



Endorsement of Civil Registry Records to Civil Registrar General, Philippine Statistics Authority

ABOUT THE SERVICES

AS A RULE, all civil registrars shall submit civil registry documents to the Office of the Civil Registrar-General (OCRG) through their respective Philippine Statistics Authority (PSA) provincial offices.

There are instances when the PSA National Office cannot issue pertinent documents to interested parties because records are namely:

- Not available in its archives
- The requested documents are still being processed by the provincial office
- With blurred or off-line entries
- Correction of entries in the Geographic Statistical Portion and/or Registry Numbers on Civil Registry Documents

To facilitate the issuance of requested documents, the concerned Provincial Statistics Officer (PSO) or Civil Registrar is required to submit or indorse the needed document to the PSA.

FEES

Endorsement Fee	P 300.00
Certified copy of Birth/Marriage/Death Certificate	P 150.00

Department / Office:		CITY CIVIL REGISTRY OFFICE			
Classification:		Simple			
Type of Transaction:		G2C - Government to Citizens			
Who may avail		Those who wish to have record/clear record of Civil Registry document in PSA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ul style="list-style-type: none"> • Original PSA Negative Certification (valid for one year from the date of issuance) with 2 photocopies <p>OR</p> <ul style="list-style-type: none"> • PSA issued Birth/Marriage/Death Certificate 		<ul style="list-style-type: none"> • Philippine Statistic Authority 			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of the Document Present the documents for verification		Receives the documents		2 minutes	ANDREA MILAGROS V. SALVA Admin. Aide II
		2. Examination of Documents Examines the presented documents as to authenticity.		5 minutes	ANDREA MILAGROS V. SALVA Admin. Aide II
3. Verification		Verifies from the computer database		2-5 minutes	



	for the availability of the record If not available in the computer database, a diligent manual search will be done.		30 minutes	ANDREA MILAGROS V. SALVA Admin. Aide II
	4. Recommendation If the records yields positive result: Issue Order of Payment If Negative: Advice Client for Late Registration of the Civil Registry Record		5 minutes	ANDREA MILAGROS V. SALVA Admin. Aide II
5. Payment of fees Pay the required fees	Receive payment and issue O.R.	see Fees above	10-20 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
6. Preparation of the Endorsement Present the O.R.	Receive the O.R. , record and prepares the certifications / certified true copies of the documents and endorsement to PSA		10 minutes	ANDREA MILAGROS V. SALVA Admin. Aide II
	7. Review and Approval Review, approves and sign the documents		3-5 minutes	MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
8. Release of Documents Signs the logbook	Record and release the client's file copies.		1 minute	ANDREA MILAGROS V. SALVA Admin. Aide II
	9. Transmittal to PSA Transmit the endorsement to PSA			ANDREA MILAGROS V.



				SALVA Admin. Aide II
	TOTAL	P	1 hour and 28 minutes	

CITY CIVIL REGISTRY OFFICE

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City,
Camarines Sur

For more information, please contact:

Maria Dolores P. De los Reyes, CGDH I / City Civil Registrar

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