

## 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).

<b>Office or Division:</b>	Office of the Municipal Civil Registrar			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>1. PSA Negative Certification</b> <b>2. Local Certificate of Live Birth</b>		<b>1. Philippine Statistics Authority</b> <b>2. Local Civil Registrar's Office</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present document for endorsement	1. Verify and examine documents presented 1.1 Issue order of payment	None	10 minutes	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
2. Proceed to the Treasury Office for payment of fees	2. Receive payment and issue official receipt	Endorsement Fees: Birth Certificate - P200.00 Marriage Certificate - P200.00  Death Certificate - P200.00	5 minutes	<i>TERRY V. ABELLADA</i>  <i>(MTO)</i>  <i>EDISON V. QUEZADA</i> <i>(RCC)</i>  <i>Treasury Office</i>

3. Present receipt to MCR Office	3. Prepare required documents for endorsement to PSA-RSSOI	None	10 min	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
	TOTAL	Refer to step 2	25 min	