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**		
● Original PSA Negative Certification (valid for one year from the date of issuance) with 2 photocopies, **OR** ● PSA issued Birth/Marriage/Death Certificate		● Philippine Statistic Authority ● 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.	2. Receives the documents and examines as to authenticity.		7 minutes	ANDREA MILAGROS V. SALVA Administrative Aide IV
	3. Verification. Verifies from the computer database for the availability of the record If not available in the computer database, a diligent manual search will be done.		2 – 5 minutes 30 minutes	ANDREA MILAGROS V. SALVA Administrative Aide IV ROY C. MALANYAON Data Encoder (Job Order)
	4. Recommendation If the records yields positive result,		5 minutes	ANDREA MILAGROS V. SALVA

	issues an Order of Payment. If negative, advice client for late registration of the Civil Registry Record.			Administrative Aide IV
5. Payment of fees. Pay the required fees.	6. Receive payment and issue O.R.	See fees above.	10 – 20 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
7. Preparation of the Endorsement Present the O.R.	8. 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 Administrative Aide IV
	9. Review and Approval. Review, approves and sign the documents.		3 – 5 minutes	MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
10. Release of Documents. Signs the logbook.	11. Record and release the client's file copies.		1 minute	ANDREA MILAGROS V. SALVA Administrative Aide IV
	12. Transmit the endorsement to PSA.			
	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:
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