



Reference No. 24CRS00-06-1008

## MEMORANDUM CIRCULAR NO. 2024-17

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

SUBJECT : Additional Guidelines for Delayed Registration of Birth

DATE : 04 June 2024

Whereas, the Office of the Civil Registrar General (OCRG) issued the Administrative Order No. 1 series of 1993 prescribing the rules on delayed registration of vital events beyond the reglementary period.

Whereas, on 08 July 1998, the OCRG issued a Memorandum on strict implementation of rules and regulations governing delayed registration of birth pursuant to the Administrative Order No. 1 series of 1993 and requiring additional supporting documents on the application of delayed registration such as authenticated copies of the applicant's siblings.

Whereas, the Philippine Statistics Authority and the Department of the Interior and Local Government issued Joint Memorandum Circular (JMC) No. 2021-01 entitled Revised Guidelines for Delayed Registration of Birth dated 18 October 2021. The JMC was issued as a measure to strengthen the process of delayed registration of birth in the country.

To further strengthen the above-mentioned issuances and to ensure that the process of delayed registration will not be abused for concealing the true identity of the registrants thereby preserving the integrity of the civil registration system in the country, the following additional guidelines for delayed registration of birth shall be strictly complied with:



1. In cases of applicants 18 years of age and above, the personal appearance of the applicant before the concerned C/MCR shall be mandatory.

For marital minor applicants, the personal appearance of the parents before the City/Municipal Civil Registrar (C/MCR) is mandatory. In default of the parents or judicially appointed guardians, persons exercising substitute parental authority as provided under Article 216 of the Family Code shall personally appear before the C/MCR. Provided that nothing under this paragraph shall prohibit the C/MCR from requiring the personal appearance of the minor child.

In cases of non-marital minor applicants, only the mother shall personally appear before the C/MCR. If the party seeking the registration is not the mother, an Affidavit or a sworn statement stating the present whereabouts of the mother and the reason for her inability to personally appear before the C/MCR shall be submitted.

In the case of out-of-town registration, the mandatory personal appearance of the persons mentioned in the preceding paragraphs shall be before the receiving civil registrar. Provided that the accepted application for out-of-town registration will be coursed through the PSO for transmittal and endorsement to the concerned record-keeping civil registrar.

2. In addition to the requirements for delayed registration as outlined in Rule 7.0 of the JMC, the following are the MANDATORY requirements to be submitted by the registrant:
  - a. Barangay Certification issued by the Punong Barangay as proof of residency;
  - b. National ID. If the applicant has not yet registered with the Philippine Identification System, he/she must register before processing the delayed registration of his/her birth record;
  - c. Any two (2) documentary evidence showing the identity of the parents such as but not limited to his/her certificate of live birth (COLB), government-issued ID, marriage certificate of the parents, if applicable or certificate of death for the deceased parents; and

- d. Unedited front-facing photo of the registrant to be attached to the application. (2x2 size, white background, taken within 3 months from the date of registration).
3. If the application for delayed registration is filed on behalf of a deceased person, in addition to the applicable documentary requirements enumerated in 7.1.1 and 7.1.2 of the JMC No. 2021-01 and these guidelines, the Certificate of Death of the document owner shall be required.
  4. For a party seeking late registration of birth whose one of the parents is a foreigner, the requirements mentioned in Item 7.2 of JMC No. 2021-01 shall be revised as follows:
    - a. Certificate of Marriage of parents (marital child);
    - b. Birth certificate of parent/s;
    - c. Valid Passport or BI Clearance Certificate or ACR I-Card of the foreign parent;
  5. For non-marital children who will be availing of RA No. 9255 or Acknowledgement under the Civil Code, in addition to the above-enumerated requirements, the following documents must be submitted:
    - a. Affidavit of Admission of Paternity and/or Affidavit to Use the Surname of the Father (AUSF) under Republic Act No. 9255; or
    - b. Affidavit of Acknowledgment in case of a non-marital child born before 03 August 1988.
  6. Upon receiving the application for delayed registration of birth, the C/MCR shall examine the COLB whether it has been completely and correctly filled out. The C/MCR shall also evaluate the veracity and genuineness of the statements made in the Affidavits and the completeness and authenticity of other submitted supporting documents through a personal interview of the applicant or if necessary, conduct a field visit with the Office of the Punong Barangay where the registrant resides to confirm the statements made in the Affidavit and genuineness of the supporting documents. Provided that the investigation of the concerned C/MCR must not exceed five (5) working days.

The application for delayed registration of birth shall not be deemed received, for processing and subsequent posting, pending

the verification of the concerned C/MCR on the completeness and authenticity of the documentary requirements and the veracity and genuineness of the statements made in the Affidavit by the applicant and documentary requirements.

Upon discovery of any inconsistencies, irregularities and/or misinformation in the information provided by the applicant in the COLB form and other submitted supporting documents, the concerned C/MCR shall refuse acceptance of the application for delayed registration until the inconsistencies, irregularities and/or misinformation have been remedied.

For out-of-town registration, the receiving civil registrar shall verify the completeness and veracity of the application for delayed registration. Likewise, further verification shall be done by the registering civil registrar.

In each case of delayed registration, the C/MCR shall issue the certification that he/she has ascertained the truthfulness of the statements made by the applicant based on the examination conducted and the supporting documents submitted. Attached in Annex A is the certification template.

7. In the exercise of its visitorial functions as provided under Rule 12(i) of the IRR of RA 10625, the NSCRG, through his/her authorized representatives may conduct audits of birth records under delayed registration at the Local Civil Registry Offices.
8. The NSCRG shall promulgate and issue separate guidelines under exceptional circumstances as may be determined by the NSCRG such as the occurrence of a state of calamity, pandemic, and other birth registration assistance programs, to aid in the expedient registration of birth in the vulnerable sectors of the society.
9. If, for any reason, any part or provision of this Memorandum Circular providing for Additional Guidelines for Delayed Registration of Birth is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.
10. All previous issuances or any part thereof, which are inconsistent with the provisions of this Memorandum Circular is hereby superseded, modified, or amended accordingly.

11. This Memorandum Circular shall take effect immediately upon publication in a newspaper of general circulation in the Philippines.

For your information and strict compliance.



**CLAIRE DENNIS S. MAPA, PhD**

Undersecretary

National Statistician and Civil Registrar General

  
CSM/EP/MBG

Attachment:

1. Annex A – City/Municipality Civil Registrar Certification Template

## CERTIFICATION

This is to certify that I conducted verification and all necessary due diligence to ascertain the truthfulness and authenticity of the documents and information in relation to the registration of the birth of \_\_\_\_\_ under Registry Number\_\_\_\_\_.

This certification is issued for all legal intents and purposes of the above registration.

Issued this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

**(SIGNATURE OVER PRINTED NAME OF C/MCR)**  
(City/Municipality)