statistics Authority, 26 September 2023.

¹⁴ Civil Registration Office, Makati City, the Philippines, year of issue n/a, Folder p. 1.

¹⁵ Philippine Statistics Authority, 26 September 2023.

¹⁶ Philippine Statistics Authority, 26 September 2023; Philippine Statistics Authority, 26 September 2023, PowerPoint p. 10.

¹⁷ Philippine Statistics Authority, 26 September 2023; Philippine Statistics Authority, 26 September 2023, PowerPoint p. 21.

Layout of the PSA birth certificate

The current format of the PSA birth certificate has been in use since 2016. The layout of the birth certificate is the same as the COLB issued by a local civil registration office (see image 1). However, the official birth certificate is issued by the PSA, which is printed on security paper and contains several security features.¹⁸ Please see the NIDC guide for further information about the security features.

According to the PSA, a new format of the PSA certificates will soon be presented.¹⁹

The issuance procedure of the PSA birth certificate

The PSA birth certificate can be achieved by Philippine citizens above 18 years old in two ways; online or walk-in. An appointment is required for walk-in applications, which can be done through the PSA's Online Appointment System. At the website, the applicant can choose the date, time, and the PSA CRS Outlet for the application.²⁰

After completing the online appointment application, the applicant receives an appointment slip via email, which must be printed or be visible on a phone. Securing an appointment is free of charge and the appointment slip is non-transferable.²¹

At the chosen PSA CRS Outlet, the applicant must present the appointment slip and get an application form and a queue ticket number. At the counter, the applicant must present a valid ID document together with an authorisation letter, if the birth certificate is collected for someone else (e.g. a family member). For foreigners, a passport and an alien/immigrant certificate is required. The applicant must pay the corresponding fees and is subsequently provided an official receipt. The application is then transmitted to a service officers for proceeding. The applicant can collect the birth certificate at the releasing area at the PSA CRS Outlet where the birth certificate is printed and released.²²

The fee and service time are different depending on the frontline service at the PSA CRS Outlet. For the copy issuance, where the information from the local civil registration office is already in the PSA database, the fee is 155 pesos for the issuance of a birth certificate and the service time after payment is one-two hours. For the copy issuance, where the information from the local civil registration office is not

¹⁸ Civil Registration Office, Makati City, the Philippines, 26 September 2023; Philippine Statistics Authority, 26 September 2023.

¹⁹ Philippine Statistics Authority, 26 September 2023.

²⁰ Philippine Statistics Authority, 26 September 2023, PowerPoint p. 38; Philippine Statistics Authority Helpline B, year of issue n/a; Landinfo 2 June 2015, p. 6.

²¹ Philippine Statistics Authority, 26 September 2023, PowerPoint p. 38; Philippine Statistics Authority Helpline B, year of issue n/a.

²² Philippine Statistics Authority, 26 September 2023, PowerPoint p. 21-31; Philippine Statistics Authority Helpline B, year of issue n/a.

yet in the PSA database, and the information must be manually verified, the fee is also 155 pesos for the issuance of a birth certificate, but the service time after payment is seven working days.²³

For the online application procedure, the applicant can order a certified true copy of the birth certificate through <https://psaserbilis.com.ph/> for local and foreign requests (worldwide delivery service), and through <https://psahelpline.ph/> for local requests only. The websites are authorised by the PSA to issue PSA certificates, and help facilitate the application procedure.²⁴ Through the websites, the applicant can either apply for his/her own birth certificate or for someone else (e.g. a family member). The applicant needs to provide a government-issued ID document to complete the online application. Once completing the online application, the applicant must pay a fee of 365 pesos per document, which is possible via various payment options.²⁵

The birth certificate will be delivered straight to the given delivery address or at a selected pick-up destination. At both the delivery and the pick-up destination, the applicant is required to present the submitted ID document. The birth certificate cannot be received by anyone else than the applicant. The delivery time normally is three-eight working days depending on the location. All undelivered documents will after two attempts be returned to the PSA after 30 days, and payments will be forfeited.²⁶

The birth certificate has no expiration date. However, entities such as the Department of Foreign Affairs (DFA) and embassies require the birth certificate not to be older than six months from the date of payment, when applying for an Apostille.²⁷ Furthermore, the PSA occasionally updates the security paper of the certificate, which means that an old certificate may not be accepted by some government agencies, if the security paper is outdated. The PSA advises applicants to submit a new PSA certificate issued on the latest security paper.²⁸

Besides the above mentioned online and walk-in service, the PSA has a newer service where applicants can get their birth certificate accessible online via the two above mentioned websites. The requested birth certificate can be viewed online as an e-copy via an access code after the payment of 130 pesos. The availability of the

²³ Philippine Statistics Authority, 26 September 2023, PowerPoint p. 19.

²⁴ Philippine Statistics Authority Helpline C, year of issue n/a.

²⁵ Philippine Statistics Authority Helpline B, year of issue n/a.

²⁶ Philippine Statistics Authority Helpline B, year of issue n/a.

²⁷ Philippine Statistics Authority Helpline B, year of issue n/a.

²⁸ Philippine Statistics Authority Helpline A, year of issue n/a; Philippine Statistics Authority, 26 September 2023, PowerPoint p. 56.

birth certificate on the website is subject to an expiry period. After a further request, the viewable online version of the birth certificate can be printed on security paper at any PSA CRS Outlet, which costs 80 pesos.²⁹

Foreign nationals can have a birth certificate issued at the Philippine embassy in their country of residence.³⁰

Corrections in the birth certificate

Corrections in the birth certificates can be proceeded administratively or judicially. Birth certificates with clerical or typographical errors (e.g. wrong gender, first name, or date of birth) can be corrected by filling a petition with the local civil registration office where the birth was reported. Changing of last and middle name, citizenship, parent's name, and birth year as well as changes with the child's legitimacy or illegitimacy require judicial proceedings for corrections.³¹

The PSA in some cases makes corrections in the margins of the birth certificates. The annotation is a standard procedure and the remarks are therefore considered valid by the NIDC.³²

PSA validation services

The PSA has developed an e-Verification Mobile App which enables the general public to validate the birth certificate. The e-Verification Mobile App is a stand-alone system that is available for download on any smartphone. The encrypted system confirms the authenticity of issued certifications and copies of civil registration documents by scanning the QR code printed on the document (it should be noted that the NIDC does not know the exact result of the e-Verification validation).³³ The QR code was introduced in July 2022 on PSA certificates, in accordance to the PSA (the NIDC is provided with a list of which PSA Outlets that are currently issuing certificates with QR codes).³⁴

In addition, the PSA itself offers several validation services. For example, the PSA verifies and certifies the authenticity of the local copy of the COLB by verifying the signatures of the civil registrars. Twice a year the PSA receives an updated list of the persons authorised to sign documents.³⁵ The PSA also provides validation to different partner agencies such as embassies and government agencies (e.g. the

²⁹ Philippine Statistics Authority, 26 September 2023, PowerPoint p. 18.

³⁰ Civil Registration Office, Makati City, the Philippines, 26 September 2023.

³¹ Philippine Statistics Authority Helpline B, year of issue n/a; Philippine Statistics Authority, 26 September 2023.

³² Philippine Statistics Authority, 26 September 2023.

³³ Philippine Statistics Authority, 26 September 2023, PowerPoint p. 35.

³⁴ Civil Registration Office, Makati City, the Philippines, 26 September 2023; Philippine Statistics Authority, 26 September 2023, PowerPoint p. 34.

³⁵ Philippine Statistics Authority, 26 September 2023.

DFA) by retrieving the data from the database based on the agency's supplied requirements. The fee for an authentication is 155 pesos.³⁶

The PSA also provides authentications to authorities whether a Philippine citizen has a child or not. By giving the name of the citizen together with an authorisation letter, the PSA can check the name in the system and confirm, if the citizen has a child.³⁷

³⁶ Philippine Statistics Authority, 26 September 2023, PowerPoint p. 17.

³⁷ Philippine Statistics Authority, 26 September 2023.

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