



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. CRMD-2020-08-1374

MEMORANDUM CIRCULAR NO. 2020-21

TO : ALL CONCERNED PSA OFFICIALS AND EMPLOYEES
ALL CITY/MUNICIPAL CIVIL REGISTRARS/OICs

SUBJECT : Guidelines on How to Process the Amended Certificate
of Live Birth of Foreign Children Adopted by Filipinos

DATE : 14 August 2020

The PSA is mandated to carry out, enforce, and administer civil registration functions in the country as provided for in Act 3753, the Law on Registry of Civil Status. In relation to this mandate, the Agency is required to process civil registry documents and this includes application to amend Certificates of Live Birth by reason of adoption.

Under Rule 54 of Administrative Order No. 1, Series of 1991 (*Implementing Rules and Regulations of Act No. 3753 and other Laws on Civil Registration*), it expressly provides that:

***“Rule 54. Annotations in the Civil Register. – (1)
After recording the decree of adoption in the civil register and assigning a registry number by the civil registrar of the city or municipality where the court issuing the decree is situated, the adopter, natural parents of the child, adopted child, clerk of court or any interested party shall submit one copy of said decree to the civil registrar of the city or municipality where the birth of the adopted child was recorded for annotation in the Register of Births and for the preparation of amended Certificate of Live Birth.”***

X X X

X X X

X X X

However, there are cases wherein a foreign child was adopted by Filipino parents and his/her amended Certificate of Live Birth cannot be processed



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

due to the non-availability of prior record of birth registered/reported in the Philippines. To address this kind of situation, the following guidelines must be observed:

1. The registrant, who may be the adopter, natural parents of the child, adopted child (if already of legal age), clerk of court or any interested party shall submit three (3) certified true copies of the court decree of adoption **with attached authenticated copy of the prior birth of the child** to the registrar of the city or municipality where the court issuing the decree is situated;
2. The civil registrar of the city or municipality where the court issuing the decree is situated shall record the decree of adoption with attached authenticated copy of the prior birth of the child within 30 days after the date of issue of the final judgment of the court and assign a registry number. If not made within the prescribed period, registration of the same shall be considered late pursuant to the rules under Administrative Order No. 1, Series of 1993;
3. After the court decree of adoption has been recorded in the Register of Court Decrees/Orders and assigned a registry number, copies shall be distributed by the civil registrar as follows: first copy to the registrant; second copy to the Civil Registrar General; and the third copy shall be retained for his file copy;
4. The registering civil registrar, after retaining a certified copy of the prior birth of the child pursuant to Office of the Civil Registrar General (OCRG) Memorandum Circular No. 2019-21, shall put remarks to the said birth record pursuant to the decree of adoption. Likewise, the registering civil registrar shall prepare the amended Certificate of Live Birth;
5. In the preparation of amended Certificate of Live Birth, the assigned registry number should be the same with the registry number of the prior birth of the child attached to the recorded decree of adoption. In the absence thereof, any reference number, control number, or any number equivalent thereto that reflects in the document should be adopted as the registry number of the amended Certificate of Live Birth;

14 August 2020

6. As to the informant in the amended Certificate of Live Birth, any of the adopting parents, or the adopted child if he/she is 18 years old or over, or any person who has knowledge of the facts of birth of the adopted child should be entered; and
7. For the other entries to be entered in the amended Certificate of Live Birth as well as the requirements and process for its issuance, the civil registrar shall be guided by the rules on adoption under Administrative Order No. 1, Series of 1993 and other existing policies issued by the OCRG.

For your information, and strict compliance.



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

MLM/FSS/MBG/RDF