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15 March 1997

MEMORANDUM

TO : All RAs/PSOs/OICs

FROM : 
TOMAS P. AFRICA
Civil Registrar General

SUBJECT : Guidelines in the Issuance of Certification for Late Registration of Births in Connection with the 1996 Philippine Passport Act

In connection with the necessary issuances of CERTIFICATIONS for the applicants for late registration of births for the implementation of the new Passport Act, below are the guidelines to be followed in said issuance for purposes of uniformity and prevention of double registration.

1. All RAS, PSOs and OICs have to request for verification of the birth record pertaining to said application from the OCRG prior to the issuance of said certification;
2. In case the result of verification from the OCRG is negative, the RAs/PSOs/OICs shall verify from the Local Civil Registry Office (LCRO) where the birth allegedly occurred the existence of the document;
3. If the result of verification is also negative, the RA/PSO/OIC, as the case maybe, shall issue the certification which will be the basis for the issuance of passport by the Department of Foreign Affairs.
4. If the results of verification from the LCRO is not known within 15 days, the RA/PSO/OIC shall issue the certification. It must be indicated, however, in the certification that the RA/PSO/OIC has not received the result of verification from the LCRO in which case it will now be at the discretion of the Department of Foreign Affairs (DFA) whether they will issue the passport.

5. RAs/PSOs/OICs must collect a certification fee of P40.00 for verification at the OCRG for every issuance.

For strict compliance.

tpa/ljh/mec/rgp
comm: (winword)