

REPORT OF BIRTH

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON-IN-CHARGE	FEE	FORM
1	PROCESSING	OFWs and Filipinos with Macau Permanent Resident Visa whose child was born in Macau, fill out forms and gets a queuing number. Once the number is called, client submits the Report of Birth Form. If not married, in addition to ROB are Affidavit of Paternity (if applicable) and Affidavit to Use the Surname of the Father (if applicable). Affidavit of Late Registration is required if form is filed for more than 12 months after child was born.	Provides application forms and informs applicant regarding the requirements for the Report of Birth	6 mins	Consular Assistant	n/a	Application Form (ROB)
			Evaluates forms submitted together with supporting documents.	6 mins	Consular Assistant		Affidavit of Paternity
			Issues claim stub indicating date of release of ROB and Affidavits	2 mins	Consular Assistant		Affidavit to Use the Surname of the Father Certification Affidavit of Late Registration
2	CASHIER	Pays fee	Accepts payment and provides service number then issues Official Receipt to be attached to ROB	3 mins	Collecting Officer	220 MOP each for ROB and Affidavits	n/a
TOTAL PROCESSING TIME: 17 minutes							

RELEASING OF ROB (After 2 working days)

3	RELEASING	Applicant gets a queuing number. Once the number is called, applicant presents claim stub issued.	Receives claim stub and locates ROB. ROB is then released to the applicant and is requested to sign in the Notarial Register Book to acknowledge its receipt.	5 mins	Consular Assistant	n/a	n/a
TOTAL RELEASING TIME : 5 minutes							

