


## HOW TO FILL-IN THE REPORT OF BIRTH FORM

PHILIPPINE FOREIGN SERVICE POST PHILIPPINE EMBASSY, COPENHAGEN, DENMARK		THIS FORM IS NOT FOR SALE (CPA-002A-CR03-05 / REV 01 / 24 APRIL 2018)	
		OFFICIAL USE ONLY	
		DATE OF REGISTRATION	
REPORT OF BIRTH		REGISTRY NUMBER	
DETAILS OF CHILD'S BIRTH			
1. CHILD'S LAST NAME		5. DATE OF BIRTH <small>(Ex. 01 January 2000)</small>	
2. CHILD'S FIRST NAME		6. SEX	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
3. CHILD'S MIDDLE NAME <small>(Mother's Maiden Surname)</small>		7. TYPE OF BIRTH <small>(single, twin, triplets, etc)</small>	
4. PLACE OF BIRTH <small>(city/state/province, country)</small>		8. BIRTH ORDER <small>(Children born by mother including fetal death)</small>	
DETAILS OF THE BIRTH PARENTS (at the time of child's birth)			
FATHER		MOTHER (MAIDEN INFORMATION)	
9. LAST NAME			
10. FIRST NAME			
11. MIDDLE NAME			
12. CITIZENSHIP			
13. DATE OF BIRTH <small>(Ex. 01 January 2000)</small>			
14. PLACE OF BIRTH <small>(city/state/province, country)</small>			
15. RELIGION			
16. NATURALIZED DATE & PLACE OF REGISTRATION AS PHILIPPINE CITIZEN <small>(Ex. 01 January 2000 / country)</small>			
17. CIVIL STATUS OF PARENTS <input type="checkbox"/> MARRIED <input type="checkbox"/> NOT MARRIED	18. DATE OF MARRIAGE OF PARENTS <small>(Ex. 01 January 2000)</small>		
	19. PLACE OF MARRIAGE <small>(city/state/province, country)</small>		
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 _____ <small>Date (Ex. 01 January 2000)</small>			
		[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 _____.			
Date: _____			
Doc. No. _____			
Service No. _____			
O.R. No. _____			
Fee Paid _____			
Book No. _____			
Series of _____		[SEAL]	REPUBLIC OF THE PHILIPPINES

Please prepare and submit four (4) copies of this form to the Embassy, together with the other documentary requirements.

Kindly **leave blank** the following:

- Upper right "official use only" section
- Item number 20, date and place of signature
- Item numbers 21 to 22.

The form has three main parts:

- (1) details about the child,
- (2) details of the birth parents with the father's details on the left, and
- (3) the mother's details on the right.

**Items 1-3:** For married parents, kindly enter the child's name:

1. Surname of the child's father;
2. Child's given name/names
3. Mother's maiden surname

**Item 4:** Kommune or City, Country

**Items 5, 13, and 18:** Date format should be written as follows: Day Month Year (ex: **1 January 2000**). Always spell out the month

**Item 7:** Indicate whether single, twins, or triplets, etc.

**Item 8:** Birth order of the child, counting all children born by mother, including fetal death

**Items 9-11:** Under the mother's maiden information, kindly enter the name when still single, as written in the birth certificate.

**Item 14:** The husband's/wife's place of birth should be the same as what is written in their Philippine passport.

**Item 16:** Kindly **leave blank** if father and mother were born to Filipino parent/s. Answer only if either parent is a naturalized Filipino.

**Item 19:** Indicate the place of marriage in the PSA Marriage Certificate or ROM