



Reference No. 24CRS00-07-1046

MEMORANDUM CIRCULAR NO. 2024-17A

TO : ALL REGIONAL DIRECTORS, CRASD CHIEFS, PROVINCIAL CHIEF STATISTICAL SPECIALISTS, CITY/MUNICIPAL CIVIL REGISTRARS, OFFICERS-IN-CHARGE AND CONCERNED PSA FIELD PERSONNEL

SUBJECT : Clarification on the Salient Provisions of Memorandum Circular No. 2024-17 dated 04 June 2024 re: Additional Guidelines for Delayed Registration of Birth

DATE : 10 September 2024

This Memorandum Circular (MC) is being issued to provide clarification on the salient provisions of MC No. 2024-17 entitled “Additional Guidelines for Delayed Registration of Birth” dated 04 June 2024. The objective is to ensure that Local Civil Registry Offices (LCROs) will have the same interpretation and understanding of the concepts and procedures in the delayed registration of births. Therefore, the city/municipal civil registrars and staff shall be guided by the following provisions:

1. Item 1 of MC No. 2024-17 dated 04 June 2024 prescribes the mandatory personal appearance of the applicants 18 years of age and above before the concerned City/Municipal Civil Registrar (C/MCR)

The LCROs may conduct the **personal interview through an online platform whenever possible (i.e., video call, Zoom, Google Meet, etc.)** for registrants who have **no capacity to personally appear at the LCRO due to serious illness**. The registering LCRO shall record the online interview and print the screenshots of the online conversation as part of the documentation. **The screenshot is in lieu of the personal appearance** and forms part of the supporting documents for delayed registration.



In remote areas where an online interview may not be applicable, it is encouraged that the PSA Field Office and LCROs will conduct regular mobile registration or birth registration assisted programs to reach out these areas and process under delayed registration.

2. In addition to the mandatory requirements specified in Item 2 of MC No. 2024-17 dated 04 June 2024 (Attachment 1), the registrant shall be required to submit an Affidavit duly notarized by the C/MCR or the Mayor, certifying the veracity and genuineness of the supporting documents submitted for delayed registration of birth. The registrant shall use the template attached as Attachment 2.
3. On Item 2 (b) of MC No. 2024-17 dated 04 June 2024 which pertains to the submission of National ID as a mandatory requirement for application of delayed registration of birth, the C/MCRs shall:
 - a. Advise the applicant to present any format of the National ID (i.e., physical card, paper form, or downloadable Digital National ID).
 - b. Verify the authenticity of the National ID through the National ID Check¹ or PhilSys Check² attached as Attachment 3. National ID Check or PhilSys Check is an offline identity authentication tool in the form of a website that validates the identity of the cardholder by matching the data stored in the QR Code on the National ID with the information printed on the card.
 - c. Require the presentation of the Transaction Reference Number (TRN) of the applicant in case he/she cannot present a National ID.

Subsequently, the C/MCRs shall coordinate the TRN to the concerned Provincial Chief Statistical Specialist (CSS) for verification through the designated official email or contact number of the concerned PSO, pending the development of the **automated ticketing system** to be used by the C/MCRs. The result of verification must be provided within the day.

The concerned Provincial CSS shall utilize the "FindMyTRN" tool in verifying the TRN. The CSS shall observe the provisions of the

¹ <https://verify.gov.ph> (Refer to the Public Advisory on the National ID dated 11 June 2024)

² verify.philsys.gov.ph

Office Memorandum No. 2024-67³ dated 19 January 2024 attached as Attachment 4.

- d. Advise the applicant to proceed to the concerned PSO to retrieve his/her TRN in case the applicant misplaced or lost his/her Transaction Slip.
- e. Accept the application for delayed registration of birth of children aged 0 to 1 year old in case they cannot present a National ID.
- f. Registration of former Filipino citizens in the National ID system is NOT mandatory for those who wants to avail delayed registration of birth, as required for the processing of their dual citizenship under Republic Act No. 9225, pending the deployment of the registration of resident aliens in the National ID System.
- g. In case of discrepancies of entries between the National ID and the information based on the supporting documents for the delayed registration of birth, the C/MCRs shall be guided by the following rules:
 - 1) C/MCRs are instructed to accept the delayed registration of birth although there is inconsistency of entries in the place of birth in their National ID and the Certificate of Live Birth (COLB) due to the renaming of the cities/municipalities or its province. The C/MCRs shall follow the general instructions in filling out the item for the **Place of Birth** in the COLB, following the rule that ***“The data to be supplied should be reckoned at the time of occurrence of the said event, not at the time of registration.”*** Below are the instructions for filling out the Place of Birth:
 - i. The place of registration of the vital event is the place of occurrence. Thus, in the geographic identification portion, the names of the province and the city or municipality where the event is to be registered shall be indicated.
 - ii. For delayed registration of events where the city/municipality has been divided or integrated, registration

³ Office Memorandum No. 2024-67 dated 19 January 2024 re: Using the FindMyTRN Tool to Retrieve the Philippine Identification System Transaction Reference Number and Check the Status of Registration

shall be made in the mother city/municipality where the event occurred, which has jurisdiction over the reported place of occurrence. (Source: Manual of Instruction, Chapter 2, Item 2.3)

- 2) In case the applicant is a non-marital child and is already registered in the National ID using the last name of his/her father, the requirements for the delayed registration of birth and its corresponding legal instruments providing proof of filiation must be submitted (Affidavit of Admission of Paternity or Private Handwritten Instrument and/or Affidavit to Use the Surname of the Father under Republic Act (RA) No. 9255).

In case, however, the applicant cannot provide the legal instruments, the C/MCRs shall **NOT** deny his/her application for delayed registration of birth. Instead, the C/MCRs shall inform the applicant that the last name of his/her father will not be reflected in his/her COLB.

- 3) In case of discrepancies other than those mentioned in the preceding paragraph on the National ID and the information found in the supporting documents for delayed registration that are considered substantial, the C/MCR shall refer to the existing civil registration rules and shall advise the registrant for correction or presentation of other documents, prior to approval or disapproval of the application for delayed registration.
4. Item 2c of MC No. 2024-17 dated 04 June 2024 also prescribes the mandatory submission of any two (2) pieces of documentary evidence showing the identity of the parents, such as, but not limited to, the following:
 - a. birth certificate and/or certificate of marriage of parents, if applicable;
 - b. government-issued identification cards (IDs) or;
 - c. certificate of death of the parents, if deceased at the time of registration.

Any valid government IDs/identification documents of the parent/s can be submitted to support the delayed registration process as provided under MC No. 2019-16A⁴ (Attachment 5).

5. Item 6 of MC 2024-17 dated 04 June 2024 provides the process of verification and validation that will be exercised by the C/MCRs in checking the authenticity of the supporting documents submitted by the registrant. The C/MCRs, in the exercise of due diligence, shall **not limit the verification and validation of the information through personal interviews and conduct of field visits** at the Office of the Punong Barangay where the registrant resides to confirm the statements made in the affidavits and genuineness of the supporting documents. The C/MCRs may also directly coordinate with the concerned government or private institutions that certified or issued the supporting documents submitted for the delayed registration through written communication.
6. Item 6 (paragraph 5) of MC No. 2024-17 dated 04 June 2024 pertains to the issuance of the C/MCR of a Certification pertaining to the due diligence conducted to ascertain the truthfulness and authenticity of the documents submitted by the registrants.

To properly document the process of delayed registration, Annex A of MC No. 2024-17 dated 04 June 2024 is revised as prescribed in Attachment 6 to include the name of the LCRO staff who conducted the interview, who prepared the COLB, and the one who reviewed the COLB.

7. It is hereby clarified that the **existing procedures and requirements of delayed birth registration under the Birth Registration Assistance Project (BRAP) remain effective pursuant to MC No. 2022-15 dated 22 July 2022**. Item 8 of MC No. 2024-17 dated 04 June 2024 expressly provides that the National Statistician and Civil Registrar General will promulgate and issue separate guidelines under exceptional circumstances, such as birth registration assistance programs.

⁴ Amendment of Memorandum Circular No. 2019-16 re: Strict Implementation of the Presentation of Valid Identification (ID) Cards/Identity Documents in the Issuance of Civil Registry Documents/Certifications from the PSA dated 11 June 2019.

In addition to the requirements for the registration of the **beneficiaries of the BRAP under MC No. 2022-15 dated 27 July 2022, the PSO and the LCRO shall ensure that all BRAP delayed registrants will also be registered with PhilSys.** The PSO and LCRO shall also establish mechanisms to facilitate the registration to the National ID and the delayed registration of birth.

In the exercise of its visitorial functions as provided under Rule 12(i) of the Implementing Rules and Regulations of RANo. 10625, the National Statistician and Civil Registrar General, through his/her authorized representatives, **may conduct audits of birth records registered under BRAP.**

8. **Mandatory verification of birth records of registrants aged 80 years old and over at the Civil Registration Service.**

Pursuant to RA No. 11982 or “An Act Granting Benefits to Filipino Octogenarians and Nonagenarians, amending for the Purpose RA No. 10868, Otherwise known as the “Centenarians Act of 2016”, and Appropriating Funds Therefor”, all Filipinos, whether residing in the Philippines or abroad, upon reaching the ages of 80, 85, 90, and 95, shall each receive a cash gift of Ten Thousand Pesos (Php 10,000.00). Considering the expected increase in the number of delayed registrants for this elderly group, applications for delayed registration must be thoroughly reviewed by the LCRO and PSA.

The C/MCR shall submit the electronic copy of the supporting documents for delayed registration to the CRS for further verification in the Civil Registry System (CRS) database through the Civil Register Management Division (CRMD) at email address **crmd.verification@psa.gov.ph** to validate the consistency of the information indicated in the accomplished Municipal Form 102 as against the existing records in the CRS database related to the registrant, with emphasis in ascertaining the truthfulness of the date of birth. The result of verification will be provided via email to the concerned C/MCR. If the date of birth is found to be consistent, the C/MCR shall proceed with the registration otherwise, he/she will return the application for delayed registration to the registrants for them to rectify the date of birth.

9. Expenses on mailing of documents for applications of out-of-town registration

The expenses to be incurred in sending the application for delayed registration from the receiving LCRO to the PSO shall be charged to the registrant, while the expenses in sending the document from the PSO to the registering LCRO shall be charged to the PSA civil registration fund.

10. To guide the C/MCRs on the requirements prescribed in the Joint MC No. 2021-01 entitled Revised Guidelines for Delayed Registration of Birth dated 18 October 2021 and MC No. 2024-17 entitled Additional Guidelines for Delayed Registration of Birth dated 04 June 2024, including these Rules, attached as Attachment 7 is the Checklist of the Requirements for Delayed Registration of Birth.

For your information and strict compliance.



CLAIRE DENNIS S. MAPA, PhD
Undersecretary
National Statistician and Civil Registrar General

CSM/EP/MBG/ECQ

Attachments:

1. Attachment No. 1- Memorandum Circular No. 2024-17 dated 04 June 2024 re Additional Guidelines for Delayed Registration of Birth
2. Attachment No. 2- Template of the Registrant's Affidavit
3. Attachment No. 3 - Public Advisory on the National ID dated 11 June 2024
4. Attachment No. 4 - Office Memorandum No. 2024-67 dated 19 January 2024 dated 19 January 2024 re: Using the FindMyTRN Tool to Retrieve the Philippine Identification System Transaction Reference Number and Check the Status of Registration
5. Attachment No. 5- Memorandum Circular No. 2019-16A dated 01 July 2021 re: Amendment of Memorandum Circular No. 2019-16 re: Strict Implementation of the Presentation of Valid Identification (ID) Cards/Identity Documents in the Issuance of Civil Registry Documents/Certifications from the PSA dated 11 June 2019.
6. Attachment No. 6 - C/MCR Certification Template
7. Attachment No. 7 - Checklist of the Requirements for Delayed Registration of Birth