



OFFICE OF THE LOCAL CIVIL REGISTRY

Requesting for certified registered copy Of Birth, Death, Marriage Certificate, Court Order, Legal Instruments, or PSA Copy In Security Paper (SECPA) including CENOMAR (certificate of no marriage)
ABOUT THE SERVICE

Request for certified copy or transcript of registered birth, death, marriage, application for marriage license, court order, or legal instruments may be availed from the LCR Office.

PSA copy (SECPA) of the certificates may also be requested thru BREQS-LGU System (Batch Request Entry System). The system provides an off-line encoding of request for civil registry documents for submission to an on-line Serbilis Outlet of PSA. LCR submits applications to PSA outlet every Friday.

ALBUERA Civil Registrar's Office is authorized to accept application for PSA Copy (SECPA) as per Memorandum of Agreement made and entered into by LGU ALBUERA and PSA.

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
4. Valid ID 5. Request Form 6. If requesting is not the owner: -Authorization letter from the document owner & his/her ID	Owner of the document Window 1 Owner of the document and his authorized person			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Fill-up request slip and present to the employee in the counter (EIC)	If record is available will issue order of payment to client If record is not available, client will be advised to request for certificate of no record from PSA and file for late registration (see processing for late registration)	None	10 mins	ADM. OFFICER II ADM. AIDE III ADM. AIDE I
6. Present order of payment to the Treasurer's Office for issuance of official receipt then submit the receipt to the LCR Office	Local Copy: Birth & Death Certificate Marriage Certificate PSA Copy: SECPA- Birth, Death & Marriage Certificate Cenomar	80.00 80.00 200.00 250.00	.	MTO Collection Clerk
7. Wait for the issuance of requested copy & signs in the logbook for receipt of copy	Will print or type certified copy to be signed by the MCR or authorized personnel	None	5 mins	Local Civil Registrar Admin. Officer II Admin. Aide III Admin. Aide I
TOTAL			15 mins	

ABOUT THE SERVICE

Registration of vital acts & events that affects the civil status of a person is mandatory under Act 3753 otherwise known as Civil Registry Law.

Births must be registered within **thirty (30) days** from the time of birth at the Office of the Civil Registrar of the city/municipality where the birth occurred. Responsibility of the attendant at birth or the parent to register the birth of the child.

Marriages with marriage license must be registered within **fifteen (15) days** while marriage exempt from marriage license must be registered within **thirty (30) days** following the solemnization of marriage at the place where it was solemnized. Responsibility of the solemnizing officer to register the marriage.

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	SIMPLE/COMPLEX			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>> Duly signed 4 copies of Certificate of Live Birth (Municipal Form 102) if child's parents are not married:</p> <ul style="list-style-type: none"> - Affidavit of Acknowledgment/Admission of Paternity of the father at the back of the certificate must be notarized - Affidavit to use the surname of the father executed by the mother must be registered (see registration of legal instruments) <p>> Duly signed 4 copies of Certificate of Marriage (Municipal Form 97) If exempted from marriage license</p> <ul style="list-style-type: none"> - Affidavit of cohabitation for 5 years or more executed by bride & groom must be attached <p>If marriage was held outside church, court, or office (Art. 8 of Family Code)</p> <ul style="list-style-type: none"> -Affidavit of bride & groom requesting the solemnizing officer To solemnize at a place designated by them <p style="text-align: center;">– DELAYED REGISTRATION:</p> <p>Posting of ten (10) consecutive days is required for every late registration.</p> <p style="text-align: center;">REQUIREMENTS to be submitted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> PSA Certificate of no record <input type="checkbox"/> Affidavit of applicant for delayed Registration <input type="checkbox"/> Joint Affidavit of Two Disinterested Persons <input type="checkbox"/> For Birth : At least Two (2) Documentary evidence showing name of child, its Parents & date & place of birth. <ul style="list-style-type: none"> Baptismal Certificate , Permanent School Record, voter's record, Medical Records, Insurance Records, 		<p>Local Civil Registry Office Notary Public Attorney Local Civil Registry Office Local Civil Registry Office Notary Public Attorney Notary Public Attorney PSA Notary Public Attorney Notary Public Attorney Church School Comelec Hospital/Laboratory Insurance Company Local Civil Registry Office or Philippine Statistics Authority Local Civil Registry Office or Philippine Statistics Authority</p>		
<p>birth record of children (if applicable) Marriage certificate (if applicant is married)</p> <ul style="list-style-type: none"> <input type="checkbox"/> For Marriage: Ex. Old copy of Marriage Contract, Application/Marriage License, Wedding invitation, wedding picture, children's Birth certificate 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certificate of Live Birth (COLB) for Registration of Birth	Checks documents as to completeness of entries, requirements, & if within the period of registration If late registration, client will be advised to submit requirements for late registration.	None	10mins. Upon submission of complete documentary requirements & 10 days posting	Admin. Officer II Admin. Aide III Admin. Aide I
2. Present order of payment to the Treasurer's Office for issuance of official receipt then submit the receipt to the LCR Office (for unmarried parents)	Registration fee	100.00		MTO Collection Clerk
3. Wait for the issuance of registered copy & sign in the logbook for receipt of copy	MCR or authorized personnel reviews & signs document for registration	None	5 mins.	Local Civil Registrar Admin. Officer II Admin. Aide III Admin. Aide I
TOTAL			15 mins	

ABOUT THE SERVICE

Death shall be reported to the Municipal Health Officer within 48 hours. If died without medical assistance, the health officer shall certify as to the cause of death and direct the registration of the death certificate to the Civil Registrar's Office within **thirty (30) days**.

Responsibility of the physician who last attended the deceased or administrator of hospital or clinic where the person died to prepare the death certificate and certify as to the cause of death then forward it to the Municipal Health Officer who shall review/examine the Death certificate and order its registration to the Civil Registrar's Office.

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	SIMPLE/COMPLEX			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly signed 4 copies of Death Certificate (Municipal Form 103) DELAYED REGISTRATION: Posting for ten (10) consecutive days is required for every late registration. PSA Certificate of no record Affidavit of Delayed Registration Joint Affidavit of Two Disinterested Persons At least Two (2) Documentary evidence showing name of decease: Burial/Cremation Permit Church records Funeral service receipt/certification Picture of the grave		Local Civil Registry Office Philippine Statistics Authority (PSA) Notary Public Attorney Notary Public Attorney		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report the death of a person to the Municipal Civil Registrar within 30 days from the time of death.		None	2 mins.	Admin. Officer II Admin. Aide III Admin. Aide I
2 .Proceed to the Municipal Health Office for the preparation of death certificate If died in the hospital or clinic, get the death certificate from the hospital or clinic duly signed by the attending physician then forward the death certificate to the MHO for review and examination; 4. Request the embalmer to sign embalmer's certification at the back of the death certificate 5. Submit duly sign death certificate to the LCR Office	Embalmer of the Funeral Service chosen	None None None	5 mins.	Municipal Health Officer Rural Health Physician Hospital/Clinic Record Section Funeral Service Adm. Officer II Admin.Aide III Admin.Aide I
6. Present order of payment to the Treasurer's Office for payment of burial/ transfer of cadaver fee and submit the receipt to the LCR Office 7. Wait for the registered copy and sign in the logbook for receipt of copy	Checks document if properly filled-up and if within the reglementary period of registration. Issue order of payment to client for payment of burial permit If late registration, client will be advised to submit documentary requirements for late registration Burial Permit fee Transfer of Cadaver Exhumation of Cadaver MCR or authorized personnel reviews & sign the document for registration	30.00 50.00 None	5 mins.	MTO Collection Clerk Window 1,2 &3 Local Civil Registrar Admin Officer III Admin.Aide III Admin.Aide I
TOTAL			12	

Registration Of Court Order/Decree & Request for Annotated Certificate
ABOUT THE SERVICE

Registration of Court Order or decree affecting the civil status of a person shall be made at the place where the court function, within ten (10) days after the order/decree has become final.

The following are registrable court orders :

- Adoption/ Rescission of adoption
- Annulment of marriage/ Legal Separation

- Change name or correction of entries in civil registry documents
- Declaration of Presumptive Death
- Compulsory/Voluntary recognition of illegitimate child
- Appointment/Termination of guardian
- Naturalization/Cancellation of naturalization certificate
- Separation of property
- Judicial determination of filiation

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original/certified copy of the court order Certificate of Finality/Entry of Judgment Copy of the certificate affected If court order is issued outside Albuera, Certificate of registration of court order issued by the MCR of the place where the court function		Court Court Court LCR Office where the Court located/jurisdiction		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present copy of the court order to LCRO	Verifies the completeness of signature, documentary requirements and if within the reglementary period of registration. Issue order of payment to Client for payment of registration fee	None	10 mins.	Admin. Officer II
2. Present order of payment to the Treasurer's Office for issuance of official receipt and submit the receipt to the LCR Office	Registration fees: Adoption Annulment Legal Separation Naturalization Presumptive Death Change name/correction of entry Other court order MCR writes & verifies to the court as to the authenticity of the court order issued MCR or authorized personnel sign registered copy of court order and the annotate certificate. Prepare amended birth certificate of child adopted if the court order is for adoption	500.00 1,000.00 1,000.00 300.00 300.00	.1 week 35 mins.	MTO Collection Clerk Window 1,2 &3
3. Advice to return after 1 week after verification of authenticity of the court order				Local Civil Registrar Admin. Officer II
3. Wait for copy of the annotated certificate and sign in the logbook				Local Civil Registrar Adm. Officer II
TOTAL			45 mins	

Registration Of Legal Instruments / Legitimation Of Natural Child

ABOUT THE SERVICE

Legal instruments shall be registered in the civil registry of the place where they were

- Affidavit of Reappearance - where the parties to the subsequent marriage are residing
- Marriage Settlement - where the marriage was recorded

Legal Instruments not falling under the above exemption shall be registered at the place where it was executed:

- Acquisition of citizenship
- Option to elect Philippine citizenship
- Repatriation document with Oath of Allegiance
- Partition & distribution of properties of spouses and delivery of the children's presumptive legitime
- Waiver of rights/interests of absolute community of property

Legal instruments executed abroad shall be registered in the Philippine Foreign Service Post (embassy, consulate) nearest the country of residence.

Legal instruments must be registered not later than 20 days from the date of execution.

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	Simple/Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Legal Instrument applicable Certificate of registration (if executed abroad) Copy of certificate affected For Legitimation of Natural Child <ul style="list-style-type: none"> • Registered Marriage Contract of the parents • CENOMAR (certificate of no marriage) issued by PSA 		Local Registry Office DFA LCR Office where the birth is registered LCR Office where it was registered Philippine Statistics Office -PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip Present legal instrument to EIC 2. Present order of payment to the Treasury Office for issuance of Official receipt and submit the receipt to the LCR Office 3. Wait for the issuance of annotated certificate and sign in the logbook for receipt of the copy	Checks legal instrument and if within the reglementary period of registration Issue order of payment to client for payment of registration fee of Legitimation Other Legal Documentation MCR or autjhorized personnel reviews and signs the legal instruments & annotataed certificates	None 100.00 500.00 None	5 mins 30 mins.	Admin.Officer II Admin. Aide III Admin. Aide I MTO Collection Clerk Local Civil Registrar Admin.Officer II Admin. Aide III Admin. Aide I
TOTAL			35 mins	

Application For Marriage License

ABOUT THE SERVICE

Marriage License if require, shall be applied by the contracting parties at the Civil Registrar of the place where one or both of the contracting parties reside and is given to the solemnizing officer before marriage.

All applications for marriage license shall be registered strictly in order in which the applications are received.

Notice to the public of the application will be posted for **ten (10) consecutive days** requesting all persons having knowledge of any impediment to the marriage to advise the civil registrar of any impediment.

Marriage License once issued is valid in any part of the Philippines for a period of one hundred twenty (120) days, and shall deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personally signed Application for Marriage License Form (Municipal Form 90) before the Civil Registrar Supporting documents of applicants to be submitted: CENOMAR (PSA certificate of no marriage) ID with picture & signature Certified True/Xerox copy of birth certificate Pre-Marriage Counseling Certificate issued by Popcom Written Parental consent/advice (<i>if applicant is 18 yrs. Old – 24 yrs. Old</i>) Death Certificate of husband or wife (<i>If applicant is a Widow/widower</i>) Registered copy of court order of annulment (<i>if applicable</i>), or wife/husband's presumptive death If a Foreigner, Certificate of Legal Capacity to Contract Marriage issued by their Embassy/consulate in the Philippines 2 pieces 2x2 pictures		Local Civil Registry Office Philippine Statistics Office -PSA Owner of the document Local Civil Registry Office Popcom Office Local Registry Office Local Civil Registry Office LCR Office where the court order registered Embassy/consulate in the Philippines Owner of the document		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Appear personally and accomplish for marriage license (Form No. 90)	Review the accomplished application and enter the date when the application for marriage was received.	None	10 mins	Admin. Officer II Admin. Aide III Admin. Aide I
2. Applicant is advised to bring parents to sign the consent or advice at the LCR Office, or submit notarized parents' written consent/advice, if applicant is 18-24 years old	Examines documents submitted by applicants	None	20 mins.	Admin. Officer II Admin. Aide III Admin. Aide I
3. Applicants are advised to attend Pre-marriage counseling seminar conducted by Popcom & submit the certificate of attendance to the LCR 4. Applicants were issued order of payment for payment of application fee and submit the Official Receipt to the LCR Office 5. Applicants will be advised to claim the marriage license after the 10 day posting and submit the marriage license to the solemnizing office of their choice	Popcom Counselor Prepare the application to be sign by applicants Applicant fee Marriage License fee Pre-Marriage Counselling MCR or authorized personnel sign the application and issue the marriage license	None 250.00 75.00 None	Half day 10mins. 10mins.	Popcom Counselor Admin. Officer II MTO Collection Clerk Local Civil Registrar ADM. Officer II ADM. Aide III ADM. Aide I
TOTAL		15 mins		

Registration Of Foundling/Abandoned Children

ABOUT THE SERVICE

A FOUNDLING is a deserted or abandoned infant or a child found, with parents, guardian, or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown facts of birth and parentage.

Responsible to Register

Only DSWD authorized social worker can register the foundling. All foundling cases shall be referred to the regional office of DSWD where the foundling was found for the issuance of a “certification” declaring the foundling legally available for adoption.

Foundlings who are not under caring institutions or under custody of the DSWD but with independent placements/individuals shall not be registered. It is advice to refer the foundling case to the DSWD Office in the area or locality for proper screening, assessment or evaluation

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True Copy of Certification issued by the Secretary of the Department of Social Welfare and Development (DSWD) stating that the child was legally available for adoption <input type="checkbox"/> Certified true copy of the child profile issued by DSWD <input type="checkbox"/> Certificate of Foundling (OCRG Form 101)		DSWD Regional Office -Region 3 DSWD Office Local Civil Registry Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for evaluation to the person in- charge.	Checks & examines presented documents as to completeness of information & requirements	None	10 mins	Local Civil Registrar Admin. Officer II
2. Wait for the registered copy of certificate of foundling and sign in the logbook for the receipt of copy	Prepares the Certificate of Foundling to be signed by the MCR or authorized personnel For transmission to the PSA-OCRG	None	10 mins.	
TOTAL			20 mins	

Registration Of Birth Of Children In Need Of Special Protection (CNSP)

ABOUT THE SERVICE

CNSP refer to all persons below 18 years of age, or those 18 years old and over but are unable to take care of themselves because of physical or mental disability or condition, who are vulnerable to or victims of abuse, neglect, exploitation, cruelty, discrimination and violence (armed conflict, domestic violence) and other analogous conditions prejudicial to their development.

CNSP includes, but not limited to:

1. Sexually/physically abused children;
2. Children in commercial sexual exploitation;
3. Children in conflict with the law;
4. Children involved in armed conflict;
5. Working children or victims of child labor;
6. Children in various circumstances of disability;
7. Children directly affected by Human Immune-deficiency virus (HIV)/Sexually transmitted infections/Diseases (STI/D);
8. Street children;
9. Children in substance abuse;
10. Mentally challenged children;
11. Abandoned children/children without primary caregiver;

Registration of birth of CNSP shall be made by the finder, if the person is given the custody of the child, or any government institution or non-government organization (NGO) licensed and accredited by DWSD within **sixty (60) days** from the date of the actual custody of the child.

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client/G2G – Government to Government			
Who may avail:	Transacting Public – Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<input type="checkbox"/> PSA Certification of no birth record <input type="checkbox"/> Certification from DSWD that the child is a CNSP indicating the following information: <ul style="list-style-type: none"> • Name of the child • Sex of the child • Date of birth • Place of birth • Name of at least one parent; and • Citizenship of parent/s 		Philippine Statistics Office (PSA) DSWD Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents	Checks & examines the documents presented and prepare the Certificate of Live Birth (Municipal Form 102)	None	15 mins	Local Civil Registrar Admin. Officer III Admin. Aide III
2. Claim copy of the registered certificate and sign in the logbook	MCR or authorized personnel signed the certificate	None	10 mins.	Local Civil Registrar Admin. Officer II
TOTAL			25 mins	

Filing of Petition For Change Of First Name (CFN) or Correction of Clerical Error (CCE) in the Birth, Marriage, or Death Certificate
ABOUT THE SERVICE

REPUBLIC ACT 9048 & Republic Act 10172 authorize the city/municipal civil registrar or the consul general to correct clerical or typographical error or to change first name or nickname in the birth, death or marriage certificate without need of a judicial order.

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Transacting Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Petition form to be signed petitioner at the LCR Office PSA copy of certificate to be corrected For change of first name and correction of sex/day & month of birth, submit all the following documents:</p> <ul style="list-style-type: none"> o Baptismal Certificate o Elem School Record o Medical examination record o Marriage contract (if married) o Govt. Doctor's certification (for correction of sex) that he/she did not undergone sex change of sex transplant o NBI & Police Clearance (latest) o Employer's certification (if employed), or affidavit of not employed o Affidavit of one & the same person (for change of first name) o Affidavit of newspaper publisher <p>For correction of clerical error submit at least two (2) documentary evidences showing corrected name or surname:</p> <ul style="list-style-type: none"> o Baptismal certificate o Permanent School record (elementary) o Marriage certificate (if married) o Voter's record o SSS or GSIS records or insurance record o Medical records o Land title or tax declaration o Income tax return <p>Reminder: Expenses for Newspaper publication and submission of petition to PSA (NSO) thru courier (LBC/JRS) shall be shouldered by petitioner</p>		Local Civil Registry Office Philippine Statistics Office Church School Hospital/Laboratory clinic Local Civil Registry Office Government hospital NBI/PNP Notary Public Attorney/Company Notary Public Attorney Newspaper Publisher Church School Local Civil Registry Office Comelec SSS Hospital/laboratory clinic Assessor's Office BIR/owner of the document		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of documents at the Office of the Civil Registrar	1. Evaluates certificate as to the nature of petition to be file	None	10 mins	Local Civil Registrar Admin. Officer II
2. Submits required documents to support the petition 3. Present the order of payment to Treasurer's Office for payment of filling fee then submit the official receipt to the LCR 4. Sign petition form before LCR 5. Submit the notice for publication to newspaper publisher to publish petition 6. Submit Affidavit of Publisher & copy of newspaper clipping to the LCR once	2.Examines documents as to relevance to the petition, authenticity of documents submitted and completeness of requirements Issue order of payment to petitioner Filing fee for CFN & Correction of Sex & Date of birth (+ service fee migrant Petition) Filing fee for CCE (+service fee for migrant petition) Service fee Newspaper Publication Prepare petition form to be signed by petitioner Prepare notice of posting or notice for publication Newspaper Publisher	(CFN & 10172) 3,300.00 3,500.00 1000.00 (CCE-9048) 1300.00 1000.00	20 mins. 15 mins. 2 consecutive weeks Within 5 days	Local Civil Registrar MTO Collection Clerk Local civil Registrar Admin.Officer II Newspaper Publisher
publication is completed 7. Wait for the PSA affirmed petition within 3-6 months. 8. Claim copy of affirmed petition and copy of the certificate with annotation To request PSA copy of annotated certificate Petitioner will be instructed to submit personally the certified affirmed petition to the PSA East Avenue, Quezon City/PSA Pampanga	MCR decides merit of petition within 5 days Transmit petition & supporting evidence to OCRG/PSA Legal Dept. for affirmation of MCR approval of petition Petitioner will be contacted once petition is affirmed If petition is impugned or disapproved, petitioner will be advice to file for motion for reconsideration and submit new evidence Prepares certificate of finality for the affirmed petition and annotate the affected certificate, or Prepare motion for reconsideration to	None None	15 mins. 30 mins.	Local Civil Registrar Local Civil Registrar Local Civil Registrar
	be signed by petitioner			
TOTAL		90 mins		

Requesting Endorsement Of Civil Registry Records To The Civil Registrar-General (PSA)

ABOUT THE SERVICE

All registered births, deaths, marriages, legal instruments & court orders is submitted to the Office of the Civil Registrar-General (OCRG) thru their respective PSA provincial offices on or before the 10th day of the following month.

But there are cases the certificate cannot be issued by PSA to the interested party because the PSA cannot locate the original copy in its archives or current certificate is still with the PSA provincial office being processed.

To facilitate the issuance of requested certificate, the Civil Registrar or Provincial Statistics Officer submit or endorse the needed certificate/document on a piecemeal basis to the Philippine Statistics Authority (PSA) main office Quezon City or to the nearest PSA Serbilis Center.

Reminder:

Expenses for courier (LBC/JRS) used shall be shouldered by the document owner/interested party

Office or Division:	LOCAL CIVIL REGISTRY OFFICE			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client and G2G – government to Government			
Who may avail:	Transacting Public/Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Certificate of no record		Philippine Statistics Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present PSA certificate of no record	Verify record in archive or data base If registered will issue order of payment If not registered, will be advice to avail late registration	None	10 mins	Admin.officer II,Admin Aide III,Admin aide I
2. Present order of payment to Treasurer's Office for corresponding payment and present the official receipt to the LCR 3. Wait for issuance of copy and sign in the logbook	Service fee Certified Copy(Birth/Death) Marriage Certificate Prepares endorsement to PSA for advance submission, if newly registered, or the certified true copy if already registered	100.00 50.00 200.00 None	20 mins.	Admin.officer II,Admin Aide III,Admin aide I
4. If late registered, will wait after 10 days to claim copy of certificate & endorsement to PSA, then sign in the logbook	MCR or authorized personnel reviews and signs the document	None	20 mins.	Admin.officer II,Admin Aide III,Admin aide I
TOTAL			50 mins	

