

Endorsement of Registry Records to the Civil Registrar General (PSA)

There are instances when the Philippines Statistics Authority does not have available records requested by clients, as last remedy, client check the availability of records at the Municipal Civil Registry Office. If the documents are available, the Municipal Civil Registrar submits civil registry documents to the office of the Civil Registrar General (PSA).

Office or Division:		Municipal Civil Registrar		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Constituent of Reina Mercedes		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Negative Result of Certificate of Live Birth, Certificate of Death, Certificate of Marriage or Blurred Entries (2 photocopy)		Philippine Statistics Authority		
Government Issued Identification Card (2 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
Authorization Letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or Staff and submit documents for endorsement	1. Receive the documents and verify in the registry book. If available process the document for endorsement.	None	5 Minutes	Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar
2. Pay the corresponding fees	2. Give acknowledgement receipt	Php 280.00	1 Minute	
3. Sign Authorization letter and present valid Id.	3. Prepare transmittal letter to OCRG for PSA Tuguegarao City, Cagayan	None	5 Minutes	Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar
	3.1. Advise client when to return to claim the requested documents		1 Minute	
4.Claim the requested documents	4. Issue copy of requested documents	None	1 Minutes	Municipal Civil Registrar Office of the Municipal Civil Registrar
TOTAL:		Php 280.00	13 Minutes	