

**THIS FORM IS NOT FOR SALE**



Republic of the Philippines  
 Philippine Statistics Authority  
 OFFICE OF THE CIVIL REGISTRAR GENERAL  
 APPLICATION FORM - BIRTH CERTIFICATE



**IMPORTANT: PLEASE READ GENERAL INSTRUCTIONS BEFORE FILLING OUT THE FORM**

1. Please PRINT letters in the spaces provided. Please CHECK (✓) appropriate box (es).
2. A valid ID is required from the owner of the document.
3. An authorization letter and ID of the document owner with the ID of the requester are required.

Request for:  BIRTH CERTIFICATE  AUTHENTICATION  CD/LI

Number of copies:  One  Two Others (Specify) : \_\_\_\_\_

Birth Reference No. BReN (if known) \_\_\_\_\_ Sex: Male  Female

**OWNER'S PERSONAL INFORMATION (FOR MARRIED FEMALE, PLEASE USE MAIDEN NAME)**

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Middle Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Place of Birth \_\_\_\_\_  
 City / Municipality \_\_\_\_\_  
 Province \_\_\_\_\_

Please specify country if born abroad only: \_\_\_\_\_  
 Country \_\_\_\_\_

**NAME OF FATHER**

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Middle Name \_\_\_\_\_

**MAIDEN NAME OF MOTHER**

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Middle Name \_\_\_\_\_

PRESENTED VALID IDs AND AUTHORIZATION LETTER?

YES  NO

UNCLAIMED DOCUMENTS AFTER THIRTY (30) DAYS FROM THE DATE OF RELEASE WILL BE DISPOSED OF.

FOR PAYMENT

PLEASE TURN TO BACK PAGE →

FOR PSA USE ONLY  
 TRANSACTION NUMBER: \_\_\_\_\_

**PURPOSE:** Choose one and check (✓) appropriate box

- Claim Benefits / Loan  Employment (Local)  School Requirements  
 Passport / Travel (Specify Country: \_\_\_\_\_)  Others (Specify): \_\_\_\_\_  
 Employment (Abroad) (Specify Country: \_\_\_\_\_)

**REQUESTER'S INFORMATION**

Last Name, \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 House No. \_\_\_\_\_ Street Name / Barangay \_\_\_\_\_  
 City / Municipality \_\_\_\_\_  
 Province \_\_\_\_\_  
 Contact No. \_\_\_\_\_

**NOTICE**

The PSA supports the policy of the State to protect the fundamental right of privacy. In view of the passage of Republic Act No. 10173 also known as "Data Privacy Act of 2012", this office cannot issue documents from which the identity of an individual is apparent or can be reasonably and directly ascertained without the consent of the individual whose personal information is processed. **Such consent must be evidenced by written, electronic or recorded means.**

Hence, original and certified true copy of Certificate of Live of Birth, Certificate of Marriage and Certificate of Death, and Certificate of No Marriage (CENOMAR) and Advisory on Marriages, can only be issued to:

1. The owner himself or through a duly authorized representative;
2. His/her spouse, parent, direct descendants, guardian or institution legally in-charge of him/her, if minor;
3. The court or proper public official whenever absolutely necessary in administrative, judicial or other official proceedings to determine the identity of a person;
4. In case of the person's death, the nearest of kin.

I understand that as per Data Privacy Act of 2012, PSA documents, if available in this office, cannot be released to me **without valid IDs/government-issued IDs and proper authorization from the owner of the document, his/her parent (if minor), his/her spouse, his/her direct descendant, or his/her authorized guardian/institution-in-charge.**

\_\_\_\_\_  
 Signature of the Requester

**DISCLAIMER**

PSA clients have the option to secure certification and copy of civil registry document in any of PSA's accredited partners. These partners may extend their services such as delivery of the requested document/s through their authorized couriers. Any problem encountered in the transaction with the partner is beyond the responsibility of the PSA.

**FOR PSA USE ONLY**

RELEASING WINDOW NO.: \_\_\_\_\_ DATE / TIME: \_\_\_\_\_

RELEASING CLERK: \_\_\_\_\_

CLAIMANT: \_\_\_\_\_

TYPE OF ID PRESENTED: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_

Received by : \_\_\_\_\_ Date of Receipt : \_\_\_\_\_

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