

Republic of the Philippines  
HOUSE OF REPRESENTATIVES  
Quezon City, Metro Manila

TWENTIETH CONGRESS  
First Regular Session

HOUSE BILL NO. 5545



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Introduced by **Representative AGATHA PAULA “AGAY” A. CRUZ**

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### EXPLANATORY NOTE

Civil registration is the State’s most fundamental expression of recognition. It is the legal act by which life’s beginnings and endings are recorded, transforming individuals from mere statistics into persons recognized by law. Sadly, far too many Filipinos remain outside this system.

According to the Philippine Statistics Authority (PSA), approximately 3.7 million Filipinos, including 1.4 million children under 14, still lack birth registration which deprives them of access to education, healthcare, social protection, and other essential services.<sup>1</sup> The problem likewise persists in death registration, particularly in remote and conflict-affected areas. A 2020 study on civil registration awareness and compliance found that while public awareness of civil registration is high, actual compliance for death reporting remains strikingly low, due to cost, distance, and outdated procedures.<sup>2</sup>

These gaps create generations of Filipinos who are, in effect, legally invisible. The absence of registration denies them identity, protection, and participation in national life, resulting in unclaimed social benefits, unresolved estates, and unrecorded lives.

To address this, the proposed Philippine Civil Registry and Vital Statistics Act seeks to modernize, unify, and humanize the country’s civil registration and vital statistics system through the creation of the Philippine Civil Registry Authority (PCRA). The PCRA shall manage the Philippine Civil Registry Database (PCRD), a secure, digital, and interoperable repository designed to ensure the integrity, accessibility, and confidentiality of civil registry records.

Anchored on the State’s duty under the Constitution and its international commitments, the bill expressly provides that in all matters concerning children, the State

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<sup>1</sup> *Civil Registration Bill pushed to help 3.7M Pinoys without birth certificates*, PHILIPPINE LEGISLATORS’ COMMITTEE ON POPULATION AND DEVELOPMENT FOUNDATION, INC. (PLCPD), 2024, available at <https://www.plcpd.org.ph/civil-registration-bill-pushed-to-help-3-7m-pinoys-without-birth-certificates/>

<sup>2</sup> Jeremy Celeste and Merlita Caelian, *Civil Registration Awareness, Compliance, Purpose, and Challenges among Municipal Residents in the Philippines*, PHILIPPINE SOCIAL SCIENCE JOURNAL, 2021, available at <https://doi.org/10.52006/main.v4i2.332>

shall uphold the best interest of the child. It mandates universal registration of vital events, guarantees data privacy compliance, strengthens coordination between national and local governments, and institutionalizes training and certification for civil registry personnel to ensure professionalism and accountability.

Experiences from countries that have reformed their CRVS systems demonstrate measurable gains such as improved death reporting, more reliable statistics for health and disaster response, and stronger evidence-based policymaking.<sup>3</sup> As a signatory to regional and global declarations on CRVS modernization, the Philippines cannot afford to lag behind in ensuring that every life is recorded and every death accounted for.

Ultimately, we legislate this not merely for bureaucratic modernization, but for human recognition. Each registration is an act of inclusion; each certificate, a declaration of existence. It affirms that every Filipino life, from one's first cry to one's final silence, deserves to be recorded, recognized, and respected. To fail to register is to deny dignity, rights, and effective governance.

In pursuit of making every Filipino legally visible, rightfully counted, and fully recognized, the immediate approval of this bill is earnestly sought.



**AGATHA PAULA "AGAY" AGUILAR CRUZ**  
Representative, Fifth Legislative District of Bulacan

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<sup>3</sup> Deirdre Appel and Hayden Dahmm, *Civil registration and vital statistics benefit health, child protection, and governance, A case study on the return on investment for CRVS systems*, GLOBAL PARTNERSHIP FOR SUSTAINABLE DEVELOPMENT DATA AND THEMATIC RESEARCH NETWORKS ON DATA AND STATISTICS, available at <https://www.data4sdgs.org/sites/default/files/2018-12/CRVS%20Case%20Study.pdf>

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**AN ACT**  
**PROVIDING FOR A COMPREHENSIVE AND RESPONSIVE CIVIL**  
**REGISTRATION AND VITAL STATISTICS SYSTEM**

*Be it enacted by the Senate and the House of Representatives of the Philippines in Congress assembled:*

1       **Section 1. Short Title.** – This Act shall be known as the “Philippine Civil Registry  
2 and Vital Statistics Act.”  
3

4       **Section 2. Declaration of Policy.** – It is hereby declared the policy of the State to  
5 ensure the protection of every person’s right to recognition before the law through a  
6 comprehensive, accessible, and technology-driven civil registration and vital statistics  
7 system. The State shall prioritize the protection of people’s rights, strengthen evidence-  
8 based governance, and promote efficiency, transparency, and accountability in the  
9 generation and use of vital statistics.  
10

11       To these ends, the State shall promote and maintain an efficient and  
12 comprehensive civil registration and vital statistics system and uphold a safe and  
13 systematic recording of the vital events of every individual. It shall use standard, modern,  
14 and simplified registration procedures necessary to establish the most precise identity of  
15 an individual for administrative and legal purposes, and to ensure the easy gathering,  
16 compilation, safekeeping, and retrieval of vital occurrences in the life of a person.  
17

18       The State shall prioritize the protection of people’s rights and support good  
19 governance, provide improved education and better health services, and spur economic  
20 growth through a universal and responsive civil registration and vital statistics system  
21 herein referred to as the Philippine Civil Registry Database (PCRD).  
22

23       From this perspective, the State shall work towards realizing the goals embodied  
24 in the Universal Declaration of Human Rights (UDHR), the United Nations Convention  
25 on the Rights of the Child (UNCRC), the International Covenant on Civil and Political

Rights (ICCPR), the Convention on the Rights of Persons with Disabilities (CRPD), the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (ICMW), and the Declaration of Civil Registration in Southeast Asia, as follows:

- (a) Universal, free, and accessible civil registration of all births, deaths, marriages, and other vital events based on accurate data, which ensures the right of every individual to legal documentation of civil registry records, including updates on personal or civil status as necessary, and the recognition of such documentation as proof of identity and the ensuing rights derived therefrom; and
- (b) A comprehensive civil registration system capable of providing accurate and timely vital statistics based on civil registry records as a validation mechanism and principal tool for ensuring that every individual is entitled to social programs and services of the government, and for protecting the rights of all citizens, especially children, in matters relating to education, health, justice, and inheritance.

In all matters concerning children, the State shall uphold the best interest of the child.

**Section 3. Guiding Principles.** – In the implementation of a comprehensive and responsive Philippine Civil Registration Act, the State institutionalizes and hereby maintains a legal framework that is equally accessible, affordable, efficient and most responsive civil registration system that can provide the most reliable and accurate vital statistics from the civil registry database for the grant of social programs and timely delivery of services from the government.

The enactment of a comprehensive and responsive Philippine Civil Registry Act reaffirms the commitment of the State to international standards and recommendations, according to the principles of:

- (a) The universal human right to be recognized everywhere as a person before the law as provided under Art. 6 of UDHR;
- (b) The rights of the child to nationality and registration after birth provided under Art. 7 of UNCRC;
- (c) The right to identity provided under Art. 8 of the UNCRC;
- (d) The right to take part in the conduct of public affairs, suffrage, equal access to public service and be protected from discrimination based on race, colour, sex, language, religion, political or other opinion, national or social origin, provided under Art. 25 of ICCPR;
- (e) The right to nationality of persons with disabilities and be registered provided under Art. 18 of CRPD;

- 1 (f) The right of the child to birth registration during adolescence provided under  
2 General Comment No. 20, Art. 8 of the UNCRC;  
3 (g) The right of children in street situations to be proactively supported to obtain  
4 legal identity documents with their limited access to education, healthcare,  
5 predisposed poverty, susceptible to abuse, exploitation and trafficking; and  
6 (h) The right of all Filipino migrant workers to be recognized as a person of the  
7 law provided under Art. 24 of the ICMW.  
8

9 **Section 4. Coverage.** – It shall cover all acts, vital events, and judicial and  
10 administrative issuances affecting the civil status of persons in the Philippines and  
11 Filipinos living abroad whose reason of stay overseas is for employment either on a full-  
12 time, part-time or temporary basis, including all children with at least one Filipino parent.  
13

14 **Section 5. Definition of Terms.** – As used in this Act:  
15

- 16 (a) *Abandoned child* refers to a child who has no proper parental care or  
17 guardianship, a foundling, or one who has been deserted by one's parents for  
18 a period of at least three (3) continuous months, and has been declared as  
19 such by the National Authority for Child Care (NACC);  
20  
21 (b) *Barangay Civil Registration System (BCRS)* refers to a scheme to facilitate  
22 extensive civil registration at the barangay level involving all barangay  
23 officials assisting in the local civil registration work, as provided under  
24 Section 394 (d) (5) Republic Act No. (RA) 7160, otherwise known as the Local  
25 Government Code of 1991;  
26  
27 (c) *Child* refers to any person below 18 years of age or older who is unable to  
28 fully take care of oneself from abuse, neglect, cruelty, exploitation or  
29 discrimination because of a physical or mental disability or condition;  
30  
31 (d) *Children in Need of Special Protection (CNSP)* refer to all Filipino children who  
32 are vulnerable to or are victims of abuse, neglect, exploitation, cruelty,  
33 discrimination, and nature-induced or human-induced violence, which  
34 include:  
35 i. Abandoned, abused, neglected, and exploited or without primary  
36 caregiver;  
37 ii. Those with mental, physical, learning and other disabilities;  
38 iii. Victims of prostitution and pedophilia and other sexual violence;  
39 iv. Runaways;  
40 v. Those engaged in worst forms of labor;  
41 vi. Those at risk or in conflict with the law;  
42 vii. Child offenders;  
43 viii. Those affected by the use of illegal substance;  
44 ix. Those living in street situation;

- x. Those in situations of armed conflict;
- xi. Those in cultural or indigenous communities;
- xii. Children of persons deprived of liberty;
- xiii. Those affected by the war on drugs;
- xiv. Those living with human immunodeficiency virus and acquired immunodeficiency syndrome or other sexually-transmitted infections;
- xv. Victims of nature-induced or human-induced disasters;
- xvi. Abandoned in a foreign country; and
- xvii. Those experiencing any other analogous condition prejudicial to their development;

(e) *Circuit registrar* refers to the clerk of court of a Shari’a Circuit Court performing as civil registrar of Muslim marriages, divorces, revocations of divorces, and conversions with the respective court’s jurisdiction, as provided for under Title VI, Book Two of Presidential Decree No. 1083 or the “Code of Muslim Personal Laws of the Philippines”;

(f) *Civil register* refers to the various civil registry books and related certificates and documents including digital or electronic copies thereof, where registrable acts, events, and judicial and administrative issuances concerning the civil status of a person are recorded and kept in the archives of the Philippine Civil Registry Authority (PCRA), civil registries in cities and municipalities, district and circuit courts and Philippine foreign service posts;

(g) *Civil registrar* refers to the head of the civil registry in cities and municipalities, the clerk of court in a Shari’a district or circuit court, and consul general in the Philippine foreign service post acting as civil registrar and doing civil registration functions;

(h) *Civil Registrar General (CRG)* refers to the head of PCRA;

(i) *Civil registration* refers to the continuous, permanent, and accurate recording and documentation of vital events and occurrences in the life of a person, including any modifications thereof during the lifetime of a person, specifically births, marriages and deaths, including judicial decrees or order and other legal instruments;

(j) *Civil registry documents* refer to all certificates or legal papers concerning vital events occurring in the life of a person, as well as court decrees, and legal instruments affecting the civil status of a person, in digital or electronic copy, recorded and kept in the archives of the civil registries in cities and municipalities, Shari’a District and Circuit Courts, Philippine foreign service posts and the PCRA;

- 1 (k) *Clerical or typographical error* refers to a mistake committed in the performance  
2 of clerical work in writing, copying, transcribing or typing an entry in the  
3 civil register that is harmless and innocuous, visible to the eyes or obvious to  
4 the understanding, and can be corrected only by reference to other existing  
5 record or records: *Provided*, That no correction must involve a change of  
6 nationality, age, or status of the petitioner;  
7
- 8 (l) *Consul general* refers to the head of a Philippine foreign service post entrusted  
9 to act as civil registrar and performing the civil registration functions  
10 involving Filipinos in a foreign country which may be delegated to and  
11 performed by the Consul or Vice Consul, in the exigency of public service;  
12
- 13 (m) *Foundling* refers to a deserted or abandoned child or infant with unknown  
14 facts of birth and parentage, or those who have been duly registered as a  
15 foundling during infancy, but have reached the age of majority and have not  
16 benefitted from adoption pursuant to RA 11767, otherwise known as the  
17 “Foundling Recognition and Protection Act”;  
18
- 19 (n) *Informant* refers to the person responsible for providing the facts of birth,  
20 death, or marriage, who shall certify the accuracy of the personal information  
21 recorded for purposes of civil registration;  
22
- 23 (o) *Live birth* refers to a complete expulsion or extraction from its mother, of a  
24 product of human conception, irrespective of the duration of the pregnancy,  
25 that after such expulsion or extraction, breathes or shows any other evidence  
26 of life, such as beating of the heart, pulsation of the umbilical cord, or definite  
27 movement of voluntary muscles, whether or not the umbilical cord has been  
28 cut or the placenta is attached;  
29
- 30 (p) *Local civil registry (LCR)* refers to the civil registry offices in cities and  
31 municipalities, and the Shari’a district and circuit courts;  
32
- 33 (q) *Out-of-town reporting* refers to the occurrence wherein the certificate of live  
34 birth (COLB) or death is presented to the civil registrar of a city or  
35 municipality which is not the place of birth or death, not for registration but  
36 to be forwarded to the civil registrar of the city or municipality where the  
37 birth or death occurred and where it should be registered;  
38
- 39 (r) *Philippine foreign service posts* refer to the Philippine embassies, consulate  
40 offices and missions or other foreign service establishments maintained by  
41 the Department of Foreign Affairs (DFA);  
42
- 43 (s) *Solemnizing officer* refers to priest, rabbi, imam, or minister of any church or  
44 religious sect, or a civil leader such as a municipal or city mayor, court judge,

1 military commander, airplane chief or ship captain, or consul duly  
2 authorized to solemnize or officiate marriage in accordance with the law or  
3 rites, practices, and ceremonies as prescribed or granted by the church,  
4 religious organization, sect, tribe or ethnic group and registered with the  
5 CRG; and

- 6  
7 (t) *Vital event* refers to the occurrences of live birth, death, fetal death, induced  
8 termination of pregnancy, adoption, legitimation, recognition of parenthood,  
9 marriage, annulment of marriage, legal separation or divorce.

10  
11 **Section 6. *Philippine Civil Registry Authority (PCRA)*.** – The PCRA is hereby  
12 created under the Office of the President to be headed by a CRG and assisted by two (2)  
13 Deputy Civil Registrars General. The three (3) top officials shall have a term of six (6)  
14 years, without prejudice to reappointment by the President of the Republic of the  
15 Philippines and subject to the provisions on retirement under RA 8291 or “The  
16 Government Service Insurance System Act of 1997.”

17  
18 The PCRA shall be the primary agency to principally carry out the provisions of  
19 this Act and shall issue policies and rules for its effective implementation and the  
20 enhancement of the PCRD, to include registration, copy issuance, data governance in  
21 accordance with the provisions of this Act, including all other applicable laws and  
22 policies. Consequential thereto, the PCRD shall be linked to the Philippine Identification  
23 System (PhilSys) governed by RA 11055 or the “Philippine Identification System Act.”

24  
25 The affected Philippine Statistics Authority (PSA) personnel undertaking all the  
26 relevant tasks for the Civil Registry and the PhilSys Registration offices shall be  
27 transferred to the PCRA, along with the records, properties and all PhilSys registration  
28 kits and corresponding appropriations for the affected year. They shall continue to  
29 perform their respective duties and responsibilities in a holdover capacity so as not to  
30 hamper the regular operation in the civil registry and the PhilSys programs. The  
31 personnel not interested in undertaking a transfer may opt to retire subject to the  
32 retirement gratuity provisions of RA 7699 or the “Portability Law”, RA 1616, titled “An  
33 Act Further Amending Section Twelve of Commonwealth Act Numbered One Hundred  
34 Eighty-Six, As Amended, By Prescribing Two Other Modes Of Retirement, and for Other  
35 Purposes”, or RA 660, titled “An Act To Amend Commonwealth Act Numbered One  
36 Hundred And Eighty-Six Entitled “An Act To Create and Establish a Government Service  
37 Insurance System”, to Provide for its Administration, and to Appropriate the Necessary  
38 Funds Therefor”, and to Provide Retirement Insurance, and for Other Purposes”, and  
39 other applicable laws and policies.

40  
41 **Section 7. *Philippine Civil Registry Database (PCRD)*.** – The PCRD shall serve as  
42 the central repository of all civil registry data in the Philippines.

43  
44 Data sharing between the PCRA and other government agencies shall strictly

1 comply with RA 10173, otherwise known as the “Data Privacy Act of 2012”, and RA 11055.

2  
3 The CRG shall adopt data protection and interoperability standards consistent  
4 with those established by the National Privacy Commission and the PhilSys Policy and  
5 Coordination Council.

6  
7 **Section 8. Civil Registrar General (CRG) and Deputy Civil Registrars General. –**  
8 The CRG shall be the head of the PCRA. The CRG shall be distinct from the National  
9 Statistician and shall exercise authority over all personnel and operations of the PCRA.

10  
11 The CRG shall assume full responsibilities of the duties of the National Statistician  
12 and Civil Registrar General (NSCRG) mandated under RA 10625 or the “Philippine  
13 Statistical Act of 2013”, relevant to all civil registry functions previously provided under  
14 Act No. 3753, or the Civil Registry Law and other laws or issuances affecting vital  
15 occurrences and civil registry of individuals. The CRG shall also assume all the mandated  
16 duties and responsibilities of the NSCRG in relation to the implementation of and as  
17 provided under RA 11055 and its linkage with this Act.

18  
19 The CRG shall be appointed by the President of the Republic of the Philippines  
20 from among the civil registrars in the country, and shall have a rank and privileges  
21 equivalent to an Undersecretary of a national government agency.

22  
23 The CRG shall have had at least twelve (12) years of experience as a civil registrar  
24 and shall possess any two (2) of the following degrees: a Doctoral Degree, a Bachelor of  
25 Laws or Juris Doctor Degree, or a Master’s Degree in a field relevant to civil registration,  
26 public administration, or statistics.

27  
28 The CRG shall be assisted by two (2) Deputy Civil Registrars General, who shall  
29 aid in the supervision and administration of the PCRA and in the implementation of this  
30 Act, RA 11055, and other related laws and policies.

31  
32 The Deputy Civil Registrars General shall be appointed by the CRG from among  
33 the civil registrars in the country. Each Deputy Civil Registrar General shall have had at  
34 least ten (10) years of experience as a civil registrar and shall possess any of the following  
35 degrees: a Doctoral Degree, a Bachelor of Laws or Juris Doctor Degree, or a Master’s  
36 Degree relevant to civil registration, public administration, or statistics.

37  
38 The Deputy Civil Registrar General for Civil Registration shall assist the CRG in  
39 the exercise of technical supervision and coordination over the implementation of civil  
40 registration policies, programs, and operations. The Deputy Civil Registrar General for  
41 PhilSys shall assist the CRG in the exercise of technical supervision and coordination over  
42 the implementation of RA 11055 and other related laws and policies concerning the  
43 Philippine Identification System.

1 Both Deputy Civil Registrars General shall perform such other functions as may  
2 be assigned by the CRG to ensure the effective performance of the PCRA's mandate.  
3

4 **Section 9. Duties and Function of the Civil Registrar General.** – The CRG shall  
5 have the following duties and functions:  
6

- 7 (a) Manage, preserve, and modernize the PCRD and all central registry records,  
8 and ensure the accuracy, integrity, and security of civil registry data;  
9
- 10 (b) Formulate and implement policies, programs, and standards on civil  
11 registration and vital statistics, in coordination concerned agencies;  
12
- 13 (c) Implement RA 11055 as it relates to civil registration functions, and ensure  
14 the interoperability and coordination of the PCRD and PhilSys databases;  
15
- 16 (d) Supervise, direct, and coordinate all activities necessary to ensure the  
17 efficient delivery of civil registration and PhilSys services nationwide;  
18
- 19 (e) Manage the archiving, reconstruction, and safekeeping of civil registry  
20 documents and records under the custody of the PCRA;  
21
- 22 (f) Issue rules and regulations and enforce the provisions of this Act, related  
23 policies, and all other applicable laws on civil registration, including the  
24 prescribed standard guidelines for proper compliance;  
25
- 26 (g) Issue rules, regulations, and guidelines for the efficient performance of civil  
27 registration functions, in consultation with the civil registrars, Shari'a district  
28 and circuit registrars, consuls general and other partners performing the civil  
29 registry functions, and other officers designated by law;  
30
- 31 (h) Conduct a comprehensive evaluation of the processes and policies on civil  
32 registration to ensure proper compliance with civil registry system rules,  
33 identify problem areas, and immediately resolve deficiencies to maintain a  
34 reliable civil registry database;  
35
- 36 (i) Exercise technical supervision over civil registrars, Shari'a district and circuit  
37 registrars, consuls general, other foreign service officers and partners in civil  
38 registration, and conduct periodic reviews and assessments of their records  
39 and performance;  
40
- 41 (j) Exercise visitorial powers through authorized representatives to conduct  
42 extensive assessment of late, delayed and deferred registration of birth  
43 records in the LCRs;  
44

- 1 (k) Promulgate and issue separate guidelines under exceptional circumstances  
2 as may be determined by the CRG, such as occurrence of a state of calamity,  
3 pandemic, and other birth registration assistance programs, to aid in the  
4 expedient registration of birth among vulnerable sectors;  
5
- 6 (l) Issue civil registry certificates and certification of entries in the civil registers  
7 maintained by the PCRA in accordance with this Act;  
8
- 9 (m) Assign a PhilSys Number upon registration of birth which shall be used by  
10 registrant for the reporting of all subsequent vital events;  
11
- 12 (n) Act on or report any violation of this Act and other issuance relating to civil  
13 registration or PhilSys registration, including acts or omissions of civil  
14 registrars, Shari'a district or circuit registrars, and foreign service officers, in  
15 the performance of their civil registration functions;  
16
- 17 (o) Take action on policy matters involving registration of solemnizing officers  
18 pursuant to Article 7 of Executive Order No. 209, otherwise known as "The  
19 Family Code of the Philippines", pursuant to Administrative Order No. 1,  
20 Series of 2008;  
21
- 22 (p) Develop and implement training modules, capacity-building, and  
23 professional programs for stakeholders involved in civil registration and  
24 PhilSys services, in coordination with relevant government agencies, LGUs,  
25 and partner institutions;  
26
- 27 (q) Establish and implement strategies, mechanisms, and technologies for a  
28 modernized civil registry to improve accessibility, efficiency, and  
29 transparency of civil registration services;  
30
- 31 (r) Issue guidelines on reconstruction of burned, destroyed, or lost civil registry  
32 records;  
33
- 34 (s) Organize and conduct regular coordination activity with:  
35 i. The Supreme Court Administrator on concerns involving civil  
36 registration of Muslim Filipinos as provided for under Executive Order  
37 No. 157, entitled "Providing for Absentee Voting By Officers And  
38 Employees Of Government Who Are Away From The Places Of Their  
39 Registration By Reason Of Official Functions On Election Day" and  
40 Presidential Decree No. 1083, entitled "A Decree to Ordain and  
41 Promulgate a Code Recognizing the System of Filipino Muslim Laws,  
42 Codifying Muslim Personal Laws, and Providing for its Administration  
43 and For Other Purposes" pursuant to Administrative Order No. 1,  
44 Series of 2005;

- 1           ii.    The consuls general of the Philippine foreign service posts on civil  
2                registration of Filipinos abroad whether as permanent resident or  
3                visitor;  
4           iii.   The national, regional, or local disaster risk reduction and management  
5                councils to ensure uninterrupted civil registration services in times of  
6                calamity or disaster;  
7           iv.    The National Commission on Indigenous Peoples (NCIP) for the civil  
8                registration of indigenous peoples as provided for under Rule VI  
9                Section 8 of RA 8371 or “The Indigenous Peoples’ Rights Act of 1997”  
10              pursuant to Administrative Order No. 1 Series of 2005; and  
11           v.     The Department of Social Welfare and Development (DSWD) for the  
12                civil registration of CNSP;  
13  
14       (t)   Decide on petitions for administrative corrections in the civil registry  
15              pursuant to RA 9048, titled “An Act Authorizing the City or Municipal Civil  
16              Registrar or the Consul General to Correct a Clerical or Typographical Error  
17              in an Entry and/or Change of First Name or Nickname in the Civil Register  
18              Without Need of a Judicial Order, Amending For This Purpose Articles 376  
19              And 412 Of The Civil Code Of The Philippines”, as amended by RA 10172  
20              pursuant to Administrative Order No. 1 Series of 2001 and Administrative  
21              Order No. 1 Series of 2012, respectively;  
22  
23       (u)   Perform inspection and visitorial functions over LCRs nationwide;  
24  
25       (v)   Represent the Philippines in regional and international conferences, fora, and  
26              meetings, and act as signatory to all contracts, research projects, and awards  
27              related to civil registry and PhilSys identification matters;  
28  
29       (w)   Monitor and evaluate the implementation of this Act and recommend to  
30              Congress such policy and legislative measure as may be necessary to improve  
31              civil registration services;  
32  
33       (x)   Conduct nationwide information, education, and communication campaigns  
34              on civil registration and PhilSys services;  
35  
36       (y)   Deny requests for issuance of civil registry documents and certificates found  
37              to be fraudulent or fictitious, except when required for official investigation  
38              by law enforcement agencies and other government offices with investigative  
39              power;  
40  
41       (z)   Issue appointments of PCRA personnel below the rank of Deputy Civil  
42              Registrar General, including civil registrars and civil registry staff, and  
43              exercise technical supervision over all civil registrars, registry personnel, and  
44              partner institutions performing civil registration functions;

1  
2 (aa) Submit an annual report to the President of the Republic of the Philippines  
3 on the activities of the PCRA in the preceding year, which shall be submitted  
4 separately from the annual report to Congress during the budget  
5 deliberations; and

6  
7 (bb) Perform such other functions as may be necessary for the effective and  
8 efficient implementation of this Act and other related laws.  
9

10 **Section 10. Duties and Responsibilities of the Civil Registrar.** – The appointment  
11 of a civil registrar in every city and municipality shall be mandatory for the CRG.  
12

13 The civil registrar shall be responsible for the civil registry programs in the city or  
14 the municipality of jurisdiction, pursuant to this Act, other existing laws, rules and  
15 regulations.  
16

17 The civil registrars shall develop plans and strategies and upon approval thereof  
18 by the CRG, implement the same, particularly those which pertains to civil registry  
19 programs and projects in their respective jurisdiction.  
20

21 The civil registrar in every city and municipality, with the approval of the CRG,  
22 shall:

- 23 (a) Accept for registration reports of vital events, court orders and decrees and  
24 legal instruments and validate the correctness and completeness of  
25 information affecting the civil status of persons;  
26 (b) Receive application for delayed, late, and deferred registration of birth,  
27 scrutinize the COLB form upon receipt to check for completeness and  
28 accuracy of information contained therein, examine the attached  
29 documentary requirements to evaluate the veracity and genuineness of the  
30 statements indicated in the affidavits and the completeness of the documents  
31 submitted and information supplied, to include the attached civil registry  
32 certificates digitized and printed on security paper to validate its authenticity  
33 which shall be deemed received after processing, subsequent posting,  
34 verified by the concerned civil registrar on the completeness and veracity of  
35 the documents;  
36 (c) Classify, digitize, index and preserve all registered documents in accordance  
37 with the appropriate archiving procedure;  
38 (d) Collate records of inhabitants from barangay secretaries or through the BCRS  
39 on an annual basis, and seek assistance from barangay secretaries for  
40 registration of births, deaths and marriages;  
41 (e) Adopt mechanisms to improve access to civil registration services in the  
42 respective locality, such as the establishment of secondary registration  
43 offices, mobile registration, and BCRS;  
44 (f) Compile copies of every civil registry document registered and transmit to

- CRG within the first ten (10) calendar days of the succeeding month or within the prescribed period;
- (g) Act on petitions for revocation of certificates of live birth under RA 11767;
  - (h) Apply for cancellation of registration of births, deaths, and marriages in case of multiple registration under this Act;
  - (i) Conduct community education campaigns on vital registration and assist in the preparation of demographic and other statistics for the local government unit (LGU) concerned;
  - (j) Issue certified transcripts or certified copies of any certificate or civil registry document registered, in accordance with this Act without payment of the prescribed fees;
  - (k) Administer oaths, free of charge, for civil registry purposes;
  - (l) File, keep and preserve in a secure place the civil registry book as required by law;
  - (m) Receive all registrable documents and transcribe in the corresponding civil register all documents accepted for registration;
  - (n) Receive applications for the issuance of a marriage license and, after determining that the requirements and supporting certificates and publication thereof for the prescribed period have been complied with, issue the license upon payment of the authorized fee to the local treasurer;
  - (o) Recommend to the legislative bodies and collaborate with administrative agencies in the formulation of systems, procedures, policies, rules and regulations on civil registration;
  - (p) Submit status reports to the CRG on the condition of civil registry documents filed in the LCR of jurisdiction whenever there are substantial changes in the status of files in case of fire, flood, earthquake and other natural and or manmade calamities;
  - (p) Reconstruct destroyed civil registry records upon compliance with the requirements following the procedures established by the CRG;
  - (q) Make civil registry forms available at all times in the LCR; and
  - (r) Exercise quasi-judicial functions pursuant to RA 9048, as amended by RA 10172, RA 11642 or the “Domestic Administrative Adoption and Alternative Child Care Act”, and other relevant existing laws.

**Section 11. Duties and Responsibilities of the District Registrar of a Shari’a District Court.** – The clerk of court of the Shari’a district court shall, in addition to the regular functions, perform the tasks of a civil registrar and act as district registrar of Muslim marriages, divorces, revocations of divorces, and conversions within the territorial jurisdiction of said court.

Every district registrar shall exercise supervision over circuit registrars in every Shari’a district court and shall, in addition to maintaining an entry book, preserve copies of certificates of marriage, divorce, revocation of divorce, and conversion received from circuit registrars in separate general registers. The district registrar shall transmit copies of such civil registry documents to the CRG in the form and manner prescribed by the

1 CRG.

2  
3 **Section 12. Duties and Responsibilities of the Shari'a Circuit Registrars.** – The  
4 clerk of court of the Shari'a Circuit Court shall act as circuit registrars of Muslim  
5 marriages, divorces, revocations of divorce, and conversions, within the respective  
6 territorial jurisdiction. For this purpose, the circuit registrars shall:

- 7  
8 (a) Register and file certificates of Muslim marriages, divorces, revocations of  
9 divorce, and conversions, and such other documents presented for registration;  
10 (b) Issue certified transcripts or copies of any certificate or document registered by  
11 the office in accordance with this Act, free of charge;  
12 (c) Compile certificates of Muslim marriages, divorces, revocations of divorce, and  
13 conversions to Islam and transmit the same to the district registrar in the  
14 manner and form prescribed by the CRG; and  
15 (d) Administer oaths for civil registration purposes, free of charge.  
16

17 **Section 13. Duties and Responsibilities of Philippine Foreign Service Officers.** –  
18 The foreign service officers within the Philippine foreign service posts shall:

- 19  
20 (a) Receive reports or records of vital events of Filipinos occurring abroad;  
21 (b) Submit copies of reported vital events to CRG on a regular basis, as prescribed  
22 by the CRG;  
23 (c) Register vital events occurring to Filipinos within the Philippine foreign service  
24 posts or while in transit to a foreign destination;  
25 (d) Maintain records of such reported and registered vital events of Filipinos; and  
26 (e) Facilitate the registration of undocumented Filipinos and Filipinos at risk of  
27 statelessness abroad, in coordination with the CRG.  
28

29 **Section 14. Local Civil Register.** – Every civil registrar shall maintain, keep, and  
30 preserve in a secured place in their respective LCR the Books of registry where the acts,  
31 events, judicial decrees or orders concerning the civil status of persons are properly  
32 entered, as follows:

- 33  
34 (a) Register of Births;  
35 (b) Register of Births of Person with No Known Parents and Records of  
36 Abandoned Children, of Foundlings with No Known Parents;  
37 (c) Register of Deaths;  
38 (d) Register of Fetal Deaths;  
39 (e) Register of Marriage;  
40 (f) Register of Court Decrees or Orders;  
41 (g) Register of Legal Instruments;  
42 (h) Register of Conversion to Islam;  
43 (i) Register of Muslim Filipino Marriages;  
44 (j) Register of Muslim Filipino Divorces;

- (k) Register of Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs) Marriage Dissolutions;
- (l) Register of Solemnizing officers;
- (m) Register of Applications for Marriage License;
- (n) Adoption;
- (o) Rescission of Adoption;
- (p) Annulment of Marriage;
- (q) Declaration of Nullity of Marriage;
- (r) Declaration of Presumptive Death;
- (s) Compulsory Recognition of Illegitimate Child;
- (t) Voluntary Recognition of Minor Illegitimate Child;
- (u) Appointment of Guardian;
- (v) Termination of Guardianship;
- (w) Judicial Determination of Filiation;
- (x) Naturalization-All forms of Naturalization;
- (y) Cancellation of Naturalization;
- (z) Judicial Determination of The Fact of Reappearance, if Disputed;
- (aa) Separation of Property;
- (bb) Revival of Former Property Regime;
- (cc) Foreign Court Orders Decided Abroad.

*Provided,* That the CRG may prescribe additional registers for other registrable documents, when the need arises.

**Section 15. Registrable Acts and Events.** – The registrable acts and events of occurrences of an individual for recording and safekeeping are, as follows:

- (a) Birth;
- (b) Death;
- (c) Application for Marriage License;
- (d) Marriage;
- (e) Court Orders or Decrees; and
- (f) Legal Instruments.

The registrable orders or decrees of courts and other competent authorities to be recorded and kept for safekeeping are, as follows:

- (a) Adoption;
- (b) Rescission of Adoption;
- (c) Annulment of Marriage;
- (d) Declaration of Nullity of Marriage;
- (e) Declaration of Presumptive Death;
- (f) Compulsory Recognition of Illegitimate Child;
- (g) Voluntary Recognition of Minor Illegitimate Child;

- (h) Appointment of Guardian;
- (i) Termination of Guardianship;
- (j) Judicial Determination of Filiation;
- (k) All forms of Naturalization;
- (l) Cancellation of Naturalization;
- (m) Judicial Determination of the Fact of Reappearance, if disputed;
- (n) Separation of Property;
- (o) Revival of Former Property Regime;
- (p) Repatriation;
- (q) Foreign Court Orders Decided Abroad; and
- (r) Other orders or decrees that pertain to the civil status and vital statistics of a person.

The civil registrar shall properly enter the registrable events and court orders or decrees onto the books of registry.

In the registration of births, adoptions, or any act affecting the civil status of minors, the principle of upholding the best interest of the child shall be strictly observed.

**Section 16. Free Registration of Vital Civil Registry Events.** – In recognition of the registration of births, deaths and marriages as a national policy, no miscellaneous or computer fees or other charges shall be imposed and collected in the registration of these vital events, on time or up to thirty (30) calendar days from birth, death, or marriage. All supporting documents and other documents as prerequisites to registration shall also be issued free of charge for the initial issuance, digitized and printed on security paper for easy authentication.

Upon the initial issuance upon registration of the vital event, the applicant shall be given a personal copy of the civil registry certificate free of charge. Request for replacement due to loss or damage, and reissuance upon presentation of a Certificate of Indigency from the DSWD, shall also be free of charge: *Provided*, That the Certificate of Indigency shall be based on the DSWD *Listahanan* in the subsequent reissuances. Subsequent reissuances of civil registry documents shall be subjected to applicable payment of relevant and affordable fees prescribed by the CRG, LCRs, Shari’a District and Circuit Courts and Philippine Foreign Service Posts as provided under RA 11909 or the “Permanent Validity of the Certificates of Live Birth, Death, and Marriage Act.”

For registration of registrable judicial order, administrative issuances, and legal instruments, a standard fee shall be collected.

**Section 17. Registration and Certification of Birth.** – The physician, midwife, nurse, birth attendant, or finder has the primary responsibility to declare a report of birth, or secondarily, either or both parents or any person who has knowledge of the facts of birth of the newborn child and shall be sufficient for the registration of birth in the civil

1 register.

2  
3 The COLB containing the above declaration shall be submitted for registration to  
4 the LCR in the city or municipality where the birth occurred within thirty (30) calendar  
5 days from date of birth by the aforementioned persons, declaring the following when  
6 available:

- 7  
8 (a) Full name of the child;  
9 (b) Sex;  
10 (c) Date of birth;  
11 (d) Place of birth or where found;  
12 (e) Name of mother;  
13 (f) Citizenship of the mother;  
14 (g) Name of father;  
15 (h) Citizenship of the father;  
16 (i) Date and place of marriage of parents; and  
17 (j) Such other data as may be identified in the Implementing Rules and  
18 Regulations (IRR) of this Act.  
19

20 Birth certificates and other civil registry records of persons digitized and printed  
21 on security paper issued, signed, certified or authenticated by the LCRs, the PSA and its  
22 predecessor, the National Statistics Office, shall have permanent validity and equal  
23 acceptability regardless of the date of issuance and shall be recognized and respected  
24 before all government, public, private, commercial, and business transactions where these  
25 documents are presented, as provided under RA 11909, even when any or some of the  
26 information hereafter mentioned are missing, as follows:

- 27 (a) Usual middle initial or middle name;  
28 (b) Citizenship, if stateless;  
29 (c) Names of parents, if unknown;  
30 (d) Date of marriage, if not applicable;  
31 (e) When an individual has only one birth name; or  
32 (f) Any analogous circumstances.  
33

34 All cases of birth on board a vessel or airplane *en route* to the Philippines shall be  
35 recorded in the civil register of the city or municipality where the mother habitually  
36 resides if either of the parent is a citizen of the Philippines or both are. When the parents  
37 are both foreigners but not residents of the Philippines, the birth may be recorded in any  
38 LCR in the Philippines, if they so desire.  
39

40 The CRG in partnership with the LGUs and the LCRs shall provide mobile birth  
41 registration services especially in all geographically isolated and disadvantaged area  
42 under their jurisdiction.  
43

44 **Section 18. Place of Registration and Reporting.** – Vital events occurring in the

Philippines shall be registered in the city or municipality where said vital event occurred. The CRG shall issue guidelines on out-of-town reporting and the registration of vital events in special cases as defined in this Act.

**Section 19. *Mandatory Registration of Live Birth.*** – All live birth occurring in the Philippines shall be registered in accordance with this Act: *Provided*, That the birth of a fetus with an intra-uterine life of less than seven (7) months that dies within twenty-four (24) hours after its complete delivery from the maternal womb, shall be reported to the civil registrar for statistical purposes, but shall not be entered in the register of live births: *Provided, further*, That a fetus with an intrauterine life of seven (7) months or more and born alive at the time it was completely delivered from the maternal womb, but died later, shall be considered a live birth and shall be registered in the register of deaths, accordingly.

**Section 20. *Free Delayed Registration Program.*** – The LCRs are mandated to implement a free delayed registration program for infants up to one (1) year of age whose births have not been registered and certified due to such factors as poverty, distance, or lack of literacy. The *Sangguniang Barangay* shall assist in the implementation of the program through the BCRS.

The PCRA, the Department of the Interior and Local Government (DILG) and the NCIP shall jointly establish a Free Delayed Registration Program for Indigenous Peoples which shall be implemented by the LGUs and the NCIP regional or local offices in the localities concerned.

The applicant who is over one (1) year of age but not over twelve (12) years of age may avail of the late registration, subject to compliance of the following:

- (a) Personal appearance of the applicant with the parents before the concerned or receiving civil registrar;
- (b) In case of default of any parent, the judicially appointed guardian or any person exercising substitute parental authority as provided under Article 216 of Executive Order No. 209, shall personally appear before the civil registrar;
- (c) An affidavit or sworn statement stating the rationale for late registration, and the non-appearance of parents and their present whereabouts;
- (d) Submission of four (4) copies of the duly accomplished COLB form and signed by the proper parties or required signatories;
- (e) Negative certification of birth record from the CRG;
- (f) Payment of applicable penalty for every year of delay of registration from birth;
- (g) Certificate of death in case of deceased document owner; and
- (h) Certification for waiver of payment of penalty signed by the civil registrar in case of deceased document owner.

The applicant who is over twelve (12) years of age may avail of the deferred

1 registration, subject to compliance of the following:

- 2
- 3 (a) Personal appearance of the applicant with the parents before the concerned or
- 4 receiving civil registrar;
- 5 (b) In case of default of any parent, the judicially appointed guardian or any
- 6 person exercising substitute parental authority as provided under Article 216
- 7 of Executive Order No. 209, shall personally appear before the civil registrar;
- 8 (c) An affidavit or sworn statement stating the rationale for deferred registration,
- 9 and the non-appearance of parents and their present whereabouts;
- 10 (d) Submission of four (4) copies of the duly accomplished COLB form and signed
- 11 by the proper parties or required signatories;
- 12 (e) Negative certification of birth record from the CRG;
- 13 (f) Payment of applicable penalty for every year of delay of registration from birth;
- 14 (g) Certification of death in case of deceased document owner; and
- 15 (h) Certification for waiver of payment of penalty signed by the civil registrar in
- 16 case of deceased document owner.
- 17

18 The illegitimate applicant may avail registration: *Provided*, That the basic  
19 requirements based on age have been complied, and subject to submission of the  
20 foregoing additional documents:

- 21
- 22 (a) Front-facing photo of the registrant to be attached to the application;
- 23 (b) Sworn statement of the parents present whereabouts;
- 24 (c) Affidavit of admission of paternity or affidavit to use the surname of the father,
- 25 if applicable;
- 26 (d) Affidavit of acknowledgement in case of an illegitimate child born prior to 03
- 27 August 1988;
- 28 (e) Baptismal Certificate, if applicable;
- 29 (f) School records;
- 30 (g) Income tax return of the parents, if applicable;
- 31 (h) Medical records;
- 32 (i) Documentary evidence and proof showing the identity of parents and
- 33 distinctive relationship to the child to include COLB digitized and printed on
- 34 security paper, government issued ID, marriage certificate of the parents, if
- 35 applicable or the certificate of death for the deceased parents;
- 36 (j) Barangay captain's certification of parentage and to prove residency; and
- 37 (k) Affidavit of two (2) disinterested persons who have witnessed or known the
- 38 fact birth of the child.
- 39

40 The applicant may request for an out-of-town registration, subject to submission  
41 of the requirements for delayed, late or deferred registration, as the case require: *Provided*,  
42 That the application for out-of-town registration shall be endorsed and transmitted to the  
43 concerned LCR for record-keeping of the civil registry data.

1 A party whose one of the parents is a foreign national may register, subject to  
2 submission of the following documents:

- 3
- 4 (a) Certificate of marriage of parents;
  - 5 (b) COLB of Filipino parent digitized and printed on a security paper; and
  - 6 (c) Valid passport, a foreign government issued clearance certificate or, a Bureau  
7 of Immigration (BI) Clearance Certificate or Alien Certificate of Registration  
8 Immigration (ACRI) card in the case of foreign parent.
- 9

10 For non-marital children who will be availing of RA 9255 or acknowledgement  
11 under the Civil Code, in addition to the abovementioned requirements, subject to  
12 submission of the following:

- 13
- 14 (a) Affidavit of Admission of Paternity or Affidavit to Use the Surname of the  
15 Father (AUSF) under RA 9255; or
  - 16 (b) Affidavit of acknowledgement in case of a non-marital child born before 03  
17 August 1988.
- 18

19 **Section 21. *Persons and Institutions Responsible for Reporting a Live Birth.*** – The  
20 persons and institutions responsible for reporting to the civil registrars the live birth that  
21 occurs within the Philippines, are:

- 22
- 23 (a) The administrator of a health facility, physician or midwife who attended the  
24 birth, in such order, for live births that occur in a health facility;
  - 25
  - 26 (b) The physician, nurse, midwife, or any person who attended to the birth, for live  
27 births that occur outside a health facility, such as at home or in a community  
28 setting; and
  - 29
  - 30 (c) In default of the health facility administrator or attendant at birth, the mother  
31 or the father of the child, or the next-of-kin.
- 32

33 The declaration of the following persons shall be sufficient for purposes of  
34 registration:

- 35
- 36 (a) Either parent of the newborn child born within a valid marriage;
  - 37
  - 38 (b) The mother, or in her absence, the guardian, in case of a child born outside a  
39 valid marriage;
  - 40
  - 41 (c) Any responsible person who has knowledge of the facts of birth; or
  - 42
  - 43 (d) The person, if 18 years of age or over.
- 44

1       **Section 22. Other Persons Responsible for Informing Live Births Under Special**  
2 **Circumstances.** – The responsibility to inform the LCR of the fact of a live birth that occurs  
3 under special circumstances shall be the obligation of:

- 4
- 5       (a) The driver of a vehicle, captain of a vessel, or pilot of an airplane, as the case  
6       may be, and the parents of the child, in case of a live birth that occurs aboard a  
7       vehicle, vessel, or airplane while in transit;
- 8
- 9       (b) The imam, priest or religious leader, village chief, community or tribal leader,  
10       as the case may be, for a live birth that occurs within the religious, or  
11       indigenous cultural community, or in default thereof, either parent of the child  
12       in accordance with this Act; and
- 13
- 14       (c) The head of the facility that has custody over the mother for live births that  
15       occur while she is in state custody.
- 16

17       **Section 23. Duty to Inform the Civil Registrar of a Live Birth.** – It shall be the duty  
18 of the informants mentioned under this Act to inform a live birth within thirty (30)  
19 calendar days from the date of a live birth, or from when they came to know of the live  
20 birth, to the LCR of the place where the birth occurred.

21

22       **Section 24. Duty to Keep Record of Births.** – All health facilities shall submit to the  
23 civil registrar a record of all births occurring in such facility, which shall contain  
24 information required for registration, such as the name of the child, the parents, the  
25 medical attendant at birth and the date of submission of registration documents to the  
26 civil registrar, or other information that may be prescribed by the CRG.

27

28       **Section 25. Registration of Foundlings with No Known Parents.** – The registration  
29 of a foundling or person with no known parents shall be governed by the relevant  
30 provisions of RA 11767 and other relevant issuances.

31

32       The out-of-town registration of birth shall be allowed in the case of delayed  
33 registration where the place of application for registration is other than the place of birth  
34 of the person requesting civil registration. The civil registrars and the CRG shall issue a  
35 COLB free of charge regardless of delay.

36

37       **Section 26. Registration of Children in Need of Special Protection.** – The  
38 registration of CNSP shall be made in the LCR where the child was born, if known. If the  
39 place of birth is unknown, the registration shall be made in the place where the child was  
40 found.

41

42       A finder in custody of a CNSP shall, within forty-eight (48) hours, refer the CNSP  
43 to any of the following receiving agencies for documentation and evaluation:

44

- 1 (a) The nearest regional field or provincial office of the DSWD or the local social  
2 welfare and development divisions;  
3 (b) The *Punong Barangay* of the locality where the CNSP was found;  
4 (c) The nearest police station; or  
5 (d) Child-care foundation.  
6

7 The receiving agency upon referral and determination that the CNSP needs  
8 medical attention, the receiving agency shall immediately bring the CNSP to the nearest  
9 medical facility for the necessary treatment.  
10

11 The receiving agency shall thereafter endeavor to determine if the CNSP is without  
12 a primary caregiver or guardian or a fitting individual who can have temporary custody  
13 of the CNSP. In all instances, the best interest of the CNSP shall be the paramount  
14 consideration in choosing the guardian. In the absence of a suitable guardian, the *Punong*  
15 *Barangay* or the police shall facilitate the commitment of the CNSP to the nearest regional  
16 or provincial office of the DSWD or the local social welfare and development division or  
17 to a duly licensed and accredited orphanage or charitable institution.  
18

19 The registration shall be made sixty (60) days from the date of the actual custody  
20 of the child by:

- 21 (a) The licensed social worker who has custody of the CNSP; or  
22 (b) Those persons or institutions who are in immediate and protective custody of  
23 the CNSP.  
24

25 In both cases, a CNSP Certification issued by the nearest Regional Field Office of  
26 the DSWD shall be presented by the custodian of the child when registering. The  
27 custodian should first endeavor to gather information from anyone knowledgeable on  
28 whether the child has already been registered. Otherwise, data as to the details of the  
29 child's birth should be obtained for purposes of filling-out the COLB.  
30

31 For the registration of birth of a CNSP, the requirements are:  
32

- 33 (a) Negative certification from the LCR or the PCRA, or any proof of declaration  
34 from the PCRA or the "Omnibus Certification." The "Negative Certification"  
35 is a declaration issued by the PCRA that there is no record of requested birth,  
36 while the "Omnibus Certification" is a list issued by the PCRA indicating that  
37 the person whose records are being verified, are in the custody of the PCRA.  
38 The Omnibus Certification is commonly issued upon the request of an  
39 organization, agency or department;  
40  
41 (b) Child case study report prepared by a licensed social worker; and  
42  
43 (c) Certification from the nearest DSWD Regional Field Office that the child is a  
44 CNSP indicating the following information:

- (i) Name of the child;
- (ii) Sex of the child;
- (iii) Date of birth;
- (iv) Place of birth;
- (v) Name of at least one parent; and
- (vi) Citizenship of parents.

For unfilled items in the COLB, the word “Unknown” is acceptable. The approximate date of birth of the child may be certified by a medical or dental practitioner as proof of age. Such certification shall be provided by the medical or dental practitioner upon presentation of the requirements listed in this section.

No fees and other related charges such as processing fee or penalties shall be imposed on the registration of birth of CNSPs within the reglementary period.

In case of multiple registration of CNSP, the guidelines on double or multiple registration shall be followed.

For regular reporting, the civil registrars shall submit the list of registered CNSPs to DSWD and the CRG every 10<sup>th</sup> day of the month.

No annotations shall be indicated on the COLB of the CNSP. A temporary marking shall be made only for purposes of recording and shall be subsequently erased upon final issuance of the registered COLB.

**Section 27. Live Births in Indigenous Cultural Communities or among Indigenous Peoples and Muslim Filipinos.** – The PCRA and the duly recognized national association of civil registrars or the Philippine Association of Civil Registrars (PACR), in collaboration with NCIP, National Commission on Muslim Filipinos (NCMF), Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), National Commission for Culture and the Arts, Council for the Welfare of Children (CWC), distinguished anthropologists and selected elders and leaders of ICCs/IPs shall establish an Indigenous Peoples Civil Registration System (IPCRS) that is sensitive and appropriate to the unique cultural practices and identification systems of ICCs/IPs: *Provided, That the IPCRS shall be approved by the CRG, and the procedures and policies shall be harmonized with existing laws and systems on civil registry: Provided, further, That for recording of names of children it is in accordance with the Naming conventions of Muslim Filipinos.*

In recording the birth of ICCs/IPs delivered in the traditional customs and practices of the indigenous community, the report as to the circumstances of the birth primarily by the tribal doctor or tribal midwife who attended to the delivery, legitimate birth or not, and secondarily by any of the parents, shall be conclusive upon the CRG, the civil registrars and the district or circuit registrars, without need for further proof. The IPCRS shall take into account the various ethnic affiliations of the ICCs/IPs in the country. In the

1 absence of any identifying document, the self-ascription or ascription by any of the  
2 parents or tribal leader or elder shall suffice to establish the identity of ICCs/IPs in civil  
3 registration, and request for civil registry documents or certificates.

4  
5 The CRG shall, in coordination with the NCMF and NCIP, prescribe guidelines for  
6 the registration of those with religious affiliation and indigenous people's group or tribe.  
7

8 **Section 28. Mandatory Certification, Continuing Education, and Training**  
9 **Program.** – To ensure that the efficient delivery of civil registration services meets the  
10 demand for quality civil registrars who shall perform civil registration functions, the CRG,  
11 in coordination with the Civil Service Commission (CSC) and the LGUs, shall develop,  
12 implement, and institutionalize a mandatory certification and training program for all  
13 civil registrars, district and circuit registrars, consuls general, and civil registry personnel.  
14

15 The program shall include initial competency certification and continuing  
16 education courses, renewable every three (3) years, designed to upgrade knowledge,  
17 skills, and ethical standards in civil registration, records management, and data privacy  
18 protection.  
19

20 The CRG, together with the LGUs, shall conduct continuing education and  
21 professional development programs in collaboration with relevant partners in  
22 government, the academe, professional associations, and non-governmental  
23 organizations. Training programs shall be based on periodic training needs analysis,  
24 implemented through accredited learning institutions, and evaluated regularly to ensure  
25 the constant upgrading of competencies and adherence to quality standards.  
26

27 Completion of the mandatory certification and training requirements shall be a  
28 precondition for appointment, promotion, or renewal of designation as civil registrar or  
29 civil registry personnel.  
30

31 The Department of Health (DOH) shall provide capacity building for local health  
32 officers, physicians, heads of health facilities and those in the health sector on their duties  
33 and functions in relation to civil registration.  
34

35 **Section 29. Barangay Civil Registration System.** – The CRG shall, in coordination  
36 with the Department of Information and Communications Technology (DICT), establish  
37 a systematic civil registration procedure at the barangay level, to be called the Barangay  
38 Civil Registration System or the "BCRS", where elected and appointed barangay officials  
39 shall be mandated to assist in the facilitation of civil registration within the area of  
40 jurisdiction, subject to the provisions of this Act.  
41

42 The Barangay Captain shall submit to the LCR of the city or municipality of  
43 residence, the names of the Barangay Secretary as Ex-Officio Civil Registration Officer  
44 (CRO) and another deputized barangay official as Civil Registration Assistant who shall

1 assist in the registration of all vital events of every individual within the area of  
2 jurisdiction.

3  
4 The CRO or Barangay Secretary shall engage the barangay to support the  
5 implementation of this Act, including the provision of fiscal and budgetary support to  
6 ensure the mandatory registration of all born Filipinos. The CRG shall, in partnership with  
7 the LGUs, and the PACR and other accredited government or private institutions, conduct  
8 regular training and capacity building programs to upgrade the knowledge and skills in  
9 civil registration functions of all partners in the barangay.

10  
11 **Section 30. *Strict Confidentiality of Birth-Record.*** – In compliance with RA 10173  
12 or the “Data Privacy Act of 2012”, the record of a person’s birth shall be kept confidential  
13 and no information relating thereto shall be issued except upon request of the following:  
14

- 15 (a) The concerned person, or any person authorized;  
16 (b) Spouse;  
17 (c) Any or both of the parents, direct descendants, the guardian, or institution  
18 legally in-charge in case of a minor;  
19 (d) The court or the appropriate public official whenever absolutely necessary in  
20 administrative, judicial or other official proceedings to determine the identity  
21 of the child’s parents or other circumstances surrounding the birth; and  
22 (e) The nearest kin in case of a person’s death.  
23

24 **Section 31. *Registration and Certification of Death.*** – No remains shall be buried,  
25 cremated, transferred, or otherwise disposed of unless the proper permit or death  
26 certificate issued by the municipal or city health officer has been presented and recorded  
27 in the LCR. A permit to dispose of remains shall only be issued upon the submission of  
28 the duly accomplished certificate of death to the local health officer. In the case of medico  
29 legal deaths, said permit shall only be issued upon approval of the medicolegal officer  
30 conducting medicolegal death investigation.  
31

32 The DOH shall, in coordination with the CRG, DILG and local health officers,  
33 adopt mechanisms to ensure uninterrupted service on weekends and holidays. In case the  
34 local health officer is not available, the alternate may include:

- 35 (a) A provincial health officer or the local health officer of a contiguous city or  
36 municipality;  
37 (b) A government physician; or  
38 (c) A barangay secretary, provided that the cause of death has been determined in  
39 accordance with this Act and the death is immediately reported to the local  
40 health officer.  
41

42 **Section 32. *Persons Responsible to Report a Death.*** – The responsibility of  
43 reporting to the civil registrar that a death occurred within the Philippines, in applicable  
44 cases are:

- 1
- 2 (a) The head of the health facility, or the physician who last attended to the
- 3 deceased, for deaths that occur in a health facility;
- 4
- 5 (b) The physician who attended to the decedent during the last illness, or the next-
- 6 of-kin, or in default, any person who has knowledge of the death, for deaths
- 7 occurring outside health facilities;
- 8
- 9 (c) The physician who attended the deceased, or in default, the health officer
- 10 concerned, any member of the family of the deceased or any person having
- 11 knowledge of the death shall immediately report the same to the local health
- 12 authorities who shall issue a death certificate and shall order the same to be
- 13 recorded before the LCR where the death occurred; and
- 14
- 15 (d) Medicolegal officers of the Philippine National Police (PNP) or the National
- 16 Bureau of Investigation (NBI) for medicolegal deaths reported.
- 17

18 It shall be the duty of the funeral parlors, burial facilities, crematoriums, and

19 embalmers to report to the LCR pursuant to this Act, upon becoming aware that the death

20 has not been registered.

21

22 **Section 33. *Duty to Inform the LCR of Death Through the Local Health Officer.*** –

23 It shall be the duty of the informants mentioned in this Act to inform the LCR concerned

24 of death occurring within a prescriptive period of forty-eight (48) hours from the time of

25 death, or from the time of acquiring knowledge of the death, to the local health officer of

26 the city or municipality where the death occurred or where the body was found.

27

28 **Section 34. *Informants for deaths under Special Circumstances.*** – The persons

29 responsible for informing the LCR of the fact of death that occurs under special

30 circumstances are:

31

- 32 (a) The driver of a vehicle, captain of a vessel, or pilot of an airplane, as the case
- 33 may be, or in case there are no survivors, the owner of the moving conveyance,
- 34 for a death that occurs aboard a vehicle, vessel, or airplane;
- 35 (b) The imam, village chief, or tribal leader, as the case may be, for a death that
- 36 occurs within the Muslim community, or ICCs/IPs;
- 37 (c) The head of a detention facility for deaths that occur in State custody.
- 38

39 In case of medicolegal deaths, the medicolegal officer of the PNP or the NBI to

40 whom the death is referred, shall report the death to the local health officer, within ten

41 (10) days from the date of death or receipt of the report of the death.

42

43 The local health officer, or another government physician authorized pursuant to

44 this Act shall, upon ensuring that information provided is complete or adequate for

1 purposes of registration, and that the medical certification of cause of death is properly  
2 filled-out, report the death to the concerned civil registrar by forwarding the certificate of  
3 death and other relevant documents within thirty (30) calendar days from the time of or  
4 discovery of death.

5  
6 **Section 35. Medical Certification and Determination of the Cause of Death.** – The  
7 cause and manner of death of the deceased persons shall be determined and medically  
8 certified by the persons, subject to the guidelines to be issued by the DOH, as follows:  
9

- 10 (a) The head of the health facility or the attending physician, in case of deaths  
11 occurring in a health facility and deaths pronounced in the health facility;  
12 (b) The physician who last attended to the decedent during last illness, in case of  
13 deaths occurring outside a health facility but with medical attendance;  
14 (c) The local health officer, or other physicians authorized, in case of deaths  
15 occurring outside a health facility and without medical attendance, upon  
16 viewing the body in-person or through video conference, and upon reviewing  
17 the decedent's medical records; or  
18 (d) By the medicolegal officer of the PNP or the NBI, pursuant to Section 29 of this  
19 Act.  
20

21 The cause and manner of death shall be reported to the LCR, in the same manner  
22 as the fact of death. The local health officer may designate other physicians to determine  
23 the cause and manner of death for deaths without medical attendance: *Provided*, That such  
24 physician has undergone training on medical certification of the cause of death, as  
25 prescribed by the DOH.  
26

27 **Section 36. Verbal Autopsy.** – In cases when a person died outside a health facility  
28 and without medical attendance, and no medical records are available to determine the  
29 cause and manner of death of the decedent, the local health officer receiving the report of  
30 death or other physicians authorized shall view the body in-person or through video  
31 conferencing and conduct verbal autopsy to determine the most likely cause of death. The  
32 local health officer may designate other physicians to conduct verbal autopsy provided  
33 said physicians have undergone training on the use of verbal autopsy.  
34

35 The fact that verbal autopsy was used to determine the most likely cause of death  
36 shall be specified in the certificate of death.  
37

38 The DOH shall issue guidelines on the conduct of verbal autopsies by local health  
39 officers.  
40

41 **Section 37. Medicolegal Death.** – The following deaths shall be considered  
42 medicolegal deaths that must be reported by any person who has knowledge of such  
43 death to medicolegal officers within the PNP or NBI in cases where it has jurisdiction:  
44

- (a) Deaths due to known or suspected unnatural or external causes, including violent deaths, whether due to homicide, suicide, or accident;
- (b) All potentially unlawful deaths;
- (c) Sudden, unexpected, or unexplained deaths not caused by a readily recognizable disease, including dead-on-arrival cases with improbable or inconsistent medical history or within the 24-hours of confinement;
- (d) Deaths in State custody; and
- (e) Other analogous cases.

Upon receipt of the report, the medicolegal officer to whom the case is assigned shall conduct a post-mortem examination of the decedent and such other examinations as are needed to determine the cause and manner of death. The consent of the decedent's next-of-kin shall not be required for such examinations.

The medicolegal officer shall certify and report the cause and manner of death, in the form and manner prescribed by the CRG, and according to the guidelines to be issued by the CRG in coordination with the DILG, Department of Justice (DOJ), and DOH.

In the absence of a medicolegal officer of the PNP and NBI in the city or municipality where the death occurred, the PNP may authorize a local health officer or government physician to conduct the medicolegal death investigation, provided that said local health officer or physician shall act under the supervision of the PNP.

The cause and manner of death determined upon a request for second opinion made to another agency shall not be registered without court order: *Provided*, That in case the jurisdiction is transferred to the NBI or PNP upon order of the Secretary of the DOJ or the Secretary of the DILG, the agency designated to conduct the medicolegal death investigation shall be responsible for reporting the cause and manner of death.

The PNP or NBI medicolegal officer who caused the registration of medicolegal death under this Act may apply for an amendment of the Certificate of Death or Certificate of Fetal Death, based on the following grounds:

- (a) New findings from the medicolegal death investigation warrant an amendment of entries; or
- (b) The death has been determined to be a medicolegal death but had not undergone medicolegal death investigation, the entries in the Certificate of Death or Certificate of Fetal Death were found to be erroneous.

**Section 38. Duty to Keep Record of Death.** – All health facilities shall annually submit to the LCR a record of all deaths occurring in such facility, which shall contain information required for registration, such as, the name of the decedent, the witness who certified to the cause and manner of death, and the date of submission of registration documents to the LCR.

1  
2 All funeral parlors, embalmers, cemeteries and crematoriums, shall likewise  
3 annually submit to the LCR a record of all deaths referred to their facility for embalming,  
4 burial, or cremation services, which shall contain the name of the decedent, the date of  
5 issuance of the permit to dispose of the body, the name of embalmer, the date of  
6 registration of death, and other information as may be required by the CRG.  
7

8 **Section 39. *Classification of Diseases.*** – The DOH and the PCRA are hereby  
9 mandated to adopt a standard for the classification of diseases, which must be consistent  
10 with the classification of diseases adopted by the international community.  
11

12 **Section 40. *Registration of Deaths of Unidentified Persons.*** – The CRG shall, in  
13 coordination with the PNP, NBI, DOH and other relevant organizations, issue guidelines  
14 for the registration of unidentified persons. The guidelines shall include mechanisms to  
15 amend the identity, cause and manner of death and other particulars of the decedent  
16 when they become known, in accordance with this Act.  
17

18 The DOH shall ensure that all funeral parlors, burial facilities, and crematorium  
19 are trained on disposal of unidentified bodies and remains.  
20

21 **Section 41. *Monitoring and Review of the Causes of Death.*** – The DOH shall,  
22 through its regional offices and provincial health officers, conduct regular and random  
23 audits of the causes of death within their territorial jurisdiction, and shall submit reports  
24 and recommendations to the CRG to improve the quality, accuracy, and timeliness of the  
25 determination of the causes of death and the issuance of a certification.  
26

27 **Section 42. *Delayed Registration of Death.*** – A deceased person's facts of death  
28 that have not been registered within thirty (30) calendar days from the date of death shall  
29 be allowed a delayed registration before the LCR at the city or municipality of the place  
30 of death.  
31

32 In any case, out-of-town registration of death may be allowed.  
33

34 **Section 43. *Registration of the Application for Marriage License.*** – The application  
35 for marriage license shall be filed by the contracting parties before the LCR where one of  
36 the parties resides. The civil registrar shall enter all applications in the Register of  
37 Applications for Marriage License strictly in the order of receipt of applications. The civil  
38 registrar shall record in said register the names of the applicants, the date on which the  
39 marriage license was issued, and such other data as may be prescribed by the CRG.  
40

41 No application shall be received by the civil registrar unless supporting documents  
42 are attached thereto, and no application shall be posted unless it is received by the civil  
43 registrar. The registration of the application shall only take place after the completion of  
44 the posting period.

1  
2 All applications for marriage license shall be governed by the pertinent provisions  
3 of Executive Order No. 209.  
4

5 **Section 44. Registration of Marriage.** – All marriages shall be registered by the  
6 solemnizing officer before the LCR of the place where they were solemnized. Marriage  
7 among Muslim Filipinos performed under their customs, rites, and practices shall be  
8 registered by the officiating person, or if in default, the parties to the marriage before the  
9 district or circuit registrar of the city or municipality where the Shari’a court exists, or in  
10 the absence of Shari’a court, at the LCR where the marriage ceremony was held.  
11

12 (a) In case of marriages solemnized while in transit:  
13

14 (i) *En route* to or within the Philippines, the marriage shall be registered at the  
15 place of residence of either party; or  
16

17 (ii) Leaving the Philippines, the marriage shall be registered at the consulate of  
18 the Philippines in the place of destination of the parties, or in the absence  
19 thereof, to the nearest Philippine Consulate Office from the place of  
20 destination.  
21

22 (b) In cases of registration of traditional marriages and dissolution of marriages  
23 among and between ICCs/IPs:  
24

25 (i) The report of marriage among and between ICCs/IPs solemnized in  
26 accordance with customary laws, rites, traditions and practices by the  
27 person duly authorized to perform the ritual or ceremony and by the parties  
28 to the marriage shall be conclusive upon the LCR or the PCRA without need  
29 for further proof. For this purpose, the NCIP shall submit to the CRG a list  
30 of ICCs/IPs recognized by each indigenous community to solemnize  
31 marriage according to its customary laws or practices. The CRG shall issue  
32 a Certificate of Registration of Authority to Solemnize Marriage (CRASM)  
33 to such ICCs/IPs for free.  
34

35 (ii) In the case of indigenous communities whose traditional marriage  
36 ceremony does not require the presence of a solemnizing officer, as  
37 determined by the NCIP, the report by the contracting parties shall be  
38 conclusive upon the civil registrar or the CRG without the need for further  
39 proof except personal confirmation, orally or in writing, by any of the  
40 parents or by a tribal leader or elder of the indigenous community to which  
41 any of the spouses belong. For this purpose, the NCIP shall furnish the CRG  
42 and all civil registrars with a list of indigenous communities classified  
43 under this paragraph: *Provided*, That pending the submission of such list,  
44 the oral or written confirmation of the tribal leader or elder shall be

conclusive upon the civil registrar concerned and the CRG.

(iii) The dissolution of marriage of ICCs/IPs following customary indigenous laws and practices shall be directly recorded with the LCR with jurisdiction and the CRG without need of court intervention: *Provided*, That such facts and information shall be confirmed orally or in writing by a tribal leader or elder of the indigenous community to which any of the spouses belongs.

All marriages shall be registered within thirty (30) calendar days from the date of the marriage. Marriages registered after the stipulated period shall be considered late registration but no fee shall be imposed.

**Section 45. Multiple Registration.** – In cases of multiple registrations of birth, marriage and death, the first duly registered document shall prevail, unless the court orders otherwise. In no case shall double or multiple registration of marriages be allowed, except for cases provided for by law. Subsequently, registered certificates registering the same birth, or death shall no longer be issued.

For multiple marriages by and between the same parties, the first marriage shall prevail, and not the first registered marriage of such parties.

The CRG shall inform the concerned LCR, Shari’a district or circuit court, or the Philippine foreign service post of the multiple registration, for proper action. The CRG shall prescribe guidelines on the copy issuance of civil registry documents involving multiple registration.

**Section 46. Registration of Solemnizing Officers.** – All solemnizing officers shall file a sworn application for registration of authority to solemnize marriage in accordance with the guidelines prescribed by the CRG. The CRG shall review the same to determine that the denomination, church, sect or religion officially operates in the Philippines and possess good standing prior to registration, enlistment and issuance of the CRASM.

**Section 47. Grounds for the Cancellation of CRASM.** – The CRG has the authority to cancel CRASM awarded to a solemnizing officer, upon due notice and hearing, and based on grounds, as follows:

- (a) The bishop or the head of the religion or religious sect of which the solemnizing officer is a member requests for the cancellation;
- (b) The solemnizing officer requested for self-cancellation;
- (c) The solemnizing officer ceases to be a member of the religion or religious sect indicating in the certificate or with annotation that the officer retires, or ceases to be a priest, minister;
- (d) The solemnizing officer is convicted by final judgment of any crime involving moral turpitude;

- 1 (e) The solemnizing officer becomes permanently incapacitated to discharge the  
2 functions of the office;  
3 (f) The solemnizing officer willfully violates laws or regulations on marriage and  
4 willfully does not fulfill duties as solemnizing officer; and  
5 (g) The solemnizing officer commits derogatory conduct unbecoming of a  
6 solemnizing officer.  
7

8 **Section 48. Registration of Court Orders.** – In case of court issuance or order  
9 concerning the status of a person, the clerk of court shall advise the successful petitioner  
10 to register such document before the LCR which has jurisdiction on the issuing court.  
11

12 In cases of legal separation, absolute nullity of void marriages and annulment of  
13 voidable marriages, the prevailing party shall cause the registration of the decree in the  
14 LCR where the marriage was registered, where the family court is situated, and in the  
15 PCRA. Such party shall report to the court compliance with this requirement within thirty  
16 (30) calendar days from receipt of the copy of the decree.  
17

18 In case a person other than the petitioner shall apply to register a court order before  
19 an LCR, the civil registrar has the responsibility to verify the veracity of the court issuance  
20 or order, otherwise, registration thereof shall be refused.  
21

22 The LCR where the event was registered shall forward a certified true copy of the  
23 order to the LCR where the vital event affected was originally registered. The LCR where  
24 the vital event was originally registered shall make proper annotations in the document  
25 and in the applicable registry book. The LCR which has jurisdiction over the original  
26 registry document shall send a certified true copy of the annotated document and the  
27 registered court order to the CRG.  
28

29 All corrected documents shall be reported to the PCRA during the usual reporting  
30 month.  
31

32 All court orders shall be registered within thirty (30) calendar days after its finality,  
33 otherwise it shall be considered as delayed registration.  
34

35 All court orders shall be affected through annotations in the civil registry  
36 document except in an adoption case when the child shall be entitled to the issuance of an  
37 amended COLB.  
38

39 **Section 49. Coverage Duty to Inform LCRs of Divorce Among Muslim Filipinos.** –  
40 The court decree of Muslim divorces shall be registered in the Shari'a district or circuit  
41 court within thirty (30) calendar days after the divorce has become final and executory.  
42 The Shari'a district or circuit registrar shall register court decree and shall transmit the  
43 same to the LCR, a Shari'a district or circuit registrar or a foreign service officer where the  
44 marriage was registered for annotation.

1  
2       **Section 50. Foreign Decree or Judgment.** – Where a marriage between two (2)  
3 Filipinos or a Filipino and a foreign national is validly celebrated and a foreign divorce  
4 decree or administrative issuance on termination of marriage is thereafter validly  
5 obtained abroad by the petitioner spouse capacitating the petitioner to remarry, the  
6 foreign divorce decree or administrative issuance must be reciprocally recognized and  
7 judicially enforced or confirmed in the Philippines without the need of judicial process  
8 pursuant to Article 26, paragraph 2 of Executive Order 209: *Provided*, That the judicial  
9 decree or court order shall be registered and submitted as documentary evidence which  
10 shall be annotated in the PCR or the LCR where the affected document is registered, to  
11 prove the capacity of the affected spouse to remarry: *Provided*, That these foreign decrees,  
12 court orders or administrative issuances to be legal and binding in the Philippine  
13 jurisdiction, must first be authenticated by the Philippine Consulate in or proximate to the  
14 foreign country where it was secured prior its subsequent registration and annotation  
15 with the PCR or the LCR which has the lawful jurisdiction over the affected document.  
16

17       **Section 51. Registration of Judicial Declaration of Presumptive Death.** – The clerk  
18 of court who issues the order or the successful petitioner who declared the presumptive  
19 death of a person shall submit a copy of the court order or decree together with the  
20 certificate of finality of such decree or order to the LCR where the order was issued, within  
21 thirty (30) calendar days from the time of issuance of the order, in accordance with the  
22 provisions of this Act and Executive Order No. 209.  
23

24       **Section 52. Reporting of Vital Events Occurring Abroad.** – All vital events of  
25 Filipinos occurring abroad shall be reported to the Philippine foreign service post of the  
26 country of residence or where none is located thereat, in the Philippine foreign service  
27 post of the country nearest the place of residence of the party concerned or where the vital  
28 event occurred.  
29

30       **Section 53. Registration of Adoption.** – All adoptions processed and recognized  
31 under the Philippine law shall be duly registered in accordance with this Act.  
32

33       The registration of administrative and judicial orders of adoption shall be  
34 governed by RA 11642 and other relevant issuances.  
35

36       **Section 54. Rectification of Simulated Birth Records.** – The registration of  
37 rectification of simulated birth records shall be governed by RA 11222 or the “Simulated  
38 Birth Rectification Act”, as amended by RA 11642, and other relevant issuances.  
39

40       **Section 55. Taskforce on Cancellation of Fraudulent Certificate (TCFC).** – All civil  
41 registry certificates or documents, or even substantive documents submitted, processed  
42 and transmitted through the PCRD are presumed strictly registered in good faith and  
43 accordance with or compliant of the provisions of this Act and relevant existing laws on  
44 civil registration. Any of the certificates or documents or even relevant substantive

documents found to be falsified, fabricated or spurious and obtained fraudulently by any individual, to include a foreign national, shall immediately be temporarily be on hold and blocked, pending investigation by the TCFC and the CRG.

The TCFC is hereby created to safeguard and protect the integrity of the PCRD since this is where the most important basic data of the Filipinos are stored. The TCFC is composed of:

- (a) Civil Registrar General, as Chairperson;
- (b) Undersecretaries of the DFA, Department of Interior and Local Government (DILG), and DOJ, and the Assistant Solicitor General of the Office of the Solicitor General, as Members.

The Legal Service of the PCRA shall serve as the TCFC secretariat who shall accept complaints involving fraudulent civil registry certificates or documents. The TCFC shall have the following powers and functions:

- (a) Formulate rules of procedure concerning the investigation, filing and reception of complaints, conduct hearings and appeals involving cancellation of civil registry certificates registered through fraudulent means, especially by any foreign national;
- (b) Conduct clarificatory hearings and investigations on civil registry certificates fraudulently registered;
- (c) Issue summons, subpoena, and subpoena duces tecum to secure the production of all necessary evidence concerning fraudulent cases registered, to include affidavits, records, testimonies, and other substantive documents;
- (d) Promulgate decisions, after due notice and hearing, concerning complaints of cancellation of fraudulent civil registry certificates;
- (e) Recommend to the DFA, DOJ, DILG, the Ombudsman, and other appropriate agencies the filing of criminal, civil and administrative cases under existing laws against individuals who participated in the fraudulent registration and the corresponding deportation in the case of a foreign national, if cleared of the case; and
- (f) Perform such other duties and functions necessary to eradicate proliferation of fraudulent civil registry certificate or document.

In order to protect and vouch on the integrity of the PCRD, upon receipt of report of a spurious or falsified document, the TCFC shall within ten (10) days from the filing of the complaint, immediately conduct investigation and assessment, in accordance with the procedural requirements under Rule 108 of the Rules of Court, in addition to the following:

- (a) TCFC to conduct inquiry and assessment of the affected records in the PCRD to verify the veracity of the report within ten (10) days from the filing of the

- 1 complaint;
- 2 (b) TCFC to facilitate investigation of the individual or personnel involved;
- 3 (c) TCFC to submit a report including case records on the verified details of the
- 4 evidences and the spurious documents submitted, within thirty (30) calendar
- 5 days from the submission of response from the respondent;
- 6 (d) CRG to conduct a second level investigation and assessment of the case to
- 7 identify the main reason of the problem;
- 8 (e) TCFC to recommend necessary legal action, to any person found guilty of
- 9 producing the spurious document and in addition, penalize in accordance with
- 10 the provisions of this Act; and
- 11 (f) TCFC to recommend the non-appealable blocking or locking of the affected
- 12 civil registry document on record in the PCRD, to protect its reliability and
- 13 integrity.
- 14

15 **Section 56. *Registration of Legal Instruments.*** – All legal instruments shall be

16 registered in the LCR of the place where the instrument was executed except for:

17

- 18 (a) Affidavit of Reappearance – This is a sworn statement of the facts of
- 19 circumstances of reappearance of a spouse declared to be absent or
- 20 presumptively dead which shall be recorded with the LCR where the marriage
- 21 of the subsequent spouse was recorded, and where the judicial declaration of
- 22 presumptive death was recorded. The affidavit of reappearance shall be
- 23 annotated both in the first and subsequent marriage of the spouses.
- 24
- 25 (b) Marriage Settlement – This is an agreement signed between parties prior to
- 26 celebration of marriage to fix their property relations within the limits provided
- 27 by the family code. The agreement shall be registered in the LCR where the
- 28 marriage was registered.
- 29
- 30 (c) Admission of paternity or equivalent document, acknowledgment,
- 31 legitimation, voluntary emancipation of minor, artificial insemination – These
- 32 are sworn statements recognizing paternity of a child. The same shall be
- 33 registered as prescribed under RA 9255, entitled “An Act Allowing Illegitimate
- 34 Children to Use the Surname of Their Father, Amending for the Purpose Article
- 35 176 Of Executive Order No. 209, or other relevant laws.
- 36
- 37 (d) Affidavit to use the surname of the Father – This allows the illegitimate
- 38 children to use the surname of the father.
- 39

40 **Section 57. *Registration of Affidavit of Legitimation.*** – The joint affidavit of

41 legitimation shall be registered in the LCR where the birth was registered.

42

43 **Section 58. *Registration of Affidavit of Ratification of Artificial Inseminations.*** –

44 The registration covers children conceived as a result of artificial insemination of the wife

1 with the sperm of the husband or that of a donor or both who are likewise legitimate  
2 children of the husband and the wife: *Provided*, That both of them authorized or ratified  
3 such insemination in a written instrument executed and signed by them before the birth  
4 of the child. The instrument shall be recorded in the LCR together with the birth certificate  
5 of the child.

6  
7 **Section 59. *Dissolution of Customary Marriage.*** – The dissolution of customary  
8 marriage that has been registered as provided for under this Act shall be registered upon  
9 observing the processes and requirements of customary law and practice of the concerned  
10 ICCs/IPs. It shall be the duty of the parties to the marriage to inform the LCR of the place  
11 where the marriage was registered, of the dissolution of marriage in the form and manner  
12 prescribed by the CRG. All certificates of divorce shall be registered in the respective LCR  
13 or Shari’a district or circuit court within thirty (30) calendar days after the date of divorce  
14 by the interested party.

15  
16 **Section 60. *Registration of Reacquisition of Philippine Citizenship under RA 9225***  
17 ***or the “Citizenship Retention and Re-acquisition Act of 2003.”*** – The certificate of  
18 reacquisition of Philippine citizenship together with the oath of allegiance shall be  
19 registered where the instrument was executed.

20  
21 **Section 61. *Civil Registry Documents as Prima Facie Evidence of Vital Events.*** –  
22 The registry books making up the civil register, the office files in hard copies and its  
23 corresponding digital files of the civil registries, certifications or certified copies from  
24 these files and all other documents relating thereto shall be considered public documents  
25 and shall be prima facie evidence of the truth of the facts therein contained.

26  
27 The civil registrar shall not, under any circumstance, permit any document to be  
28 removed from the office, except upon lawful order of the court in which case the proper  
29 receipt shall be secured.

30  
31 **Section 62. *Data Privacy and Confidentiality of Civil Registration Records.*** – All  
32 processes, databases, and information gathered through and stored in the PCRD shall be  
33 processed in accordance with RA 10173.

34  
35 The CRG shall adopt such controls and safeguards as are appropriate and  
36 necessary to ensure that only authorized personnel have access to its data and records,  
37 and that the confidentiality of the information handled and processed by the civil  
38 registration and vital statistics system is protected at all times, in accordance with the  
39 relevant provisions of Presidential Decree No. 603 or “The Child and Youth Welfare  
40 Code”, as amended, and RA 10173.

41  
42 **Section 63. *Generation and Sharing of Vital Statistics from Civil Registration***  
43 ***Information.*** – The PCR information shall be the primary source of vital statistics, as  
44 needed by the CRG, which may be supplemented by census and other numerical data

1 from the statistical arm of the government, the PSA. The CRG shall, in coordination with  
2 the National Statistician, regularly publish vital statistics and reports, for the social  
3 welfare, health and education programs of the government, subject to the Data Privacy  
4 principles of this Act and RA 10173.

5  
6 **Section 64. *Digital or Electronic Reporting of Births, Deaths and Marriages.*** – The  
7 CRG shall, in coordination with the Secretary of the DICT, develop and adopt appropriate  
8 technology to facilitate and improve the PCRD that will digitalize civil registration  
9 processes and facilitate the digitization of the national register, local registers and other  
10 records. For this purpose, the CRG, in coordination with the Secretary of the DICT, may  
11 issue guidelines on:

- 12  
13 (a) The digitalization of civil registration processes and digitization of the national  
14 register, local registers, and other civil registration records;  
15 (b) The requirements for the adoption of the PCRD or its interoperability or  
16 integration with its systems adopted by LCRs, district and circuit registrars,  
17 Philippine foreign service posts, health facilities, and BCRS; and  
18 (c) The use of electronic or digital signatures for registration of vital events in  
19 accordance with the provisions of RA 8792 or the “Electronic Commerce Act of  
20 2000.”  
21

22 All national and local registers and all civil registration records forming part of  
23 said registers, shall conform to the guidelines set by the CRG, in coordination with the  
24 DICT taking into consideration new technologies available.  
25

26 The CRG shall prescribe the form of civil registry documents and reports, in  
27 electronic or digitized files, printed on security paper, for use by the civil registrars,  
28 Shari’a district and circuit registrars, and Philippine foreign service officers.  
29

30 **Section 65. *Digitization of all Civil Registry Files.*** – All registered documents  
31 under the safekeeping of the CRG and the civil registrars shall be digitized. In addition  
32 to the usual reports and forwarding of the printed hard copy files, digitized files shall also  
33 be submitted to the CRG as back up files of the PCRD, for digital archiving purposes.  
34

35 **Section 66. *Electronic Filing System.*** – The CRG through the civil registrars,  
36 Shari’a district and circuit registrars, and Philippine foreign service officers shall establish  
37 an electronic system for filing of petitions, appeals and other processes under RA 9048, as  
38 amended by RA 10172 relevant to civil registration.  
39

40 **Section 67. *Development of Software for the PCRD.*** – The PCRA through the CRG  
41 and the Secretary of the DICT shall, in close coordination with the PACR and the Secretary  
42 of the DILG, develop official software most responsive to a digitized PCRD  
43 implementation. Participation and assistance of international and local private  
44 organizations having parallel objectives on the full development of digital civil

1 registration may be sought in the development of this software. Among other features,  
2 this software shall include the highest degree of data security to ensure the integrity of its  
3 database.

4  
5 **Section 68. *Linking of the PCRD and the Philippine Identification System***  
6 ***Database.*** – The CRG shall, in close coordination with the DICT, link the PCRD to the  
7 PhilSys Database as governed by RA 11055. The CRG shall, in coordination with the  
8 PSPCC and the DICT, issue guidelines to ensure that the PCRD is securely shared and  
9 linked to the PhilSys Database, maintaining the highest degree of data security and  
10 ensuring the integrity of the databases.

11  
12 **Section 69. *Digitalization of Linkages and Interconnection of All Participating***  
13 ***LCRs and the CRG.*** – All capable civil registrars, including Shari’a district and circuit  
14 registrars, consuls general, and CRG shall be authorized for interconnection to facilitate  
15 retrieval, online certifications, and issuance of digitized copies for and in behalf of other  
16 civil registrars using LGU-linked PCRD digital files subject to pertinent laws, rules or  
17 regulations on the confidentiality of civil registry records.

18  
19 **Section 70. *Immunity from Suit of Civil Registration Officers.*** – The CRG, all civil  
20 registrars, assistant local civil registrars, district and circuit registrars, foreign service  
21 officers and other officers who perform civil registration functions shall not be subjected  
22 to any action, claim, or demand in connection with any act done or omitted by them in  
23 the performance of their duties and exercise of their powers to implement the provisions  
24 of this Act, except for actions and omissions done in bad faith or gross neglect of duty.

25  
26 Unless the actions of the above-mentioned officers are found to be in willful  
27 violation of this Act or evidently performed with bad faith or gross negligence, the above-  
28 mentioned officers are held free and harmless to the fullest extent permitted by law from  
29 any liability, and they shall be indemnified for any and all costs, and expenses of whatever  
30 kind and nature that may arise in connection with the lawful exercise of their powers and  
31 performance of their duties and functions.

32  
33 **Section 71. *Penal Provisions.*** – Any person performing civil registry functions  
34 shall be prohibited from:

- 35  
36 (a) Forging civil registration documents, entries, certificates, and registries;  
37 (b) Doing falsification, alteration, or tampering of civil registration documents,  
38 certificates, and registries;  
39 (c) Submitting false information in registering vital events;  
40 (d) Using, abetting to use, or processing falsified or illegally obtained certificates  
41 and security papers; and  
42 (e) Profiteering and unauthorized facilitation of registration and copy issuance of  
43 civil registry documents.  
44

1 Any person who is found guilty of committing the foregoing violations shall upon  
2 conviction be punished with imprisonment of six (6) to twelve (12) years or a fine of not  
3 less than Five hundred thousand pesos (P500,000.00) but not more than One million pesos  
4 (P1,000,000.00) or both, at the discretion of the court.

5  
6 Any civil registration officer found to be in willful violation of this act or who  
7 evidently performed with bad faith or gross negligence of duty, specifically involving  
8 commission of irregularities in the registration of vital events, to include the use of  
9 falsified information, certificates or security papers, shall be punished with imprisonment  
10 of six (6) to twelve (12) years or a fine of not less than Five hundred thousand pesos (PhP  
11 500,000.00) but not more than One million pesos (PhP 1,000,000.00) or both, at the  
12 discretion of the court.

13  
14 Any government official or employee, solemnizing officer, medical practitioner or  
15 employee of a health facility authorized to prepare civil registry documents but failed to  
16 inform or register the vital occurrence shall be punished with imprisonment of six (6) to  
17 twelve (12) years or a fine of not less than Five hundred thousand pesos (PhP 500,000.00)  
18 but not more than One million pesos (PhP 1,000,000.00) or both, at the discretion of the  
19 court.

20  
21 In all instances, if the violation was committed by a government official or  
22 employee, the penalty shall include perpetual disqualification from holding any public  
23 position or employment in any branch of the government, government-owned or -  
24 controlled corporation (GOCC), and subsidiaries.

25  
26 It shall be unlawful for health facilities and responsible personnel, and medical  
27 practitioners, to refuse to report or cause the registration of a vital event due to non-  
28 payment of hospital fees.

29  
30 Any government official or employee, or any medical practitioner or health facility  
31 who commits the foregoing violations shall, upon conviction, be punished with  
32 imprisonment of six (6) years but not more than twelve (12) years or fine of not less than  
33 Five hundred thousand pesos (PhP 500,000.00) but not more than One million pesos (PhP  
34 1,000,000.00) or both, at the discretion of the court.

35  
36 In case of acts committed by private individuals, the penalties imposed in this  
37 section shall be in addition to those imposed on acts or omissions punishable by existing  
38 penal provisions and other laws.

39  
40 In case of acts committed by juridical persons, the penalty shall be imposed on its  
41 president, manager or most senior officer.

42  
43 This provision shall be without prejudice to other fines and fees that may be  
44 imposed on government officials and employees for misfeasance, malfeasance, and other

1 acts and omissions prohibited by other laws.

2  
3 **Section 72. Appeals.** – Any person whose interest is affected by a decision or  
4 inaction of a civil registrar, a Shari’a district or circuit registrar, a Philippine foreign  
5 service officer, or any registration officer who performs civil registration functions under  
6 this Act, may appeal the decision or inaction to the CRG, in accordance with the  
7 prescribed procedures.

8  
9 Appeals from decisions of the CRG may be made in accordance with Rule 43 of the  
10 Rules of Court on “Appeals from the Court of Tax Appeals and Quasi-Judicial Agencies  
11 to the Court of Appeals.”

12  
13 **Section 73. Use of Income.** – The ten percent (10%) of the income generated from  
14 the civil registration services shall be retained and utilized for the upgrading of  
15 equipment, system, database, physical facilities and operations of the civil registries.

16  
17 **Section 74. Appropriations.** – The amount necessary for the initial implementation  
18 of this Act shall be charged against the current year’s appropriations of the PSA for civil  
19 registration. Thereafter, such sums as may be necessary for the continued implementation  
20 of this Act shall be included in the annual General Appropriations Act.

21  
22 **Section 75. Implementing Rules and Regulations.** – Within sixty (60) days from the  
23 effectivity of this Act, the PCRA shall promulgate the IRR for the effective implementation  
24 of this Act. The PCRA, in coordination with the DICT, may consult with the DFA, DILG,  
25 DOJ, DSWD, NCMF, Office of the Supreme Court Administrator, University of the  
26 Philippines Law Center, PACR, National Privacy Commission, DOH, Office of the  
27 Solicitor General, NCIP, Child Rights Network, Commission on Human Rights, Bureau  
28 of Immigration, CWC, National Council on Disability Affairs, Commission on Filipinos  
29 Overseas, Department of Education, Overseas Workers Welfare Administration, NACC,  
30 international agencies, civil society organizations, related ministries of the BARMM, and  
31 such other agencies in the formulation of the IRR.

32  
33 After every five (5) years of implementation of this Act, the Congress of the  
34 Philippines shall, through the Committee on Population and Family Relations of the  
35 House of Representatives and the Senate Committee on Health and Demography,  
36 together with the CRG, conduct regular review to assess the accessibility of registration  
37 and design of the PCR and the PhilSys databases and implement programmatic  
38 interventions to address gaps in civil registration system and the PhilSys for an updated  
39 data management and standards.

40  
41 **Section 76. Separability Clause.** – If any part or provision of this Act is held  
42 unconstitutional or invalid, the remainder thereof not otherwise affected shall remain in  
43 full force and effect.

1           **Section 77. *Repealing Clause.*** – Act No. 3753 or the “Civil Registry Law of the  
2 Philippines”, RA 10625, or the “Philippine Statistical Act of 2013”, PD 1083 or the “Code  
3 of Muslim Personal Laws of the Philippines”, and Executive Order No. 157, entitled  
4 “Establishing a Civil Registration System for Muslim Filipinos”, are hereby amended. All  
5 other laws, rules, regulations, orders, memoranda or circulars inconsistent with this Act  
6 are also hereby repealed and modified accordingly.  
7

8           **Section 78. *Effectivity.*** – This Act shall take effect fifteen (15) days after its  
9 publication in the *Official Gazette* or in a newspaper of general circulation.  
10

11           *Approved,*