

INSTRUCTIONS FOR REGISTERING THE BIRTH OF CHILDREN

1

Preparing required application



- Birth registration application form (original).
- A written record certifying the child's abandonment or children born by surrogate mothers.
- Birth certification papers (original).

Documents to be brought with



- Passport / ID card / citizen identification card.
- Documents proving legal residence.
- Marriage certificate (if any).

2

Submitting the application



Duration: within 60 days from date of birth.



Submitting to the commune-level People's Committee where fathers, mothers reside or where they register permanent residence.



Submitting to the district-level People's Committee if there are foreign elements.

3

Waiting for application processing



Processing time:
 - Within the application submission date.
 - In case the application is submitted after 3:00 p.m. and can't be resolved within the same day, the results will be received the next working day



Valid documents: be entitled to schedule date and time to receive the results.



Invalid documents: be instructed to adjust, supplement the application.

4

Paying fees (if any)



Free if submitting on time.



In case of overdue application submission: paying fees according to the fee schedule prescribed by the province/city.

5

Receiving the results



Being issued 01 original birth certificate.



The number of copies shall be issued upon request.