

REQUIREMENTS FOR REPORT OF BIRTH

1. Duly accomplished **original** Report of Birth (**ANNEX D**)
2. One original and four (4) copies of the Birth Certificate from the **Jabatan Pendaftaran Negara (JPN) or the National Registration Department (NRD)**, duly authenticated by the **Ministry of Foreign Affairs, Putrajaya**

Note: If the Birth Certificate is in Bahasa Malaysia, it must be supported by notarized English translation duly authenticated by the Ministry of Foreign Affairs, Putrajaya.

3. If JPN Birth Certificate is not available, applicant may present any of the following:
 - a. Sulat Lahir
 - b. Hospital or medical record
 - c. Affidavit of Two Disinterested Persons
4. Four (4) original notarized affidavit of delayed registration of birth, *if the child is one year old and above* (**ANNEX E**)
5. The original and four (4) copies of parent's Marriage Contract from the Philippine Statistics Authority (PSA), *if the parents' marriage was solemnized and registered in the Philippines*
6. One original and four (4) copies of the Report of Marriage from the Philippines Statistics Authority (PSA) or from the Philippine Embassy in Kuala Lumpur (for marriages recently registered and reported), *if the parents' marriage was solemnized and registered in Malaysia*
7. Proof of Identity of applicant
8. Proof of Filipino citizenship of parent/s (Original and four (4) copies)
Examples: Parent's passport
 - PSA issued Birth Certificate of parent/s
 - PSA issued Death Certificate of parent/s
 - PSA issued Birth Certificate of applicant's brother/sister
9. Four (4) recent colored photograph sized (1.77" x 1.37") of the child.

Additional Requirements for the Report of Birth of children whose parents are not married but opt to use the surname of father

To be accomplished and executed by the **MOTHER**

1. Four (4) original Affidavit to Use the Surname of Father (AUSF) (**ANNEX F**)

To be executed by the **FATHER**

1. Four (4) original Acknowledgement of Paternity (**ANNEX G**)
2. Four (4) original Private Handwritten Instrument (PHI) duly notarized by a Notary Public or a Commissioner of Oaths.



PHILIPPINE FOREIGN SERVICE POST

EMBASSY OF THE PHILIPPINES, KUALA LUMPUR

THIS FORM IS NOT FOR SALE (DFA-OCA-CRD-05 / REV.01 / 24 APRIL 2018)

OFFICIAL USE ONLY DATE OF REGISTRATION REGISTRY NUMBER ROB-KL-2019-

REPORT OF BIRTH

DETAILS OF CHILD'S BIRTH

1. CHILD'S LAST NAME 2. CHILD'S FIRST NAME 3. CHILD'S MIDDLE NAME 4. PLACE OF BIRTH 5. DATE OF BIRTH 6. SEX 7. TYPE OF BIRTH 8. BIRTH ORDER

DETAILS OF THE BIRTH PARENTS (at the time of child's birth)

9. LAST NAME 10. FIRST NAME 11. MIDDLE NAME 12. CITIZENSHIP 13. DATE OF BIRTH 14. PLACE OF BIRTH 15. RELIGION 16. NATURALIZED DATE & PLACE OF REGISTRATION AS PHILIPPINE CITIZEN 17. CIVIL STATUS OF PARENTS 18. DATE OF MARRIAGE OF PARENTS 19. PLACE OF MARRIAGE

20. I, THE UNDERSIGNED DECLARE UNDER PENALTY OF PERJURY under the laws of the Republic of the Philippines, that the information I have provided herein are the true and accurate facts of birth of the child being sought to be registered, to the best of my knowledge.

SIGNATURE OF INFORMANT OVER PRINTED NAME : RELATIONSHIP TO THE CHILD :

SUBSCRIBE AND SWORN TO BEFORE ME this by the above-named informant, here in Date

[SEAL] NOTARIAL AUTHORITY

21. REMARKS/ANNOTATIONS

OFFICIAL USE ONLY. DO NOT WRITE ANYTHING BELOW THIS BOX

22. The foregoing information was furnished by the above-named informant, and supported by corresponding documents from local authorities. Registered today, in the civil registry records of the Consular Section of the Philippine Embassy/Consulate KUALA LUMPUR, MALAYSIA.

Date: Doc. No. Service No. ROB-KL-2019- O.R. No. Fee Paid RM 120.00 Book No. Series of 2019

[SEAL] REPUBLIC OF THE PHILIPPINES

EMBASSY OF THE PHILIPPINES)
CONSULAR SECTION) S.S.
KUALA LUMPUR, MALAYSIA)

AFFIDAVIT FOR DELAYED REGISTRATION OF BIRTH

I, _____ of legal age, Filipino, single and with residence and postal address _____ after having been duly sworn to in accordance with law, do hereby depose and say:

1. That I am the applicant for
 my delayed registration of Report of Birth;
 Report of Birth of _____;
2. That he was born on _____, as evidenced by the local civil registration authority of _____;
3. That I/he/she was attended at birth by _____ in _____;
4. That I/he/she is a citizen of the Philippines since my/his/her father and/or mother is/are Filipino citizens as evidenced by their passport/birth certificate or (other documents) _____;
5. That my/his/her parents were:
 Married on _____ at _____;
 Not married;
 Not married but was acknowledged by my/his/her father;
 Unknown if married;
6. That the reason for the delay in reporting my/his/her birth was due to _____;
7. That a copy of my/his/her Report of Birth is needed for the purpose of
 Travel Document application
 Passport application
 Record in the Philippines

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ in Kuala Lumpur, Malaysia.

Affiant (Full Name and Signature
Passport No. _____
Issued at: _____
Issued on: _____

SUBSCRIBED AND SWORN TO before me this _____ in Kuala Lumpur, Malaysia, affiant exhibiting to me her valid proof of identification.

Doc. No.: CRU:LI-KL-2019-
Service No.: _____
Book No.: _____
Series No.: _____
O.R. No.: _____
Fee RM 120.00

**EMBASSY OF THE PHILIPPINES)
CONSULAR SECTION) S.S.
KUALA LUMPUR, MALAYSIA)**

AFFIDAVIT OF ADMISSION OF PATERNITY

I, Mr. _____, a _____ citizen, of legal age, _____ single/married, _____ temporarily _____ residing _____ at _____

_____, Malaysia, after being sworn in accordance with law, do hereby depose and state:

- 1. That I am living together with Ms. _____, a Filipino citizen with Passport No. _____ issued on _____ at _____, Philippines.
- 2. That out of wedlock was born _____ (Name of Child) on _____ in _____, Malaysia.
- 3. That the Birth Certificate issued by the _____ Civil Registry, my name was not written as the father since we are not married.
- 4. That I acknowledge paternity of _____ (Name of Child).
- 5. That I execute this affidavit in support to the Report of Birth and passport application of my daughter / son.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____ 20____, in Kuala Lumpur, Malaysia.

Affiant (Full Name and Signature
Passport No. _____
Issued at: _____
Issued on: _____

SUBSCRIBED AND SWORN TO before me this _____ in Kuala Lumpur, Malaysia, affiant exhibiting to me her valid proof of identification.

Doc. No. CRU-AAP-_____
Page No. _____
Book No. _____
Series of: 2019
O.R. No _____
Fee RM 120.00