

P. REQUESTING PSA AUTHENTICATED COPY OF CIVIL REGISTRY DOCUMENTS (Birth, Marriage, Death Certificates and CENOMAR) ON SECURITY PAPER (SECPA) THROUGH BATCH REQUEST ENTRY QUERY SYSTEM (BREQS)

The BREQS is a scheme where PSA authorizes a partner to receive requests PSA- issued copies and certifications of Civil Registry Documents from the public issue the documents to its clientele. authorized partner becomes known as a BREQS User. The actual processing of the requests is done by the Serbilis Outlet assigned to service the BREQS User.

Office of Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C-Government to Client
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> Valid ID of the requester /document owner, parents, spouse and children Non- owner of documents must bring an authorization letter from the owner, ID of both (owner and authorized person) PSA Application Form (Birth/ Marriage/ Death / CENOMAR) 	<ol style="list-style-type: none"> Document Owner/ Person Concerned, Authorized Representative BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG, PhilHealth, Comelec Authorization Letter from Requester Local Civil Registry Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents and fill out and submit the appropriate Application Form	<ol style="list-style-type: none"> Verify the submitted documents, conduct a brief interview, and record the client's basic information and contact details. Issue the order of payment Process the request through the Batch Request Entry Query System (BREQS) 	<p>BREQS Services Fees: (Payment of fees as provided in the approved ordinance of LGU)</p> <p>Birth/Death/ Marriage/ CENOMAR- P50.00 per copy</p>	10 minutes	Norma P. Legaspi MCR
2. Proceed to the Treasury Office to pay the required fees, present the OR to the MCR	<ol style="list-style-type: none"> Issue Official Receipt and collect payment 		5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker
3. Pay the required PSA fee for the	<ol style="list-style-type: none"> Collect PSA Fees for 			Norma P. Legaspi

requested document	requested documents			MCR
Note: PSA Official Receipt will be available together with the requested document upon release from the PSA				
4. Claim the requested document after 5 working days or upon receipt of notification via call or text	4.1 Release the document	PSA Fees: Birth/Death/Mariage P155.00 per copy CENOMAR- P210.00 per copy	5 days	Norma P. Legaspi MCR
	TOTAL		5 days & 15 minutes	