

Republic of the Philippines
House of Representatives
Quezon City, Manila

Twentieth Congress
First Regular Session

HOUSE BILL NO. 7477



Introduced by **Rep. LINABELLE RUTH R. VILLARICA**

AN ACT
PROVIDING FOR A COMPREHENSIVE AND RESPONSIVE CIVIL REGISTRATION
AND VITAL STATISTICS SYSTEM AMENDING FOR THE PURPOSE REPUBLIC
ACT NO. 3753 OR THE PHILIPPINE CIVIL REGISTRY ACT OF 1930, AND
PROVIDING FUNDS THEREOF

EXPLANATORY NOTE

Republic Act 3753 or the Philippine Civil Registry Act of 1930, which governs the registration of vital events such as births, deaths, and marriages, is long overdue for modernization to reflect current demographic realities and technological advancements. Outdated framework results in inefficiencies and limits the inter-operability of vital systems necessary for inclusive governance and national development. It does not adequately provide mechanisms for civil registration in crisis settings—such as natural disasters, displacement, or pandemics—nor does it include sufficient safeguards against the falsification of civil documents. The absence of timely and complete data undermines the effectiveness of government interventions, particularly for the most vulnerable. The data from the 2020 Census illustrates the scale of this challenge.

Data from the Philippine Statistics Authority released in 2020, there are at least 3.7 million Filipinos – 1.4 million of them children - remain unregistered. The Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) is particularly affected, with a birth registration rate of only 77%, far below the national average of 96.6%. This means approximately 1.1 million unregistered individuals are located in BARMM alone. Low medical certification of deaths is another concern in BARMM, where only 10–15% of deaths are certified, compared to the 40–50% national average. The prevalence of home deaths, limited access to health services, and cultural practices—such as requiring burial within 24 hours—contribute to underreporting and inaccuracies in death data. The absence of accurate, timely mortality statistics also stems from underutilization of the Medical Certificate on the Cause of Death (MCCOD), especially in conflict-affected or remote areas. There is a shortage of physicians and accredited facilities, and families often rely on informal documentation, further compromising the quality of national health and mortality data. This significant gap is attributed to a combination of cultural norms, geographic inaccessibility, and inadequate infrastructure, all of which hinder timely and universal civil registration.

The passage of Republic Act 11055, or the Philippine Identification System Act, introduced a national ID system that aids in streamlining demographic data collection. However, a cohesive and integrated CRVS framework is critical in harmonizing CRVS with health and social protection information systems to improve data-driven policymaking and service delivery.

To address these long-standing systemic challenges, a modern, inclusive, responsive, and comprehensive civil registration and vital statistics system bill is central to this reform agenda. This proposed legislation envisions a fully digitized and modernized CRVS system that ensures universal and inclusive registration. It responds to evolving social norms and structures while enabling the use of real-time data to guide policymaking and development planning. The new system will integrate existing government databases such as the national ID registry and align with international standards. Its key innovation lies in its child rights-based and equity-centered approach, prioritizing inclusion of every Filipino, especially the marginalized. By institutionalizing a rights-based, gender- and culture-sensitive framework for civil registration and ensuring interoperability with other government systems, the new CRVS law will enhance the State's capacity to provide legal identity for all—laying the foundation for inclusive development, better governance, and stronger protection of human rights.

With the aforementioned backdrop of the issue, immediate passage of this bill is sought.



REP. LINABELLE RUTH R. VILLARICA

Fourth District, Bulacan

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20

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

23
24 **SECTION 1.** Short Title. - This Act shall be known as the “Philippine Civil Registration and
25 Vital Statistics Act”
26

27 **SECTION 2.** Declaration of Policy. - The State shall promote and maintain an efficient,
28 responsive, inclusive, and accessible civil registration and vital statistics system. Towards this
29 end, standardization and modernization of registration procedures is necessary to establish the
30 identity of an individual for administrative and legal purposes. Moreover, efficient and simplified
31 procedures in recording vital events must be applied in civil registration in order to establish the
32 most precise identity of an individual for the benefit of the general public.
33

34 The State declares the registration of all births, deaths, and marriages without discrimination as a
35 national State policy.
36

37 In the implementation Civil Registration and Vital Statistics Act, institutionalizes and hereby
38 maintains a legal of the policy stated above, the State, in enacting this framework related to the
39 Civil Registration and Vital Statistics (CRVS), ensuring a system that provides equal access that
40 is affordable, available, and protects the rights of all citizens, especially children. Such system
41 will also ensure the generation of statistics and easier retrieval and recording of statistics.

42 The enactment of this law reaffirms the commitment of the State to the international standards
43 and recommendations, according to the principles of the universal human right to be recognized
44 as a person before the law Universal Declaration of Human Rights (UDHR Art.VI), to children’s
45 right to nationality, registration after birth United Nations Conventions on the Rights of the Child
46 (UN CRC Art. VII), the right to identity (UN CRC Art. VIII), the right to be protected from
47 discrimination based on race, sex, color, language, religion, national or social origin International
48 Covenant on Civil and Political Rights (ICCPR Art. XXIV), the right to nationality of persons

with disabilities Convention on the Rights of Persons with Disabilities (CRPD Art. XVIII), the right of adolescents to birth registration (UN CRCGC 20, Art. VIII), the right of children in street situations to be proactively supported to obtain legal identity documents and the right of all children at all ages to free, accessible, simple and expeditious birth registration (UN CRC General Comment 21, Art. XV), and the right of all Filipino migrant workers to be recognized as a person of the law International Convention on Migrant Workers (ICMW, Art. XXIV) on CRVS.

The State shall endeavor to facilitate the realization of the people's rights and support good governance, health and development through the universal and responsive CRVS system. In this light, the State shall work towards reaching the goals from the UN Convention on the Rights of the Child and the Declaration of Civil Registration and Vital Statistics in Southeast Asia.

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

SECTION 4. Coverage. - This law shall embrace all acts, vital events, judicial decrees and administrative issuances affecting the civil status of persons in the Philippines and of all

Filipino citizens abroad.

SECTION 5. Definition of Terms. - As used in this Act, the following terms are defined as follows:

- a) Abandoned child refers to a child who has no proper parental care or guardianship, a foundling, or one who has been deserted by one's parents for a period of at least three (3) continuous months and has been declared as such by the National Authority for Child Care (NACC).
- b) Abandoned Filipino child in a foreign country refers to an unregistered or undocumented child found outside the Philippine territory, with known or unknown facts of birth, separated from or deserted by the biological Filipino parent guardian, or custodian for a period of at least three (3) continuous months and committed to a foreign orphanage or charitable institution or in a temporary informal care, and has been declared as such by the National Authority for Child Care, upon recommendation of the office of the Social Welfare Attache of the Department Of Social Welfare and Development, or the Department of Foreign Affairs;
- c) Adoption refers to the socio-legal process of providing a permanent family to a child whose parents had voluntarily or involuntarily given up their parental rights, permanently transferring all rights and responsibilities, along with filiation, making the child a legitimate child of the adoptive parents;
- d) Barangay Civil Registration System (BCRS) refers to a scheme to facilitate extensive civil registration at the barangay level involving all barangay officials assisting the Local Civil Registrars (LCRs) in civil registration work, as provided in Section 394 (d) (5) Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines;
- e) Barangay Secretary refers to the person appointed by the Punong Barangay pursuant to Section 394, Book III, Title I, Chapter V of Republic Act No.7160;
- f) Birth Attendant refers to attending Physician at birth or other health professional such as, midwives, and nurses who have the skills necessary to manage normal deliveries and diagnose, manage, or refer obstetric complications;
- g) Cause of death refers to diseases, morbid conditions, or injuries which either resulted in or contributed to the death, and the circumstances of the accident or violence which produced such injuries for purposes of registration, aligned with International Classification Standards;
- h) Child refers to any person below eighteen (18) years of age or eighteen (18) years and above who is unable to fully take care of himself/herself from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition;
- i) Children in Need of Special Protection (CNSP) refer to all Filipino children who are vulnerable to or are victims of abuse, neglect, exploitation, cruelty, discrimination, and nature-induced or human-induced violence, which include the following:
 - i) Abandoned, abused, neglected, and exploited or without primary caregiver;
 - ii) Those with mental, physical, learning and other disabilities;

1 iii) Victims of prostitution and pedophilia and other sexual violence;
 2 iv) Those engaged in worst forms of labor;
 3 v) Those at risk or in conflict with the law;
 4 vi) Those affected by the use of illegal substance;
 5 vii) Those living in street situation;
 6 viii) Those in situations of armed conflict;
 7 ix) Children of persons deprived of liberty;
 8 x) Those affected by the war on drugs;
 9 xi) Those living with human immunodeficiency virus and acquired
 10 immunodeficiency syndrome or other sexually-transmitted infections;
 11 xii) Victims of nature-induced or human-induced disasters;
 12 xiii) Abandoned in a foreign country; and
 13 xiv) Those experiencing any other analogous condition prejudicial to their
 14 development;

15 j) Circuit Registrar refers to the Clerk of Court of a Shari'a Circuit Court acting as Circuit
 16 Registrar with the duty to register Muslim marriages, divorces, revocation of divorces, and
 17 conversions within the respective court's jurisdiction, as provided in Tide VI, Book Two of
 18 Presidential Decree No.1083 otherwise known as the Code of Muslim Personal Laws of the
 19 Philippines;

20 k) Civil Registration refers to the continuous, permanent, universal and compulsory recording of
 21 occurrences and characteristics of vital events in the life of a person, including any
 22 modifications thereof during his lifetime and until his death, as provided for by this Act;

23 l) Civil registration and vital statistics (CRVS) system registers all births and deaths, issues
 24 birth and death certificates, and compiles and disseminates vital statistics, including cause
 25 of death information. It may also record marriages and divorces.

26 m) Civil register refers to the various civil registry books and related certificates and
 27 documents, including digital or electronic copies thereof, where registrable acts, events,
 28 judicial decrees and administrative issuances concerning the civil status of a person are
 29 recorded and kept in the archives of the civil registrar's offices, Philippine Foreign
 30 Service Posts, Shari'a District and Circuit Courts, and the Philippine Statistics Authority
 31 (PSA).

32 n) Civil Registrar (CR) refers to the officers performing civil registry functions such as the
 33 Local Civil Registry Office (Civil Registrar's Office), the Consul General (CG) in the
 34 Philippine Consulate Offices, or the Clerk of Court in Shari'a Circuit court;

35 o) Civil registry document refers to a certificate or any document, including digital or
 36 electronic copy thereof, concerning the acts and events affecting the civil status of
 37 persons which are recorded and kept in the civil registry.

38 p) Clerical or typographical error refers to a mistake committed in the performance of
 39 clerical work in writing, copying, transcribing or typing an entry in the civil register that
 40 is harmless and innocuous, such as misspelled name or misspelled place of birth, mistake
 41 in the entry of day and month in the date of birth or the sex of the person or the like,
 42 which is visible to the eyes or obvious to the understanding, and can be corrected or
 43 changed only by reference to other existing record or records.

- 1 q) Consul General (CG) refers to an official of the Department of Foreign Affairs (DFA)
2 who has been issued a consular commission and acts as the head of a consular post or the
3 head of the consular section of an Embassy and entrusted in that capacity with the
4 exercise of diplomatic and consular functions, including civil registration duties;
- 5 r) Consul/vice consul refers to an official of the DFA who has been issued a consular
6 commission and entrusted in that capacity with the exercise of diplomatic and consular
7 functions. In exigencies, the civil registration duties herein provided for the consul
8 general may be delegated and can be exercised and performed by the consul or vice
9 consul.
- 10 s) Customary marriage refers to a marriage that is performed in accordance with customary
11 laws, rites, traditions, and practices, of indigenous people and ethnic cultural
12 communities, and recognized as valid under Republic Act No. 8371 and other related
13 laws.
- 14 t) Death refers to the permanent disappearance of all evidence of life at any time after live
15 birth has taken place (post-natal cessation of vital functions without capability of
16 resuscitation).
- 17 u) Delayed registration refers to the registration of a vital event beyond the reglementary
18 period. May be used interchangeably with late registration.
- 19 v) Dissolution of Customary Marriage refers to the termination of marriage as declared in a
20 ruling or decision of the Council of Elders, Council of Timuays, Bodong Holders, or
21 other tribunal and body authorized under the indigenous political structure of the ethnic
22 cultural community, indigenous cultural community or indigenous peoples for causes
23 sanctioned by established customary law or practice.
- 24 w) District Registrar (DR) refers to the Clerk of Court of the Shari'a District Court
25 performing civil registration functions as district recorder of Muslim Marriages, Divorces,
26 Revocation of Divorces, and Conversions, within the court's territorial jurisdiction, as
27 provided in Title VI, Book Two of Presidential Decree No. 1083, otherwise known as the
28 Code of Muslim Personal Laws.
- 29 x) Divorce refers to the final legal dissolution of marriage which confers on the parties the
30 right to remarriage under P.D. 1083.
- 31 y) Document owner refers to the individual whose legal identity and other vital statistics are
32 recorded in the civil registry document or legal instrument in accordance with this Act.
- 33 z) Fetal Death refers to death prior to the complete expulsion or extraction from its mother
34 of a product of conception, irrespective of the duration of the pregnancy, where the death
35 is indicated by the fact that after such separation, the fetus does not breathe or show any
36 other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or
37 definite movement of voluntary muscles, where the fetus has a weight, gestational age, or
38 body length to be prescribed in accordance with this act.
- 39 aa) Foreign service post refers to all Philippine embassies, missions, consulates general, and
40 other foreign service establishments maintained by the Department of Foreign Affairs.

- 1 bb) Foundling refers to a deserted or abandoned child or infant with unknown facts of birth
2 and parentage, or those who have been duly registered as a foundling during infancy, but
3 have reached the age of majority and have not benefitted from adoption pursuant to RA
4 11767, or the “Foundling Recognition and Protection Act”.
- 5 cc) Health facility refers to facilities or institutions, whether stationary or mobile, land-based
6 or otherwise that provides diagnostics, therapeutic, rehabilitative, and other healthcare
7 services, except medical radiation facilities and hospital-based or stand-alone pharmacies.
- 8 dd) Informant refers to the person responsible for providing the facts of birth, death, or
9 marriage, who shall certify the accuracy of the personal information recorded for
10 purposes of registration.
- 11 ee) Indigenous Cultural Communities (ICCs)/Indigenous Peoples (ICCs/IPs) refer to a group
12 of people or homogenous societies identified by self-ascription and ascription by others,
13 who have continuously lived as organized community on communally bounded and self-
14 defined territory, and who have, under claims of ownership since time immemorial,
15 occupied, possessed and utilized such territories, sharing common bonds of language,
16 customs, traditions and other distinctive cultural traits, or who have, through resistance to
17 political, social and cultural inroads of colonization, non-indigenous religions and
18 cultures, became historically differentiated from the majority of Filipinos. ICC/Ips shall
19 likewise include people who are regarded as indigenous on account of their descent from
20 the populations which inhabited the country, at the time of conquest or colonization, or at
21 the time of inroads of non-indigenous religions and cultures, or the establishment of
22 present state boundaries, who retain some or all of their own social, economic, cultural,
23 and political institutions, but who may have been displaced from their traditional domains
24 or who may have resettled outside their ancestral domains.
- 25 ff) Legal Instruments are registrable instruments in the form of an affidavit or certificate
26 which affect the civil status of persons as enumerated in this Act. These acts are executed
27 or issued without an order from the court.
- 28 gg) Live birth refers to a complete expulsion or extraction from its mother, of a product of
29 human conception, irrespective of the duration of the pregnancy, that after such expulsion
30 or extraction, breathes or shows any other evidence of life, such as beating of the heart,
31 pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or
32 not the umbilical cord has been cut or the placenta is attached;
- 33 hh) Local Civil Registrar (LCR) refers to the head of the city or municipality in charge of
34 Civil Registry Office, as the case may be, who is appointed as such by the city or
35 municipal mayor in accordance with the provisions of existing laws.
- 36 ii) Local Civil Registry Office (LCRO) refers to an office or department in the city or
37 municipal government that is mandated to perform civil registration functions.
- 38 jj) Manner of Death refers to the circumstances in which a death arose as stated on the
39 medical certification of cause of death form.
- 40 kk) Marriage is a special contract of permanent union between a man and a woman entered
41 into in accordance with law for the establishment of conjugal and family life. It is the
42 foundation of the family and an inviolable social institution whose nature, consequences,

and incidents are governed by law and not subject to stipulation, except that marriage settlements may fix the property relations during the marriage within the limits provided by the Family Code.

ll) Mass death occurs when several persons die due to natural calamities, accidents, epidemics etc.

mm) Medicolegal Death refers to death that must be reported to medicolegal officers of the Philippine National Police or National Bureau of Investigation, in accordance with this act.

nn) Medicolegal Death Investigation (MLDI) refers to the non-legally binding fact-finding process of seeking to understand how and why a person died, by determining the identity of the decedent, the date, time, place of occurrence of death, and the cause and manner of death.

oo) Muslim Marriage refers to a marriage where both parties are Muslims, or only the male party is a Muslim and the marriage is solemnized in accordance with Muslim law or Presidential Decree No. 1083.

pp) National Statistician and Civil Registrar General (CRG) refers to the head of the PSA who is also the National Statistician of the government of the Philippines.

qq) Next-of-Kin refers to a deceased's spouse, ascendant, descendant, brother or sister, or any person under the deceased's guardianship or related by consanguinity or affinity within the sixth civil degree or any other person who lived with the deceased in the same household immediately prior to the death.

rr) Out-of-Town Reporting refers to the occurrence wherein the certificate of live birth or death is presented to the civil registrar of a city or municipality which is not the place of birth or death, not for registration but to be forwarded to the civil registrar of the city or municipality where the birth or death occurred and where it should be registered.

ss) Philippine foreign service posts refer to the Philippine embassies, consulate offices and missions or other foreign service establishments maintained by the Department of Foreign Affairs (DFA);

tt) PhilSys card number is a randomly generated, unique, and derivative of the PhilSys number that will be assigned to every citizen or resident alien upon birth or registration by the PSA, in accordance with the registration process.

uu) Solemnizing officer refers to any religious solemnizing officers as provided under Article 7(2) of Executive Order No. 209 otherwise known as the Family Code of the Philippines and Presidential Decree No. 1083. These includes community elders, tribal leaders or authorities certified by National Commission on Indigenous Peoples (NCIP), or authorities duly acclaimed and respected in the tribal communities who perform and solemnize marriage in accordance with the customs, traditions and practices of the community for marriages among Indigenous Cultural Communities (ICC) or Indigenous Peoples (IP).

vv) Supplemental Report is an administrative remedy used to supply information

inadvertently omitted when the document was registered.

ww) Verbal autopsy refers to a structured questionnaire or interview on a decedent's medical history and signs and symptoms prior to death that is completed by a reliable next of kin to determine a probable cause of death in deaths that are not medically attended.

xx) Vital event refers to an event concerning life and death of individuals, as well as their family and civil status, including live birth, death, fetal death, marriage, annulment or declaration of nullity of marriage, divorce, adoption, and recognition of paternity.

SECTION 6. Implementing Agency. — The PSA, headed by the National Statistician and Civil Registrar General (NSCRG}, shall be the primary implementing agency of this Act. The PSA shall issue rules in the implementation and enhancement of the civil registration and vital statistics (CRVS) system, including, but not limited to, registration, copy issuance, and data governance in accordance with the provisions of this Act, including all other applicable laws and policies.

The PSA shall collaborate with local government units (LGUs), other government agencies, and government-owned and -controlled corporations (GOCCs) in order to facilitate the registration or reporting of all vital events of persons in the country and Filipinos abroad.

SECTION 7. Reorganization of the Civil Registration Service of the PSA. To better implement the provisions of this Act and attain its objectives and purposes, the Civil Registration Service shall be reorganized and strengthened into a Civil Registration Office which shall perform the functions provided for under this Act.

The Civil Registration Office shall be headed by a Deputy Civil Registrar-General with the equivalent rank of a Deputy National Statistician and shall be responsible for central registry document management and archiving, modernization of the Philippine Civil Registration and Vital Statistics, policy development and advocacy on civil registration matters, and overseeing the performance of civil registration services.

There shall be three (3) Services under the Deputy Civil Registrar General headed by an Assistant Civil Registrar General with the equivalent rank of Assistant National Statistician;

- a) National Civil Register Service;
- b) Civil Registration Operations and Management Service; and
- c) Civil Registration Advocacy and Frontline Services.

SECTION 8. Creation of Regional and Field Offices for Civil Registration. – To perform the foregoing functions, the regional and field officer of the PSA shall be strengthened through the creation of new Plantilla positions, subject to existing laws, rules, and regulations.

SECTION 9. Civil Registration Inter-Agency Cooperation Committee. - There shall be a Civil Registration Inter-Agency Cooperation Committee whose functions shall be defined in the implementing rules and regulations of this law.

The Inter-Agency Cooperation Committee shall convene on a quarterly basis to discuss

coordination on enforcement of CRVS laws and recommend policies relating to civil registration and vital statistics for the approval of the CRG. The Civil Registration Inter-Agency Cooperation Committee shall be composed of:

- a) The PSA thru its Deputy National Statistician as Chairperson;
- b) Department of Health (DOH) representative with a rank of at least director level as Vice-Chairperson; and
- c) One (1) representative from each of the following agencies with a rank of director or higher, nominated by their respective agencies, with two (2) permanent staff members as designated alternate representatives:
 - 1) Department of Foreign Affairs (DFA);
 - 2) Department of Justice (DOJ);
 - 3) Department of Education (DepEd);
 - 4) Commission on Higher Education (CHED);
 - 5) Department of the Interior and Local Government (DILG);
 - 6) Commission on Population and Development;
 - 7) Department of Social Welfare and Development (DSWD)
 - 8) National Authority for Child Care (NACC);
 - 9) Philippine National Police (PNP);
 - 10) Bureau of Immigration (BI);
 - 11) Department of Information and Communications Technology (DICT);
 - 12) Bangsamoro Autonomous Region in Muslim Mindanao;
 - 13) National Commission on Muslim Filipinos (NCMF);
 - 14) National Commission on Indigenous Peoples (NCIP); and
 - 15) National Bureau of Investigation (NBI).
- d) One representative from among the associations of the Local Civil Registrars, both National and Local as determined by the IAC, in accordance with the guidelines set by the CRG.

The Civil Registration Inter-Agency Cooperation Committee may establish technical working groups and task forces, and invite other members or participants, as the need arises, to address specific concerns on the enforcement of CRVS laws and may establish interagency task forces at the regional, provincial and city/municipal level to ensure nationwide coordination and enforcement.

SECTION 10. Powers and functions of the National Statistician and Civil Registrar General (NSCRG). - The National Statistician and Civil Registrar General shall enforce the provisions of this Act and its implementing rules and regulations and, for this purpose, have the following powers and functions:

- a) Maintain the National Civil Register.
- b) Maintain the National Register for Solemnizing Officers.
- c) Enforce the provisions of this Act and other laws relative to civil registration and vital statistics.
- d) Exercise technical control and supervision over Local Civil Registrars, Shari'a Circuit/District registrars, and Foreign Service Officers, in the exercise of civil registration functions
- e) Issue certificates and certifications of entries in civil registers maintained by the office

- 1 in accordance with the provisions of this act and upon payment of prescribed fees.
- 2 f) Assign a PhilSys number (PSN) upon registration of birth, which shall be used by each
- 3 registrant for the registration and reporting of all vital events.
- 4 g) Develop modules and training programs for stakeholders involved in providing civil
- 5 registration services.
- 6 h) Establish and implement strategies and mechanisms to ensure the accessibility of civil
- 7 registration services.
- 8 i) Develop and adopt appropriate technology to facilitate and improve access to modernize
- 9 the Philippine civil registration and vital statistics system and to improve access to and
- 10 efficiency of civil registration services.
- 11 j) Issue guidelines on reconstruction of burned, destroyed and lost civil registry records.
- 12 k) In cases of national calamity or disasters, coordinate with the national, regional, or local
- 13 disaster risk reduction and management council to ensure continuity or resumption of
- 14 civil registration services.
- 15 l) Conduct a comprehensive, nationwide information, education, and communications
- 16 campaign regarding this Act.
- 17 m) Deny requests for copy issuance of civil registry documents and certificates found to
- 18 be fraudulent and/or fictitious, except for investigation purposes from law enforcement
- 19 agencies and other government agencies with investigative and/or quasi-judicial powers,
- 20 and court orders, subject to the implementing rules and regulations of this Act, RA
- 21 10173 or the Data Privacy Act of 2012 and its implementing guidelines;
- 22 n) To block civil registry documents in the database upon findings of fraud and to unblock
- 23 civil registry documents, through a court order or an administrative order;
- 24 o) To ensure accuracy of annotation in the civil registry documents including
- 25 modification, revision, and correction of clerical errors in the annotation of
- 26 administrative decisions, court decrees and legal instrument (CDLI);
- 27 p) exercise quasi-judicial function in accordance with this Act;
- 28 q) to exercise inspection and visitorial functions over stakeholders exercising civil
- 29 registration function; and
- 30 r) such other functions in connection with the implementation of this Act.

31 **SECITON 11.** Technical Control and Supervision. The CRG shall have technical control and

32 supervision over Local Civil Registrars, Shari'a Circuit and District Registrars, and

33 Consul General/Consul/Vice Consul, and shall:

- 34 a. Review motu proprio, and declare ultra vires acts or omissions of Local Civil
- 35 Registrars, Shari'a Circuit and District Registrars, and Consul General/Consul/Vice
- 36 Consul in the exercise of civil registration functions, and order modification of such
- 37 acts or omissions;
- 38 b. issue rules and regulations for carrying out the purposes of this Act and other laws
- 39 relative to civil registration and vital statistics, and to prescribe the necessary forms
- 40 for proper compliance with these laws.
- 41 c. issue rules, regulations, guidelines, criteria, and standard operating procedures to
- 42 guide the performance of civil registration functions by Local Civil Registrars,
- 43 Shari'a Circuit and District Registrars, and Consul General/Consul/Vice Consul, and
- 44 other officers who may be designated by law.
- 45 d. Standardize Civil Registration and Vital Statistics processes and procedures through
- 46 the issuance of policies and guidelines;

SECTION 12. Visitorial Power of CRG. The CRG in the exercise of its Technical Control and Supervision over the civil registration functions of the Local Civil Registrars, Shari'a Circuit and District Registrars, and Consul General/Consul/Vice Consul, and other officers who may be designated by law, shall have the power to inspect, visit and review acts or omissions in the exercise of civil registration functions.

The CRG, in the exercise of its visitorial power shall coordinate with the Office of the Mayor, Office of the Court Administrator, or the Secretary of Foreign Affairs as the case maybe. Above provision notwithstanding, nothing in this act shall diminish the visitorial powers of the CRG.

SECTION 13. Investigative Power of CRG. The CRG, in the exercise of its investigative powers, shall:

- a. Take action or report any violation of the provisions of this Act, and other issuances relating to civil registration, including acts and omissions of local civil registrars, Shari'a circuit or district registrars, or foreign service officers, insofar as their civil registration functions are concerned.
- b. Conduct investigation in relation to any violation of the provisions of this Act and all irregularities, negligence or incompetency on the part of the city and municipal registrars, Shari'a circuit or district registrars, and foreign service officers, in connection with their civil registration function;
- c. Initiate administrative action based on reports of misfeasance, malfeasance, nonfeasance, or other errors or omissions of stakeholders in the exercise of their civil registration functions through endorsement for filing of appropriate cases to the appropriate local government chief executive or agency concerned for disciplinary action.
- d. Cause the filing of criminal actions for any violations of this Act and pursuant to the Rules on Criminal Proceedings.
- e. Cause the filing of civil actions for cases related to civil registration.

The CRG, in the exercise of its investigative power shall coordinate with the Office of the Mayor, Office of the Court Administrator, or the Secretary of Foreign Affairs as the case maybe. Above provision notwithstanding, nothing in this act shall diminish the investigative powers of the CRG.

SECTION 14. Appointment of City/Municipal Civil Registrar (C/MCR). The appointment of Local Civil Registrar or C/MCRs shall be mandatory for city and municipal governments. The C/MCR shall be responsible for the civil registration programs in the local government unit concerned, pursuant to this Act, other existing laws, rules and regulations.

Temporary appointment of Local Civil Registrar shall only be allowed in the absence of any eligible candidates from the list submitted by the concerned Local Chief Executive. Provided that temporary appointment shall only be for a period of 1 (one) year. Provided further that the local civil registrar temporarily appointed shall substantially meet the requirements of this provision.

SECTION 15. Duties and Responsibilities of the Civil Registrar. - The civil registrar shall be

1 responsible for the civil registry programs in the city or the municipality of jurisdiction, pursuant
2 to this Act, other existing laws, rules and regulations.

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

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

- 7 a) Accept for registration reports of vital events, court orders and decrees and legal
8 instruments and validate the correctness and completeness of information affecting the civil
9 status of persons;
- 10 b) Receive application for delayed, late, and deferred registration of birth, scrutinize the
11 COLB form upon receipt to check for completeness and accuracy of information contained
12 therein, examine the attached documentary requirements to evaluate the veracity and
13 genuineness of the statements indicated in the affidavits and the completeness of the
14 documents submitted and information supplied, to include the attached civil
15 registry certificates digitized and printed on security paper to validate its authenticity
16 which shall be deemed received after processing, subsequent posting, verified by the
17 concerned civil registrar on the completeness and veracity of the documents;
- 18 c) Classify, digitize, index and preserve all registered documents in accordance with the
19 appropriate archiving procedure;
- 20 d) Collate records of inhabitants from barangay secretaries or through the BCRS on an annual
21 basis, and seek assistance from barangay secretaries for registration of births, deaths and
22 marriages;
- 23 e) Adopt mechanisms to improve access to civil registration services in the respective
24 locality, such as the establishment of secondary registration offices, mobile
25 registration, and BCRS;
- 26 f) Compile copies of every civil registry document registered and transmit to CRG within the
27 first ten (10) calendar days of the succeeding month or within the prescribed period;
- 28 g) Act on petitions for revocation of certificates of live birth under RA 11767;
- 29 h) Apply for cancellation of registration of births, deaths, and marriages in case of multiple
30 registration under this Act;
- 31 i) Conduct community education campaigns on vital registration and assist in the preparation
32 of demographic and other statistics for the local government unit (LGU) concerned;
- 33 j) Issue certified transcripts or certified copies of any certificate or civil registry document
34 registered, in accordance with this Act without payment of the prescribed fees;
- 35 k) Administer oaths, free of charge, for civil registry purposes;
- 36 l) File, keep and preserve in a secure place the civil registry book as required by law;
- 37 m) Receive all registrable documents and transcribe in the corresponding civil register all
38 documents accepted for registration;
- 39 n) Receive applications for the issuance of a marriage license and, after determining
40 that the requirements and supporting certificates and publication thereof for the prescribed
41 period have been complied with, issue the license upon payment of the authorized fee to the
42 local treasurer;
- 43 o) Recommend to the legislative bodies and collaborate with administrative agencies in
44 the formulation of systems, procedures, policies, rules and regulations on civil

1 registration;

- 2 p) Submit status reports to the CRG on the condition of civil registry documents filed in the
- 3 LCR of jurisdiction whenever there are substantial changes in the status of files in case of
- 4 fire, flood, earthquake and other natural and or manmade calamities;
- 5 q) Reconstruct destroyed civil registry records upon compliance with the requirements
- 6 following the procedures established by the CRG;
- 7 r) Make civil registry forms available at all times in the LCR;
- 8 s) Exercise quasi-judicial functions pursuant to RA 9048, as amended by RA 10172, RA
- 9 11642 or the “Domestic Administrative Adoption and Alternative Child Care Act”, and
- 10 other relevant existing laws.

11
12 **SECTION 16.** Duties and Responsibilities of the District Registrar of a Shari’a District Court.—
13 The clerk of court of the Shari’a district court shall, in addition to the regular functions,
14 perform the tasks of a civil registrar and act as district registrar of Muslim marriages, divorces,
15 revocations of divorces, and conversions within the territorial jurisdiction of said court.

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

21
22 **SECTION 17.** Duties and Responsibilities of the Shari’a Circuit Registrars. – The clerk of
23 court of the Shari’a Circuit Court shall act as circuit registrars of Muslim marriages, divorces,
24 revocations of divorce, and conversions, within the respective territorial jurisdiction. For this
25 purpose, the circuit registrars shall:

- 26
- 27 a) Register and file certificates of Muslim marriages, divorces, revocations of divorce, and
- 28 conversions, and such other documents presented for registration;
- 29 b) Issue certified transcripts or copies of any certificate or document registered by the office
- 30 in accordance with this Act, free of charge;
- 31 c) Compile certificates of Muslim marriages, divorces, revocations of divorce, and conversions
- 32 to Islam and transmit the same to the district registrar in the manner and form prescribed
- 33 by the CRG; and
- 34 d) Administer oaths for civil registration purposes, free of charge.

35
36 **SECTION 18.** Duties and Responsibilities of Consul General/Consul/Vice Consul. - Consul
37 General/Consul/Vice Consul within the Philippine Foreign Service Posts shall:

- 38
- 39 a) Receive reports or records of vital events of Filipinos occurring abroad;
- 40 b) Submit copies of reported vital events to CRG on a regular basis, as prescribed by the CRG;
- 41 c) Register vital events occurring to Filipinos within the Philippine foreign service posts or
- 42 while in transit to a foreign destination;
- 43 d) Maintain records of such reported and registered vital events of Filipinos; and
- 44 e) Facilitate the registration of undocumented Filipinos and Filipinos at risk of
- 45 statelessness abroad, in coordination with the CRG.

46 **SECTION 19.** Civil Registry Books. The civil registry books making up the civil register under
47 this Act, and all records relating thereto shall be considered public documents and shall be prima

1 facie evidence of the facts contained therein.

2 In cases of discrepancy between civil registry documents issued by local civil registrars, Shari'a
3 circuit or district registrars, and consul general/vice consul, and the civil registry documents
4 issued by the Civil Registrar General, the latter shall prevail.

5
6 Every Local Civil Registrar shall maintain, keep, and preserve in a secured place in his/her office
7 the following registry books where he/she shall properly enter the acts, events, and judicial
8 decrees concerning the civil status of persons:

- 9
10 a. Register of births;
11 b. Register of foundlings or persons with no known parents;
12 c. Register of deaths;
13 d. Register of fetal deaths;
14 e. Register of marriages;
15 f. Register of court decrees/orders;
16 g. Register of legal instruments; and
17 h. Register of applications for marriage license.

18
19 The Circuit Registrar of the Court of Shari'a Circuit Court shall maintain, keep, and preserve in a
20 secured place in his/her office the following registry books where he/she shall properly enter the
21 acts, events, and judicial decrees concerning the civil status of persons in accordance with
22 Presidential Decree No. 1083:

- 23
24 a. Register of Muslim marriages;
25 b. Register of Muslim divorces;
26 c. Register of revocation of Muslim divorces;
27 d. Register of conversion to Islam; and
28 e. Register of Court Decrees / Orders.

29
30 Foreign service posts shall maintain the following registers:

- 31
32 a. Register of Marriage between Filipinos, celebrated within foreign service posts;
33 b. Register of births of Foundlings / persons with no known parents;
34 c. Register of Legal Instrument

35
36 The PFSPs shall likewise maintain a database for the following:

- 37
38 a. Reports of Birth;
39 b. Reports of Death; and
40 c. Reports of Marriages;

41
42 The CRG may prescribe additional registers for other registrable documents.

43
44 **SECTION 20.** Operative Act of Registration. Unless otherwise provided in this Act, the Local
45 Civil Registrar and Shari'a Circuit Registrar shall register the vital event upon ensuring that:

- 46
47 a. The appropriate form is used and the form is properly and completely accomplished.
48 b. The information provided is complete and correct based on the documents submitted.
49 c. All required documents are submitted.

- 1 d. The information insofar as the identity and civil status of the persons involved are
2 correct; and
3 e. Based on available information, the vital event has not been previously registered.
4

5 When all the foregoing conditions are present, the presumption of regularity on the performance
6 of the duty of the Local Civil Registrar, Sharia Circuit Registrar, and Consul
7 General/Consul/Vice Consul in the registration of the vital event shall apply.
8

9 **SECTION 21.** Registration of Court Decree/Order. Judicial decrees concerning the civil status of
10 persons shall be recorded in the Civil Register. The following are the Registrable Orders or
11 Decrees of Courts:
12

- 13 a. Judicial Adoption;
14 b. Rescission of Judicial Adoption;
15 c. Annulment of Marriage;
16 d. Declaration of Nullity of Marriage;
17 e. Declaration of Presumptive Death,
18 f. Compulsory Recognition of Illegitimate Child;
19 g. Voluntary Recognition of Minor Illegitimate Child;
20 h. Appointment of Guardian;
21 i. Termination of Guardianship;
22 j. Judicial Determination of Filiation;
23 k. Judicial naturalization;
24 l. Judicial Cancellation of Naturalization;
25 m. Judicial Determination of the Fact of Reappearance, if Disputed;
26 n. Separation of Property;
27 o. Revival of Former Property Regime;
28 p. Correction/Cancellation of entries in the Civil Register;
29 q. Recognition of Foreign Court Orders; and
30 r. Other court orders/decrees that pertain to the civil status of a person.

31 The civil registrar shall properly enter the registrable events and court orders or decrees.

32 The Civil Registrar shall likewise properly enter final decisions on administrative adoption and
33 other orders/decrees affecting civil status of persons rendered by quasi-judicial administrative
34 body.

35 **SECTION 22. FREE CIVIL REGISTRATION SERVICES.** The timely civil registration of vital
36 events shall be completely free of charge. No fees for processing or for the preparation of
37 supporting documents, including miscellaneous and computer fees, shall be imposed; provided
38 that, in case of late or delayed registration of births, deaths or marriages, a processing fee may be
39 charged, subject to limits prescribed by the CRG.

40 Upon registration of the vital event, the applicant shall be given a personal copy of the civil
41 registry document free of charge. Succeeding copies of birth, death, marriage certificates and
42 other civil registry documents may be issued upon payment of fees as prescribed by the CRG.

43 For registration of registrable judicial order, administrative issuances, and legal instruments, a
44 standard fee shall be collected as prescribed by the CRG.

45 **SECTION 23.** Place of Registration. - Vital events occurring in the Philippines shall be

1 registered in the city or municipality where said vital event occurred.

2 The CRG shall issue guidelines on out-of-town reporting and the registration of vital events in
3 special cases as defined in this Act.

4 **SECTION 24.** Reporting of Vital Events Occurring Abroad. All vital events occurring to
5 Filipinos residing abroad (permanently or temporarily) shall be reported to the Philippine Foreign
6 Service Posts of the country of residence or where the vital event took place. Where none is
7 located thereat, in the PFSP of the country nearest the place of residence of the party concerned
8 or where the vital event occurred.

9
10 **SECTION 25.** Out-of-town Reporting. The CRG shall issue guidelines on Out-of-town
11 Reporting and registration of vital events, and the registration of vital events in special cases as
12 defined in this Act, including those vital events occurring abroad and the parties are already
13 residing in the Philippines. This shall likewise apply to vital events which occurred in the
14 Philippines and the parties are already residing abroad.

15
16 **SECTION 26.** Mandatory Continuing Education and Training Program. — To ensure the
17 efficient and effective delivery of civil registration services, the CRG, in coordination with
18 LGUs, the Supreme Court, the DFA, and other relevant stakeholders, shall conduct continuing
19 education and training program for LCRs, Shari'a District/Circuit Registrars, Consul
20 Generals/Consuls/Vice Consuls, their staff, and all barangay officials under this Act. Such
21 training programs shall be initiated and conducted based on Training Needs Analysis, and
22 evaluated regularly throughout the year by the CRG, through the Civil Registration Office. In
23 addition to civil registrars, all physicians shall be required to undergo training on their duties and
24 responsibilities in relation to civil registration, including on medical certification of cause of
25 death. The Department of Health (DOH) shall provide capacity building for local health officers,
26 physicians, and other members of the health sector on their duties and responsibilities in relation
27 to civil registration. The Commission on Higher Education (CHED) shall likewise ensure that
28 birth registration, death registration, and medical certification of cause of death are integrated in
29 the curriculum of all medical schools in the Philippines.

30
31 **SECTION 27.** Professionalization of Civil Registration profession. - In order to build a cadre of
32 civil registrar professionals, the DBM shall create Civil Registrar positions in the government
33 based on the qualification standards recommended by the CRG and approved by the Civil
34 Service Commission (CSC). The PSA shall ensure the professionalization of civil registrar
35 practitioners and for these purposes, shall develop the following:

- 36
37 (a) A competency framework to identify the skills, knowledge, and attribute of each of the
38 civil registrar positions;
39 (b) A certification framework to upscale civil registration competencies and ensure
40 continued professional development;
41 (c) A code of ethics for civil registrar professionals; and
42 (d) An inclusive capacity development program in order to enhance accountability of all
43 civil registrars, promote supplier diversity, promote competition, and optimize
44 efficiency and value for money.

45
46 Moreover, the Professional Regulation Commission (PRC), in consultation with the CRG, shall
47 establish, administer, and regulate a professional licensing program and the continuing education
48 of Civil Registrars as the requirement for holding Civil Registrar positions in government.

SECTION 28. Mandatory Continuing Education and Training Program for local health officers, provincial health officers, physicians, and other members of the health sector on their duties and responsibilities in relation to civil registration. All physicians shall be required to undergo training on their duties and responsibilities in relation to civil registration, including on medical certification of cause of death. The Department of Health is mandated to provide capacity building for provincial health officers, local health officers, physicians, and other members of the health sector on their duties and responsibilities in relation to civil registration. The Commission on Higher Education shall likewise ensure that birth registration, death registration, and medical certification of cause of death are integrated in the curriculum of all medical schools in the Philippines.

SECTION 29. Barangay Civil Registration System. - The CRG shall, in coordination with the Department of Information and Communications Technology (DICT), establish a systematic civil registration procedure at the barangay level, to be called the Barangay Civil Registration System or the “BCRS”, where elected and appointed barangay officials shall be mandated to assist in the facilitation of civil registration within the area of jurisdiction, subject to the provisions of this Act.

The Barangay Captain shall submit to the LCR of the city or municipality of residence, the names of the Barangay Secretary as Ex-Officio Civil Registration Officer (CRO) and another deputized barangay official as Civil Registration Assistant who shall assist in the registration of all vital events of every individual within the area of jurisdiction.

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

SECTION 30. Mandatory Continuing Education and Training Program for Barangay Secretaries and Deputized BCRAs. To ensure that the efficient and effective delivery of civil registration services meet the quality standards of civil registrars who shall perform civil registration functions, the Civil Registrar General in coordination with the LGU, shall conduct continuing education and training program for Barangay Secretaries and Deputized BCRAs, in collaboration with relevant partners in the government, academe, industry, and non-governmental organizations in accordance with this Act.

CHAPTER II.

REGISTRATION AND CERTIFICATION OF BIRTH

SECTION 31. Mandatory Registration of Live Births. All live births occurring within the Philippines shall be registered in accordance with this Act; provided that, the birth of a fetus with an intrauterine 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 local 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 births and register of deaths, accordingly.

SECTION 32. Persons and Institutions responsible for reporting a live birth. The following persons and institutions shall be responsible for reporting a live birth that occurs within the Philippines, to the LCR:

- a. The administrator of a health facility, physician, or midwife who attended the birth, in such order, for live births that occur in a health facility.
- b. The physician, nurse, midwife, or any person who attended to the birth, for live births that occur outside a health facility, such as at home or in a community setting; and
- c. In default of the health facility administrator or attendant at birth, the mother of the child, the father of the child, or next-of-kin.
- d. The barangay secretary or deputized BCRAs through the BCRS notification system.

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

- a. either parent of the newborn child born within a valid marriage.
- b. the mother, or in her absence, the guardian, in case of a child born outside a valid marriage.
- c. any responsible person who has knowledge of the facts of birth; or
- d. the person himself/herself, if 18 years old or over.

SECTION 33. Other persons responsible for informing live births under special circumstances. The following persons shall be responsible to inform the fact of a live birth that occurs under special circumstances, to the LCR:

- a. The driver of a vehicle, captain of a vessel, or pilot of an airplane, as the case may be, and the parents of the child, in case of a live birth that occurs aboard a vehicle, vessel, or airplane while in transit.
- b. The imam, priest, or religious leader, village chief, community or tribal leader, as the case may be, for a live birth that occurs within the religious, or indigenous cultural community. in default thereof, either parent of the child in accordance with this act.
- c. The head of the facility that has custody over the mother for live births that occur while she is in state custody.

The CRG shall issue guidelines on the registration of live birth under special circumstances.

SECTION 34. Duty to Report to the Local Civil Registrar of Live Birth. It shall be the duty of the informants mentioned under this act to report a live birth within thirty (30) calendar days from the date of the live birth, to the local civil registrar's office in the city or municipality of the place where the birth occurred.

SECTION 35. Duty to Keep Records of Birth. All health facilities shall submit to the Local Civil Registrar a record of all births occurring in such facility, which shall contain information required for registration, such as, but not limited to, the name of the child, the parents, the medical attendant at birth and the date of submission of registration documents to the LCR.

SECTION 36. Registration of Foundlings with No Known Parents. - The registration of a foundling or person with no known parents shall be governed by the relevant provisions of RA 11767 and other relevant issuances.

The out-of-town registration of birth shall be allowed in the case of delayed registration where

1 the place of application for registration is other than the place of birth of the person requesting
2 civil registration. The civil registrars and the CRG shall issue a COLB free of charge regardless
3 of delay.
4

5 **SECTION 37.** Live Births in Indigenous Cultural Communities (ICCs) or among Indigenous
6 peoples (IPs). The CRG in coordination with the NCIP, shall prescribe guidelines for the
7 registration of ethnic or indigenous affiliation of a child and his/her parents and for recording of
8 names of children in accordance with naming conventions of Indigenous Cultural Communities.
9

10 **SECTION 38.** Live Births among Muslim Filipinos. The CRG in coordination with the NCMF,
11 shall prescribe guidelines for the registration of religion of Muslim Filipinos and for recording of
12 names of children in accordance with naming conventions of Muslim Filipinos.
13

14 **SECTION 39.** Strict Confidentiality of Birth Records. The record of a person's birth shall be
15 kept confidential and no information relating thereto shall be issued except upon request of the
16 following:
17

- 18 a) The concerned person herself/himself, or any person authorized by him/her
- 19 b) Legal Spouse
- 20 c) Any or both the parents, direct descendants, or the guardian or institution legally in-
21 charge in case of a minor
- 22 d) The Court or appropriate public official whenever absolutely necessary in
23 administrative, judicial or other official proceedings to determine the identity of the
24 child's parents or other circumstances surrounding the birth, and
- 25 e) The nearest of kin in case of a person's death.
26

27 **SECTION 40.** Registration of Children in Need of Special Protection. - The registration of
28 CNSP shall be made in the LCR where the child was born, if known. If the place of birth is
29 unknown, the registration shall be made in the place where the child was found.
30

31 A finder in custody of a CNSP shall, within forty-eight (48) hours, refer the CNSP to any of the
32 following receiving agencies for documentation and evaluation:
33

- 34 a. The RACCO or the local social welfare and development divisions;
- 35 b. The Punong Barangay of the locality where the CNSP was found;
- 36 c. The nearest police station; or
- 37 d. Child caring agency.
38

39 The registration shall be made sixty (60) days from the date of the actual custody of the child by:
40

- 41 a) The licensed social worker who has custody of the CNSP; or
- 42 b) Those persons or institutions who are in immediate and protective custody of the
43 CNSP.
44

45 For the registration of birth of a CNSP, the requirements are:
46

- 47 a) Negative certification or Omnibus Certification from the PSA;
- 48 b) Child case study report prepared by a licensed social worker;
- 49 c) Certification from the nearest RACCO:
50

- 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.

The CRG shall issue guidelines on the registration of the CNSP.

CHAPTER III REGISTRATION OF DEATHS AND FETAL DEATHS

SECTION 41. Mandatory Registration of Death. All deaths that occur within the Philippines shall be registered with the local civil registrar where it occurred within thirty (30) days from the time of death, in accordance with this Act.

SECTION 42. Registration of Fetal Death. Fetal deaths shall likewise be registered with the local civil registrar where the death occurred within thirty (30) days from the time of death, in accordance with this Act.

SECTION 43. Registration of Mass Death. Where the deceased cannot be identified, the local health officer, pursuant to existing guidelines and in the exercise of his wise discretion, may issue and cause the registration of the death certificate bearing the annotation "Body Not Identified". The CRG shall issue guidelines on the registration of Mass Deaths.

SECTION 44. Permit to dispose dead bodies. No remains shall be buried, cremated, donated, transferred, or otherwise disposed of without a permit to dispose of dead bodies, issued by the Local Health Officer in the city or municipality where the decedent died. A permit to dispose of human remains shall only be issued upon the submission of the duly accomplished certificate of death to the local health officer. In the case of medicolegal deaths, said permit shall only be issued upon approval of the Medicolegal Officer conducting medicolegal death investigation.

The Department of Health shall, in coordination with the CRG and the DILG, establish mechanisms, and local health officers shall adopt such mechanisms, to ensure that there is no interruption of services on weekends, holidays, and in the absence of a local health officer, which may include:

- a. assigning a provincial health officer or the local health officer of a contiguous city or municipality in case of absence of the local health officer;
- b. temporarily appoints a government physician to perform the functions of the local health officer under this act; or
- c. enabling reports of deaths to barangay secretaries during weekends or holidays, provided that the cause of death has been determined and certified in accordance with this act, and that the death is reported immediately to the local health officer.

SECTION 45. Persons Responsible for Reporting a Death. The following persons and institutions shall be responsible for reporting a death that occurs within the Philippines, to the Local Civil Registrar, in applicable cases:

- a. The head of the health facility, or the physician who last attended to the deceased, for

- 1 deaths that occur in a health facility; or
- 2 b. The physician who attended to the decedent during his/her last illness, or in his/her
- 3 absence, the next-of-kin, or in their default, any person who has knowledge of the
- 4 death, for deaths occurring outside health facilities; or
- 5 c. Medicolegal officers of the Philippine National Police or National Bureau of
- 6 Investigation for medicolegal deaths reported to them.
- 7

8 It shall be the duty of funeral parlors, burial facilities, crematoriums, and embalmers to report a

9 death to the local civil registrar pursuant to this Act and other relevant laws, upon becoming

10 aware that a death has not been so registered.

11 **SECTION 46. Duty to Report A Death.** — It shall be duty of the informants mentioned in this

12 Act to inform the Local Health Officer of the city or municipality where the death occurred or

13 where the body was found, of a death within forty-eight (48) hours from the time of death, or

14 from knowledge of such death: Provided, That in case of medicolegal deaths, the medicolegal

15 officer to whom the death was referred shall report such death to the Local Health Officer within

16 ten {10) days from the date of death or receipt of the report of death. If the cause or manner of

17 death cannot be completed within the 10-day period, the medicolegal shall indicate such fact by

18 writing “pending investigation” under the manner of death in the Certificate of Death and submit

19 the same to the Local Health Office.

20 The Local Health Officer, or any other government physician authorized under this Act, shall,

21 upon ensuring that the information provided is complete and accurate, and that the medical

22 certification on cause of death is properly filled out, report the death to the LCR by forwarding

23 the certificate of death and other relevant documents within thirty (30) days from the time of or

24 discovery of death.

25 **SECTION 47. Informants for Deaths under Special Circumstances.** - The following persons

26 shall be responsible for informing the fact of death that occurs under special circumstances, to the

27 LCR:

- 28 a) The driver of a vehicle, captain of a vessel, or pilot of an airplane, as the case may be,
- 29 or in case there are no survivors, the owner of the moving conveyance, for a death
- 30 that occurs aboard a vehicle, vessel, or airplane;
- 31 b) The imam, village chief, or tribal leader, as the case may be, for a death that occurs
- 32 within the Muslim community, or indigenous cultural community or among
- 33 indigenous peoples;
- 34 c) The head of a detention facility for deaths that occur in state custody.

35 In case of medicolegal deaths, the medicolegal officer of the PNP and/or NBI to whom the death

36 is referred, shall report the death to the local health officer, within ten (10) days from the date of

37 death or receipt of the report of the death.

38 The Local Health Officer, or another government physician authorized pursuant to this Act shall,

39 upon ensuring that information provided is complete or adequate for purposes of registration, and

40 that the medical certification of cause of death is properly filled-out, report the death to the LCR

41 by forwarding the certificate of death and other relevant documents within thirty (30) days from

42 the time of or discovery of death.

SECTION 48. Medical Certification and Determination of Cause of Death. - The cause and manner of death of deceased persons shall be determined and medically certified, by the following persons, subject to guidelines to be issued by the DOH:

- a) By the head of the health facility or the attending physician, in case of deaths occurring in a health facility and deaths pronounced in the health facility;
- b) By the physician who last attended to the decedent during his/her last illness, in case of deaths occurring outside a health facility but with medical attendance;
- c) By the local health officer, or other physicians authorized by him/her, in case of deaths occurring outside a health facility and without medical attendance, upon viewing the body in-person or through video conferencing, and upon reviewing the decedent's medical records; or
- d) By the medicolegal officer of the PNP or NBI, in cases of medicolegal deaths.

The cause and manner of death shall be reported to the LCR, in the same manner as the fact of death. The Local Health Officer may designate other physicians to determine the cause and manner of death for deaths without medical attendance: Provided, that such physician has undergone training on medical certification of cause of death, as prescribed by the DOH.

SECTION 49. Verbal Autopsy. - In cases where a person died outside a health facility and without medical attendance, and no medical records are available to determine the cause and manner of death of the decedent, the Local Health Officer receiving the report of death or other physicians authorized by him/her shall view the body in-person or through video conferencing or other means and conduct verbal autopsy to determine the most likely cause of death. The Local Health Officer may designate other physicians to conduct verbal autopsy: Provided, That said physicians have undergone training on the use of verbal autopsy.

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

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

SECTION 50. Medico Legal Deaths. - The following deaths shall be considered medicolegal deaths that must be reported to medico legal officers within the PNP or NBI in cases where it has jurisdiction, by any person who has knowledge of such death:

- 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 less than 24-hours of confinement;
- d) deaths in state custody; and
- e) other analogous causes.

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

1 required for such examinations.

2
3 The medicolegal officer shall certify and report the cause and manner of death, in the form and
4 manner prescribed by the CRG, and according to guidelines to be issued by the CRG in
5 coordination with the DILG, DOJ, and DOH.

6
7 In the absence of a medicolegal officer of the PNP and NBI in the city or municipality where the
8 death occurred, the PNP may authorize a local health officer or government physician to conduct
9 the Medicolegal Death Investigation (MLDI): Provided, That said local health officer or
10 physician shall act under the supervision of the PNP.

11
12 The cause and manner of death determined upon a request for second opinion made to another
13 agency shall not be registered without court order: Provided, That in case jurisdiction is
14 transferred to the NBI or PNP upon order of the Secretary of Justice or Secretary of Interior and
15 Local Government, the agency designated to conduct the MLDI shall be responsible for reporting
16 the cause and manner of death.

17
18 **SECTION 51. Duty to Keep Records of Death.** - All health facilities shall submit to the LCR a
19 record of all deaths occurring in such facility on a quarterly basis, which shall contain
20 information required for registration, such as, but not limited to, the name of the decedent, the
21 certifier of cause and manner of death, and the date of submission of registration documents to
22 the LCR.

23
24 All funeral parlors, embalmers, cemeteries and crematoriums, shall likewise submit to the LCR
25 on a quarterly basis, a record of all deaths referred to their facility for embalming, burial, or
26 cremation services, which shall contain information such as, but not limited to, the name of the
27 decedent, the date of issuance of the permit to dispose of the body, the name of embalmer, and
28 date of registration of death.

29
30 **SECTION 52. Classification of Diseases.** - The DOH and PSA are hereby mandated to adopt a
31 standard for the classification of diseases, which must be consistent with the classification of
32 diseases adopted by the international community.

33 **SECTION 53. Reporting of Deaths of Unidentified Persons.** - The CRG, in coordination with
34 the PNP, NBI, DOJ, DILG, DOH and other relevant organizations, shall issue guidelines for the
35 reporting of unidentified persons for statistical and burial purposes, said guidelines shall include
36 mechanisms to amend the identity, cause and manner of death and other particulars of the
37 decedent when they become known, in accordance with this Act.

38 The DOH shall ensure that all funeral parlors, burial facilities, and crematoriums are trained on
39 disposal of unidentified bodies and remains.

40
41 **SECTION 54. Monitoring and Review of Causes of Death.** - The DOH, through its regional
42 offices and provincial health officers shall conduct regular and random audits of causes of death
43 within their territorial jurisdiction and shall submit reports and recommendations to the Civil
44 Registration Inter-Agency Cooperation Committee to improve the quality, accuracy, and
45 timeliness of cause of death determination and certification.

46
47 **CHAPTER IV**
48 **MARRIAGE LICENSE AND REGISTRATION OF MARRIAGE**

SECTION 55. Registration of the Application for Marriage License. An application for a marriage license shall be filed by the contracting parties before the LCR where either of the parties resides. The LCR shall enter all applications in the Register of Applications for Marriage License strictly in the order of receipt of applications. The LCR shall record in said register the names of the applicants, the date on which the marriage license was issued, and such other data as may be prescribed by the CRG.

No application shall be received by the LCR unless supporting documents are attached thereto and no application shall be posted unless it is received by the LCR. Registration of the application shall only take place after the completion of the posting period.

All applications for marriage license shall be governed by the pertinent provisions of EO. No. 209, otherwise known as the Family Code of the Philippines.

SECTION 56. Registration of Marriage. - All marriages requiring a marriage license shall be registered within fifteen (15) days by the solemnizing officer following the solemnization of the marriage at the Local Civil Registry Office of the place where the marriage was solemnized. Marriages under exceptional character, as provided in Title I Chapter 2 of the Family Code of the Philippines, shall be registered in the same manner within thirty (30) days from the date of celebration of marriage.

A marriage solemnized while in transit within Philippine territory is registrable at the place of destination or usual residence of either party.

Marriage among Muslim Filipinos performed under their customs, rites, and practices shall be registered by the officiating person, or in his default by the parties to the marriage for registration to the circuit registrar of the city or municipality where the Muslim marriage was celebrated. Where there is no Shari'a Circuit court, marriages among Muslim Filipinos shall be registered at the Local Civil Registry Office (LCRO) where the marriage was celebrated.

SECTION 57. Marriages Exempt from the License Requirement - (1) In marriages exempt from license requirement, the solemnizing officer in accordance with Chapter 2 of the Family Code, shall indicate in the space provided in the Certificate of Marriage any of the following particular provisions of the Family Code under which such marriage was performed. The civil registrar shall enter the same in the remarks column of the marriage register in accordance with the CRG guidelines.

CHAPTER V DELAYED REGISTRATION

SECTION 58. Delayed Registration. - Delayed registration refers to the registration of a vital event beyond the reglementary period as specified under existing laws, rules and regulations.

Above provisions notwithstanding, no application for delayed registration shall be accepted, processed or approved by the LCR, Shari'a Circuit Registrar, or the Consul General/Consul/Vice Consul unless the document owner personally appears before the concerned LCR, Shari'a Circuit Registrar, or the Consul General/Consul/Vice Consul.

Rules on the following shall be outlined in the Implementing Rules and Regulations (IRR) of this

Act:

- 1) additional guidelines for delayed registration of births;
- 2) delayed registration of marriages, deaths, final court decisions and legal instruments affecting status of persons;
- 3) on appearance on the processing of delayed registration including instances where personal appearance may be dispensed with;
- 4) on exceptional circumstances such as the occurrence of a state of calamity, pandemic, and other birth registration assistance program to aid in the expedient registration of birth in the vulnerable sectors of the society; and
- 5) imposition of standard fees for delayed registration and/or waiver of the delayed registration fee where the applicant is an indigent, has limited access to registration services, and similar circumstances.

For delayed registration of birth, the following documents shall be mandatorily required:

- a) Certificate of Live Birth duly accomplished and signed by the proper parties;
- b) Accomplished Affidavit for Delayed Registration;
- c) National ID, including its digital form, or proof of registration in the National ID system; and
- d) Any two public documents showing proof of identity.

SECTION 59. Waiving of Delayed Registration Fee. The standard fee for delayed registration shall be waived upon showing of any of the following:

- a) Certificate of indigency issued by DSWD;
- b) Certificate of Indigency issued by the LSWDO;
- c) Certificate of 4Ps.

Above premises notwithstanding, certificates of indigency issued by the LSWDO shall be subject to further verification by PSA: Provided, that persons requesting for waiving of the delayed registration fee should be in the DSWD's Listahanan or its equivalent.

As determined by the CRG, waiver of fees for delayed registration shall also be effected for special projects or programs of the PSA.

CHAPTER VI MULTIPLE REGISTRATION

SECTION 60. Multiple Registration. - In cases of multiple registrations of birth, and death, the first registered certificate shall be presumed as valid, unless otherwise canceled by the court. Subsequently registered certificates registering the same birth, or death shall no longer be issued.

For multiple marriages involving the same parties, the certificate of marriage pertaining to the first celebrated marriage shall be presumed valid, unless otherwise canceled by the court.

The CRG shall inform the concerned LCR, Shari'a Circuit Registrar, or the Philippine Foreign Service Post of the multiple registration upon discovery, for proper action.

The CRG shall prescribe guidelines on the issuance of copies of civil registry documents involving multiple registration.

SECTION 61. Supplemental Report. - A supplemental report, using the appropriate form (Certificate of Live Birth, Certificate of Death, Certificate of Fetal Death or of Marriage), may be filed to supply information inadvertently omitted when document was registered.

The "Medical Certificate" in the Certificate of Death and Certificate of Fetal Death and all applicable certifications contained in the Certificate of Marriage should be accomplished correctly and completely before registration: Provided, That supplemental reports may be allowed only in cases where there is an official autopsy conducted by the NBI and PNP or as ordered by the court: Provided further, That the entry to be supplemented shall only be limited to the causes of death.

The supplemental report shall not be used in any manner to change or to correct any entry which was previously entered in the civil register, or to circumvent the provisions of Article 412 of the Civil Code of the Philippines which prohibits any change or correction of an entry in the civil register without judicial order or cases under Republic Act No. 9048, as amended.

The civil registrar shall accept only one supplemental report for not more than two omitted information in any registered event. In cases where there are more than two omitted information, all papers related thereto shall be forwarded to the Office of the Civil Registrar-General.

The supplemental report may be filed by the parent/guardian or the party concerned, if of age, who shall execute an affidavit indicating the entry/ies missed in the registration and the reasons why there was a failure in supplying the required entry.

CHAPTER VII REGISTRATION OF SOLEMNIZING OFFICERS

SECTION 62. Registration of Solemnizing Officers. The following shall file his/her sworn application for registration of authority to solemnize marriage in accordance with the guidelines prescribed by the Civil Registrar General:

- a) any priest, rabbi, imam, or minister of any church or religious sect and registered with the civil registrar general acting within the limits duly authorized by his church or religious sect; and
- b) authorized chieftain or tribal leader of a duly confirmed Indigenous Peoples group by the NCIP.

The CRG shall review the same and after determination that the denomination, church, sect, or religion of the applicant operates in the Philippines and in good repute, shall issue the Certificate of Registration of Authority To Solemnize Marriage (CRASM), and record the name of such priest, minister, or rabbi in the register of solemnizing officers and shall issue such certificate to the authorized solemnizing officer. A religion or religious sect is deemed operating in the Philippines when such religion or religious sect appears in the latest census records of the Philippines. In the absence of census records, either the current certificate of registration or General Information Sheet issued by the Securities and Exchange Commission. In the absence of the foregoing, a certification from the mayor having jurisdiction over the place where its church, temple, chapel, mosque, synagogue, and other places of worship used actually and exclusively for holding religious gatherings, rites, and services is situated, affirming that the religion or religious sect is operating in its locality.

SECTION 63. Grounds for the Cancellation of CRASM. - The CRG shall have the authority to cancel the certificate of registration of authority to solemnize marriage, upon due notice and hearing, and based on the following grounds:

- a) when the bishop or head of religion or religious sect of which the solemnizing officer is a member requests for its cancellation;
- b) when the solemnizing officer voluntarily requests for cancellation;
- c) when the solemnizing officer ceases to be a member of the religion or religious sect indicated in the certificate, or retires, or ceases to be a priest, minister, or religious minister;
- d) when the solemnizing officer is convicted by final judgment of any crime involving moral turpitude;
- e) when the solemnizing officer becomes permanently incapacitated to discharge the functions of the office;
- f) when the solemnizing officer willfully violates laws or regulations on marriage and wilifully fulfill his/her duties as solemnizing officer;
- g) when the solemnizing officer commits other acts in contravention of law; and
- h) other analogous circumstances.

CHAPTER VIII COURT ORDERS AND LEGAL INSTRUMENTS

SECTION 64. Registration of Court Orders. - In case of a court decree/order concerning the status of a person, it shall be the duty of the clerk of court to advise the successful petitioner to have the decree/order registered in the civil registrar's office where the court is functioning, within ten (10) days after the decree/ order has become final.

The successful petitioner or his/her authorized representative, in lieu of the Clerk of Court, may cause the registration of the court decree. The civil registrar concerned, upon receipt of the application for registration, shall verify the authenticity of the court decree. It is likewise the duty of the Clerk of Court who issued the decree to ascertain whether the same has been registered, and if not, to have the said decree recorded.

Only court decrees that have attained finality shall be registered at the Local Civil Registry Office of the place where the court is functioning within thirty (30) days from the date the subject court decree has become final and executory.

Applications for registration of a court decree filed beyond the 30-day reglementary period for registration shall be processed subject to the rules for delayed registration as prescribed by the guidelines issued by the CRG.

The civil registry office where the event of the decree/order was registered shall forward a certified true copy of the decision to the Office of the Civil Registrar where an event affected was originally registered in accordance to the guidelines to be issued by the CRG.

SECTION 65. Registration of Divorce among Muslim Filipinos. - Divorce in accordance with Article 45 of PD 1083 shall be registered in the Sharia Circuit Court where the divorce decree was promulgated within 30 days after the divorce has become final and executory.

The Shari'a Circuit registrar shall transmit registered copies of the Decree of Divorce and its Certificate of Finality to the appropriate office in accordance with the guidelines to be issued by the CRG.

SECTION 66. Registration of the Dissolution of Marriages among Indigenous Peoples (IPs) or Indigenous Cultural Communities (ICC). - In accordance with existing laws, rules and regulations, the Certificate of Dissolution of Marriage of IPs shall be registered with the LCRO of the city or municipality where the dissolution of marriage occurred within 30 days from the confirmation of the dissolution of marriage: Provided, That such facts and information shall be confirmed in writing by a tribal leader, chieftain or community elder of the indigenous community to which any of the spouses belongs.

SECTION 67. Recognition of Foreign Decree or Judgment - The foreign decree or judgment must be judicially recognized by filing a proper civil action at the Regional Trial Court in the Philippines. The court decision recognizing the foreign judgment shall be registered at the LCRO where the concerned RTC functions within thirty (30) calendar days from the finality of judgment. The court decree/order together with the certificate of finality shall be submitted at the LCRO where the marriage is registered for annotation.

SECTION 68. Registration of Judicial Declaration of Presumptive Death. - The Clerk of Court that issues the order or the successful petitioner of the case declaring the presumptive death of a person shall submit a copy the court order/decreed together with the certificate of finality of such decree/order to the LCR in the city or municipality where the order was issued, within thirty (30) calendar days from the time of issuance of the order, in accordance with the provisions of this Act and Executive Order No. 209, s. 1987.

SECTION 69. Adoption. - All adoptions processed and recognized under Philippine law shall be duly registered in accordance with this Act.

The registration of Administrative Orders of Adoption shall be governed by the relevant provisions of Republic Act No. 11642, its Implementing Rules and Regulations, and other relevant issuances.

SECTION 70. Rectification of Simulated Birth Records. - The registration of rectification of simulated birth records shall be governed by the relevant provisions of Republic Act No. 11222 as amended by Republic Act No. 11642, and its Implementing Rules and Regulations and other relevant issuances.

SECTION 71. Registration of Legal Instruments. - The following shall be recorded in the legal instrument.

- a) Affidavit of reappearance;
- b) Affidavit of Acknowledgment under the Civil Code;
- c) Acquisition of citizenship;
- d) Acquisition of traditional title upon completion of Hajj or Ada (Section 17 of Republic Act No. 9997);
- e) Administrative reacquisition and retention of citizenship under Republic Act No. 9225;
- f) Renunciation of Philippine citizenship;
- g) Authorization and ratification of artificial insemination;

- h) Certificate of Legal Capacity to Contract marriage;
- i) Legitimation;
- j) Option to elect Philippine citizenship;
- k) Marriage settlements and any modification thereof before the celebration of marriage;
- l) Repatriation document with oath of allegiance;
- m) Dissolution of marriage among indigenous people or within cultural communities in accordance with their customs and traditions;
- n) Affidavit to use the surname of the father;
- o) Affidavit of Admission of Paternity;
- p) Petition and distribution of properties of spouses and delivery of the children's presumptive legitimate;
- q) Waiver of rights/interests of absolute community of property; and
- r) Such other registrable legal instruments as may be determined by the CRG.

SECTION 72. Place of Registration. - As a general rule, all legal instruments shall be registered in the civil registry of the place where they were executed except for the following:

- a) Affidavit of Reappearance;
- b) Marriage Settlement;
- c) Admission of Paternity or equivalent document, Acknowledgement, Legitimation, Voluntary Emancipation of Minor, Artificial Insemination; and
- d) Affidavit to use the surname of the father.

SECTION 73. Registration of Affidavit of Reappearance. - A sworn statement of the facts and circumstances of reappearance of a spouse declared to be absent or presumptively dead shall be recorded with the local civil registration office where the marriage of the subsequent spouse was recorded, and where the judicial declaration of presumptive death was recorded. The affidavit of reappearance shall be annotated both in the first and subsequent marriage of the spouses.

SECTION 74. Registration of Marriage Settlement - The marriage settlement signed between parties prior to the celebration of marriage to fix their property relations within the limits provided by the Family Code shall be registered in the LCRO where the marriage was registered.

SECTION 75. Registration of Admission of Paternity or Equivalent Document, Acknowledgment, and Affidavit to Use the Surname of the Father (AUSF). - The sworn statement recognizing paternity of a child shall be registered as prescribed under Republic Act No. 9255 or other relevant laws.

SECTION 76. Registration of Affidavit of Legitimation. - The Affidavit of Legitimation shall be registered in the LCR where the birth was registered subject to Republic Act No. 9858 and its Implementing Rules and Regulation.

SECTION 77. Registration of Affidavit of Ratification of Artificial Insemination. - Children conceived as a result of artificial insemination of the wife with the sperm of the husband or that of a donor or both are likewise legitimate children of the husband and his wife: Provided, that both of them authorized or ratified such insemination in a written instrument executed and signed by them before the birth of the child. The instrument shall be recorded in the civil registry together with the birth certificate of the child.

SECTION 78. Registration of Reacquisition of Philippine Citizenship under Republic Act No.

1 9225. - The Oath of Allegiance together with the Order of Approval shall be registered at the
2 LCRO or Philippine Foreign Service Post where the Oath of Allegiance was executed within
3 thirty (30) days from its execution, in accordance with the existing laws and Implementing Rules
4 and Regulations.

5
6 **CHAPTER IX**
7 **ADMINISTRATIVE CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR**
8 **IN AN ENTRY AND/OR CHANGE OF FIRST NAME OR NICKNAME IN THE CIVIL**
9 **REGISTER**

10
11 **SECTION 79.** Authority to Correct Clerical or Typographical Error and Change of First
12 Name or Nickname – No entry in a civil register shall be changed or corrected without a judicial
13 order, except for clerical or typographical errors and change of first name or nickname, the day
14 and month in the date of birth or sex of a person where it is patently clear that there was a clerical
15 or typographical error or mistake in the entry, which can be corrected or changed by the
16 concerned city or municipal civil registrar or consul general in accordance with the provisions of
17 this Act and its implementing rules and regulations. Provided that no correction shall involve
18 substantial alterations that would affect the nationality, citizenship, age and status unless it can be
19 proven by other sufficient supporting documents that the said error is due to inadvertence and
20 that it is merely clerical or typographical error.

21
22 **SECTION 80.** Grounds for Change of First Name or Nickname. – The petition for change
23 of first name or nickname may be allowed in any of the following cases:

24
25 (1) The petitioner finds the first name or nickname to be ridiculous, tainted with dishonor or
26 extremely difficult to write or pronounce.

27
28 (2) The new first name or nickname has been habitually and continuously used by the petitioner
29 and he has been publicly known by that by that first name or nickname in the community: or

30
31 (3) The change will avoid confusion.

32
33 **SECTION 81.** Who May File the Petition and Where. – Any person having direct and
34 personal interest in the correction of a clerical or typographical error in an entry and/or change of
35 first name or nickname in the civil register may file, in person, a verified petition with the local
36 civil registry office of the city or municipality where the record being sought to be corrected or
37 changed is kept.

38
39 In case the petitioner has already migrated to another place in the country and it would not be
40 practical for such party, in terms of transportation expenses, time and effort to appear in person
41 before the local civil registrar keeping the documents to be corrected or changed, the petition
42 may be filed, in person, with the local civil registrar of the place where the interested party is
43 presently residing or domiciled. The two (2) local civil registrars concerned will then
44 communicate to facilitate the processing of the petition.

45
46 Citizens of the Philippines who are presently residing or domiciled in foreign countries may file
47 their petition, in person, with the nearest Philippine Consulates.

48
49 The petitions filed with the city or municipal civil registrar or the consul general shall be
50 processed in accordance with this Act and its implementing rules and regulations.

1
2 All petitions for the clerical or typographical errors and/or change of first names or nicknames
3 may be availed of only once.
4

5 **SECTION 82.** Form and Contents of the Petition. – The petition shall be in the form of an
6 affidavit, subscribed and sworn to before any person authorized by the law to administer oaths.
7 The affidavit shall set forth facts necessary to establish the merits of the petition and shall show
8 affirmatively that the petitioner is competent to testify to the matters stated. The petitioner shall
9 state the particular erroneous entry or entries, which are sought to be corrected and/or the change
10 sought to be made.
11

12 The petition shall be supported with the following documents:
13

14 (1) A certified true machine copy of the certificate or of the page of the registry book containing
15 the entry or entries sought to be corrected or changed.
16

17 (2) At least two (2) public or private documents showing the correct entry or entries upon which
18 the correction or change shall be based; and
19

20 (3) Other documents which the petitioner or the city or municipal civil registrar or the consul
21 general may consider relevant and necessary for the approval of the petition.
22

23 In case of change of first name or nickname, the petition shall likewise be supported with the
24 documents mentioned in the immediately preceding paragraph. In addition, the petition shall be
25 published at least once a week for two (2) consecutive weeks, in accordance with Section 92 of
26 this Act.
27

28 No petition for correction of erroneous entry concerning the date of birth or the sex of a person
29 shall be entertained except if the petition is accompanied by earliest school record or earliest
30 school documents such as, but not limited to, medical records, baptismal certificate and other
31 documents issued by religious authorities; nor shall any entry involving change of gender
32 corrected except if the petition is accompanied by a certification issued by an accredited
33 government physician attesting to the fact that the petitioner has not undergone sex change or
34 sex transplant. The petition for change of first name or nickname, or for correction of erroneous
35 entry concerning the day and month in the date of birth or the sex of a person, as the case may be,
36 shall be published at least once a week for two (2) consecutive weeks, in accordance with Section
37 92 of this Act.
38

39 Furthermore, the petitioner shall submit a certification from the appropriate law enforcement
40 agencies that he has no pending case or no criminal record.
41

42 The petition and its supporting papers shall be filed in three (3) copies to be distributed as
43 follows: first copy to the concerned city or municipal civil registrar, or the consul general; second
44 copy to the Office of the Civil Registrar General; and third copy to the petitioner.
45

46 **SECTION 83.** Duties of the City or Municipal Civil Registrar or the Consul General. – The city
47 or municipal civil registrar or the consul general to whom the petition is presented shall examine
48 the petition and its supporting documents. He shall post the petition in a conspicuous place
49 provided for that purpose for ten (10) consecutive days after he finds the petition and its
50 supporting documents sufficient in form and substance.

1
2 The city or municipal civil registrar or the consul general shall act on the petition and shall render
3 a decision not later than five (5) working days after the completion of the posting and/or
4 publication requirement. He shall transmit a copy of his decision together with the records of the
5 proceedings to the Office of the Civil Registrar General within five (5) working days from the
6 date of the decision.
7

8 **SECTION 84. Duties and Powers of the Civil Registrar General.** – The civil registrar general
9 shall, upon receipt of the decision granting a petition, exercise the power to impugn such decision
10 by way of an objection based on the following grounds:
11

12 (1) The error is not clerical or typographical;
13

14 (2) The correction of an entry or entries in the civil register is substantial or controversial as it
15 affects the civil status of a person; or
16

17 (3) The basis used in changing the first name or nickname of a person does not fall under Section
18 80.
19

20 The civil registrar general shall immediately notify the city or municipal civil registrar or the
21 consul general of the action taken on the decision. Upon receipt of the notice thereof, the city or
22 municipal civil registrar or the consul general shall notify the petitioner of such action.
23

24 The petitioner may seek reconsideration with the civil registrar general or file the appropriate
25 petition with the proper court.
26

27 If the civil registrar general fails to exercise his power to impugn the decision of the city or
28 municipal civil registrar or of the consul general within the period prescribed herein, such
29 decision shall become final and executory.
30

31 Where the petition is denied by the city or municipal civil registrar or the consul general, the
32 petitioner may either appeal the decision to the civil registrar general or file the appropriate
33 petition with the proper court.
34

35 **SECTION 85.** Payment of Fees. – The city or municipal civil registrar or the consul
36 general shall be authorized to collect reasonable fees as a condition for accepting the petition. An
37 indigent petitioner shall be exempt from the payment of the said fee.
38

39 **SECTION 86. Residual effects.** – Persons affected by the administrative correction or process as
40 provided herein may avail of the remedies provided under this Chapter.
41

42 **CHAPTER X**

43 **CIVIL REGISTRY DATABASE**

44

45 **SECTION 86. Civil Registry Documents as Prima Facie Evidence of Vital Events.** -The registry
46 books making up the civil register, the office files in hard copies and its corresponding digital
47 files of the civil registrar's offices, certifications or certified copies from these files and all other
48 documents relating thereto shall be considered public documents and shall be prima facie
49 evidence of the truth of the facts contained therein.
50

1 The civil registrar shall not, under any circumstance, permit any document entrusted to his care
2 to be removed from his office, except upon lawful order of the court, in which case the proper
3 receipt shall be secured.

4
5 **SECTION 87.** Data Privacy and Confidentiality of Civil Registration Records. - All processes,
6 databases, and information gathered through and stored in the civil registration and vital statistics
7 system shall be processed in accordance with Republic Act No. 10173.

8
9 The CRG shall adopt such controls and safeguards as are appropriate and necessary to ensure that
10 only authorized personnel have access to its data and records, and that the confidentiality of the
11 information handled and processed by the civil registration and vital statistics system is protected
12 at all times, in accordance with relevant provisions of Presidential Decree No. 603 or the Child
13 and Youth Welfare Code, as amended, and Republic Act No. 10173.

14
15 The CRG shall issue policies and guidelines on the copy issuance of civil registry documents
16 which shall be in accordance with the principles of transparency, proportionality, and legitimate
17 purpose.

18
19 The presumption of regularity shall apply to copy issuances done in accordance with the above
20 provisions.

21 22 **CHAPTER XI** 23 **DIGITALIZATION** 24

25 **SECTION 88.** Digital/Electronic Reporting of Births, Death and Marriages. - The CRG, in
26 coordination with the DICT, shall develop and adopt appropriate technology to facilitate and
27 improve civil registration and vital statistics system that will digitalize civil registration processes
28 and facilitate the digitization of the national register, local registers and other records. The CRG
29 may, for this purpose, issue guidelines:

- 30
31 a) on digitalization of civil registration processes and digitization of the national
32 register, local registers, and other civil registration records;
33 b) on the requirements for the adoption of the civil registration and vital statistics
34 system, or its interoperability or integration with IT systems adopted, by LCRs,
35 district/circuit registrars, foreign service posts, health facilities, BCRS and other
36 government stakeholders;
37 c) to enable the use of electronic or digital signatures for registration of vital events in
38 accordance with the provisions of Republic Act No. 8792.

39
40 All national and local registers and all civil registration records forming part of said registers,
41 shall conform to the guidelines set by the CRG, in coordination with the DICT taking into
42 consideration new technologies available.

43
44 The CRG may prescribe the form of civil registry documents and reports, which may be in
45 printed hard copy, electronic or digitized files, to be used by the LCR, Shari'a Circuit Registrar,
46 or Consul General/Consul and Vice Consul.

47
48 **SECTION 89.** Digitization of all Civil Registry Files. – All registered documents under the
49 safekeeping of the CRG and the civil registrars shall be digitized. In addition to the usual reports

and forwarding of the printed hard copy files, digitized files shall also be submitted to the CRG as back up files, for digital archiving purposes.

SECTION 90. Interoperability of CRVS to Philsys Database. - The civil registration and vital statistics system shall be interoperable with the Philippine Identification System (PhilSys) as governed by Republic Act No. 11055, where applicable. The CRG shall issue guidelines to ensure that the civil registration system is securely shared and made interoperable to the PhilSys.

SECTION 91. E-filing System. - The office shall establish an electronic system for the following:

- 1) Filing of petitions under Republic Act No. 9048 as amended by Republic Act No. 10172;
- 2) Submission or Application for Annotation under Republic Act No. 9858 (Legitimation);
- 3) Application for Registration of the Certification of Registration of Authority to Solemnize Marriage;
- 4) Application of Supplemental Report of more than two omitted entries;
- 5) Petition for Cancellation of CRASM; and
- 6) Appeals and other processes related to civil registration.

SECTION 92. Posting and Publication Requirements. - Posting and publication requirements as provided under this Act and other relevant laws such as Republic Act No. 9048, Republic Act No. 10172, marriage license, delayed registration and other relevant civil registration processes shall be prescribed under the implementing rules and regulations.

Above provisions notwithstanding, posting through the official PSA central and field office websites or official government websites shall constitute compliance with the posting and publication requirements as provided under civil registration laws.

CHAPTER XII PENAL PROVISIONS

SECTION 93. Offenses and Penalties. -

a) It shall be prohibited for any natural or juridical person or entity to commit or facilitate the commission of any of the following acts:

- 1) forging civil registration documents, certificates, and registers;
- 2) willful falsification, alteration, or tampering of civil registration documents, certificates, and registers;
- 3) submitting false information in registering vital events;
- 4) using, abetting to use, or possessing falsified or illegally obtained certificates and security papers;
- 5) profiteering and unauthorized facilitation of registration and copy issuance of civil registry documents.

Any person who commits the foregoing violations shall, upon conviction, be punished with imprisonment of six (6) years but not more than twelve (12) years or a fine of not less than

One hundred thousand pesos (P100,000.00) but not more than One million pesos (Php1,000,000.00), or both, at the discretion of the court.

- b) It is prohibited for any government employee or official, solemnizing officers, or for any medical practitioner, attendant, or health facility officer authorized to prepare civil registry documents to:

- 1) intentionally prepare/aid or abet in the preparation of a certificate containing false or fraudulent information;
- 2) intentionally and knowingly issue certificates containing false information;
- 3) make any unauthorized alteration in civil registration documents, certificates, and registers; and
- 4) intentional withholding of information or refusing to inform the LCR of a vital event.

Any government employee or official, solemnizing officers, or for any medical practitioner, attendant, or health facility officer who commits the foregoing violations shall, upon conviction, be punished with imprisonment of six (6) years but not more than twelve (12) years or fine of not less than One hundred thousand pesos (P100,000.00) but not more than One million pesos (P1,000,000.00), or both, at the discretion of the court.

In all instances, if the violation was committed by a government official or employee, the penalty shall include perpetual absolute disqualification from holding any public office or employment in the government, including any GOCCs, and their subsidiaries.

The above violations shall be without prejudice to the filing of criminal cases in accordance with the Revised Penal Code and other special penal laws.

- c) Non-payment of hospital fees not bar to registration, it shall be unlawful for health facilities and responsible personnel, and medical practitioners, to refuse to report or cause the registration of a vital event due to non-payment of hospital fees.

Any government employee or official, or any medical practitioner or health facility who commits the foregoing violations shall, upon conviction, be punished with imprisonment of six (6) years but not more than twelve (12) years or fine of not less than One hundred thousand pesos (P100,000.00) but not more than One million pesos (P1,000,000.00), or both, at the discretion of the court.

This provision shall be without prejudice to other penalties and fines that may be imposed on government employees and officials for misfeasance, malfeasance, and other acts and omissions prohibited by law.

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

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

SECTION 94. Appeal Process. - PSA shall have the power to review decisions rendered over the following:

- a) Appeal / Reconsideration of the decisions of stakeholders regarding petitions under RA 9048, as amended by Republic Act No. 10172;
- b) Application/ Cancellation of Certificates of Authority to solemnize marriage (CRASM);
- c) Review decisions rendered by LCRs and/or C/MCRs on Petitions for Cancellation of COLB of Persons with no Known Parents, as provided under Republic Act No. 11767; and
- d) Other analogous cases as may be provided under this Act and other relevant laws.

The Legal Office of the PSA shall be responsible for the Review or Appeal function of the CRG as provided in this Act. To better implement the provisions of this Act and its objectives and purposes, the Legal Service of the PSA shall be reorganized and strengthened into a Legal Office which shall perform the functions provided for under this Act.

The Legal Office of the PSA shall be headed by a Director V. There shall be three (3) Services under the Director V headed by a Director IV:

- 1) Legal Operations and Administrative Support Service;
- 2) Litigation and Enforcement Management Service;
- 3) Legislative Affairs and Regulatory Compliance Service.

SECTION 95. Power to Block Civil Registry Documents in the Civil Registry Database. The PSA may, motu proprio, block the copy issuance of the subject civil registry document in the civil registry database upon initial findings of fraud, subject to guidelines to be issued by CRG.

SECTION 96. Special Committee on Cancellation of Fraudulent Birth Certificates- A Special Committee on Cancellation of Birth Certificates, herein referred to as the "Committee", is hereby created for cancellation of birth certificates registered through fraudulent means by a foreign national. The Committee is composed of the following:

- (a) Director V of the Legal Office, as Chairperson; and
- (b) Representatives of the Departments of Foreign Affairs, Interior and Local Government, Bureau of Immigration and Justice with a rank of Undersecretary or Assistant Secretary, and the Office of the Solicitor General with a rank of Assistant Solicitor General, as members.

The special committee shall cancel Civil Registry Documents of foreign nationals registered through fraudulent means.

The special committee shall convene and act as a collegial body in rendering a decision. The Decision of the majority shall prevail. The presence of the Chairman and two (2) Members shall constitute a quorum. The CRG shall have the power to enlist the assistance of law enforcement and investigative bodies to determine the existence of the above ground to cancel fraudulent birth certificates. Such investigation must be completed within a period of not exceeding fifteen (15) days.

The Decision shall be promulgated and the findings and recommendation submitted not later than thirty (30) days from the date of the deliberation. Should the committee need more time to make a written decision of findings and recommendation in view of the nature of the case, the

1 chairman thereof shall report the case to the CRG who may grant an extension of time if he
2 considers it necessary.

3
4 The Decision of the Committee shall be appealable to the CRG, whose decision shall be final and
5 executory, unless a timely appeal was made pursuant to the prescribed rules. The decision on
6 appeal shall be put in writing and promulgated not less than fifteen (15) days from the time the
7 case is submitted for decision.

8
9 **SECTION 97. Cancellation of Civil Registry Documents.** — The Special Committee shall, upon
10 due notice and hearing, cause the cancellation of civil registry documents based on the following
11 grounds:

- 12
13 (a) Fraud in the registration of vital event of non-Filipinos; and
14 (b) Violation of civil registration laws, including those involving national interest.

15
16 The CRG shall have the power to enlist the assistance of law enforcement and investigative
17 bodies to determine the existence of the above existence of the above-cited grounds shall be
18 completed within a period not exceeding fifteen (15) days.

19
20 The Special Committee shall render its decision not later than thirty (30) days from the
21 completion of the investigation or lapse of the 15-day investigation period, whichever comes
22 first: Provided, That the CRG may grant the Special Committee extension of time to render its
23 Decision in view of the nature of the case. Such decision shall become final and executory fifteen
24 (15) days after the receipt thereof by the parties to the proceedings, subject to appeal under this
25 Act.

26
27 **SECTION 98. Power to Cancel the Registration of Fraudulent Birth Certificates.** - Pursuant to
28 the Decision rendered by the Special Committee in cases covered by Section 82, the CRG shall
29 cancel the subject fraudulent birth certificates.

30
31 The document owner whose civil registration document is subject to cancellation or any person
32 who is adversely affected by the Decision rendered by the Special Committee, may avail of the
33 remedy provided under this Act.

34
35 **SECTION 99. Cancelled Fraudulent Birth Certificates.** - Upon the finality of judgment, the
36 Special Committee shall notify the concerned LCRs, Sharia District/Circuit Clerk of Court,
37 Consul General/Vice Consul/Consul, of the finality of the Decision who shall then cancel the
38 affected fraudulent birth certificates. In accordance with the above provision the fraudulent birth
39 certificates shall only be re-issued upon issuance of a court order.

40
41 **SECTION 100. Appeals.** - Any person whose interest is affected by a decision or inaction by an
42 LCR, Shari'a district/circuit registrar, Philippine foreign service officer, or any officer who
43 performs civil registration functions under this Act, may appeal the decision or inaction to the
44 CRG within fifteen (15) days from receipt of the decision of the Special Committee, in
45 accordance with the prescribed procedures. Appeals from decisions of the CRG may be made in
46 accordance with Rule 43 of the Rules of Court.

47
48 **SECTION 101. Withholding of Documents Due to Non-Payment of Hospital Fees.** - In no case
49 shall failure to settle hospital bills, in full or in part, be a ground for non-delivery or withholding
50 of the certificate of live birth or certificate of death or documents required in the issuance of the

1 said certificates.

2
3 **SECTION 102.** Use of Income. - Ten percent (10%) of the income generated from the civil
4 registration services shall be retained for the upgrading of equipment, system, database, physical
5 facilities and operations of the civil registration office.

6
7 **SECTION 103.** Transitory Provisions. - For the first two (2) years from the effectivity of this
8 Act, or until otherwise earlier declared by the CRG, the existing rules, guidelines, standard
9 operating procedures and forms for the registration of vital events shall continue to be effective
10 to ensure the continued provision of civil registration services. The CRG may issue guidelines to
11 clarify which procedures shall continue in effect, notwithstanding the effectivity of this Act.

12
13 **SECTION 104.** Appropriations. - There shall be an initial appropriation of One hundred fifty
14 million pesos (P150,000,000.00) in the General Appropriations Act, which will be included in
15 the PSA's budget for the initial development of software and the digitization of the CRVS system
16 files.

17
18 **SECTION 105.** Mandatory Review. - This Act shall undergo a mandatory review on its
19 provisions every five (5) years to make the law more responsive to the needs of the times. The
20 review shall be made by Congress, which shall conduct public hearings and record relevant
21 testimonies of functionaries in the civil registration system, which shall be the basis of any
22 amendment or modification of this Act.

23
24 **SECTION 106.** Implementing Rules and Regulations (IRR). - Within one (1) year from the
25 effectivity of this Act, the PSA, shall promulgate the IRR for the effective implementation of this
26 Act. The PSA may consult with the DFA, DOH, DILG, DOJ, Office of Solicitor General (OSG),
27 Office of the Court Administrator (OCA), DSWD, NACC, NCIP, NCMF, Department of
28 Migrant Workers (DMW), DepEd, the University of the Philippines Law Center (UPLC), a
29 national professional organization of LCRs duly registered with the Securities and Exchange
30 Commission, the National Privacy Commission (NPC), BI, DICT and other concerned agencies
31 and stakeholders related in the formulation of the IRR.

32
33 **SECTION 107.** Separability Clause. - If any part or provision of this Act which shall be held to
34 be invalid or unconstitutional, other parts or provisions hereof which are not affected thereby
35 shall continue to be in full force and effect.

36
37 **SECTION 108.** Repealing Clause. - Act No. 3753 or the Law on Registry of Civil Status,
38 Sections 453, 454, and 479 of the R.A. 7160 or the Local Government Code of 1991, R.A. No.
39 9048 amended by R.A. No. 10172, R.A. No. 9858, and R.A. No. 10625 are hereby amended
40 accordingly. All other laws, rules, regulations, orders, memoranda or circulars inconsistent with
41 any of the provisions of this Act are hereby amended accordingly.

42
43 **SECTION 109.** Retroactivity. - This Act shall have retroactive effect insofar as it does not
44 prejudice or impair vested or acquired rights.

45
46 **SECTION 110.** Effectivity. - This Act shall take effect fifteen (15) days after its publication in
47 the Official Gazette or in any newspapers of general circulation.