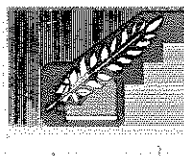




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Republic of the Philippines
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National Statistics Office
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Reference No. 04CRD00-56

August 30, 2004

**OFFICE OF THE CIVIL REGISTRAR GENERAL
MEMORANDUM CIRCULAR NO. 04- 11**

TO : All Local Civil Registrars

FROM : 
CARMELITA N. ERICTA
Civil Registrar General

SUBJECT : Assistance on R.A. 9255 Applications

For the information, guidance and compliance of all concerned, the following rules and regulations shall be followed when assisting applicants who avail of the provisions of Republic Act No. 9255:

1. When registration is not possible in the place of birth and all the requirements required under the implementing rules and regulations of R.A. No. 9255 are complete, the city or municipal civil registrar assisting the client may accept the documents for forwarding to the proper civil registrar. Such assistance may also be undertaken by the Office of the Civil Registrar General or any regional or provincial office of the National Statistics Office.
2. Said Civil Registrar or NSO official shall send the application to the concerned local civil registry office (LCRO) where the birth was registered.
3. All documents forwarded to LCRO shall be accompanied by a transmittal.
4. The LCRO of the place of birth shall proceed with the registration and other acts required under the IRR of R.A. No. 9255.
5. The registering LCRO shall send to the concerned party a copy of the registered document.
6. A copy of the transmittal required under Item 3 shall be sent to the LCRO/NSO who forwarded the application for information of the client.

cc: Civil Registration Department
All NSO Regional Directors and Provincial Statistics Officers
File