

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

There are instances when the Philippine Statistics Authority does not have available records requested by clients, as a remedy, clients verify the availability of records at the Local Civil Registry Office.

If the document is available, the Local Civil Registrar submits civil registry documents to the Office of the Civil Registrar General (OCRG).

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Negative Certification		1. Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present document for endorsement	1. Verify and examine documents presented 1.1 Issue order of payment	none	10 minutes	<i>Municipal Civil Registrar MCR Office</i>
2. Proceed to the Treasury Office for payment of fees	2. Receive payment and	Birth Certificate Fee- P100	5 min	<i>RCC II/ Mun. Treasurer Treasury Office</i>

	issue official receipt	Marriage Certificate fee- P100 Death Certificate fee - P100		
3. Present receipt to MCR Office	3. Prepare required documents	none	10 min	<i>Municipal Civil Registrar MCR Office</i>
4. Receive required documents	4. Release required documents	none	3 min	<i>Municipal Civil Registrar MCR Office</i>
	TOTAL	Refer to step 2	28 min	