

THIS FORM IS NOT FOR SALE

Republic of the Philippines
Province of Cavite
City Civil Registrar's Office

**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 _____
MONTH DAY YEAR

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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