



APPLICATION FORM  
BIRTH CERTIFICATE

IMPORTANT: PLEASE READ GENERAL INSTRUCTIONS BEFORE FILLING UP THE FORM

1. Please PRINT letters in the spaces provided. Please Check ( / ) appropriate box(es).
2. A valid ID is required from the owner & requester of document.
3. An authorization is required from representative upon filling of the application.

Request for:  Birth Certificate  Authentication  Birth Card  COL  
 Number of copies?  One  Two Others (specify): \_\_\_\_\_

OWNER'S PERSONAL INFORMATION (For married women, please use maiden name)

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

OWNER'S PERSONAL INFORMATION (For married women, 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 \_\_\_\_\_

REGISTERED LATE?  No  Yes When: \_\_\_\_\_

Check ( / ) appropriate box

Requester's

Tax Identification No. (TIN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(if known)

PLEASE TURN TO BACKPAGE

PURPOSE: Choose one and check ( / ) appropriate box

- Claim benefits / loans  Employment (abroad)  School Requirement  
 Passport / Travel (Specify Country: \_\_\_\_\_)  Others (specify) \_\_\_\_\_  
 Employment (abroad) (Specify Country: \_\_\_\_\_)

REQUESTER'S INFORMATION

Last Name First Name M.I.

Mailing Address \_\_\_\_\_

house No. Street / Barangay

City/Municipality \_\_\_\_\_

Province \_\_\_\_\_

Tel No. \_\_\_\_\_

NOTE: AUTHORIZATION and ID of the document owner together with requester's ID

are required if the requester's NOT any of the following:

- a. the owner of the document
- b. his/ her parent
- c. his / her spouse
- d. his / her direct descendent
- e. his / her legal guardian / institution-in-charge if minor

I understand that as per PD 603 (Child & Youth Welfare Code) birth certificate documents, if available in this office cannot be released to me without proper authorization from the owner of the document, his/her parents (if minor), his / her spouse , his/ her direct descendant, or his / her authorized guardian / institution-in-charge.

Signature of Applicant

FOR BREQS AGENT USE ONLY

Converted?  Y  N

Date of Filling \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Date of Release \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Remarks

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