



Ref. No. 977000 - 2015
(Pls. cite in your reply)

28 June 1997

MEMORANDUM

TO : All RAs/PSOs/C/MCRs

FROM : 
TOMAS P. AFRICA
Civil Registrar General

SUBJECT : Requirements in the Annotation of Civil Registry
Documents Affected by Court Decree/Legal Instrument

Rule 50 paragraph 3 of AO No., Series of 1993 provides:

The civil registry office where the event of the decree/order was registered shall forward a certified true copy of the decision to the Office of the Civil Registrar where an event affected was originally registered. The latter shall make the proper annotations in the document and in the applicable registry book. He shall likewise send a certified true copy of the annotated document and the registered court decree to the Office of the Civil Registrar-General within ten (10) days from receipt thereof.

Rule 62 of the same order, on the other hand, states that "It shall be the duty of the person concerned to submit four (4) copies of the legal instrument to the civil registrar of the city/municipality where the legal instrument was executed, except when otherwise provided for registration. After registration, the civil registrar shall distribute copies of the document bearing the civil registry number within five (5) days as follows: first copy to the Office of the Civil Registrar-General; second copy to the civil registrar where the event was originally recorded; third copy to the registrant; and fourth copy shall be retained for filing.

From the abovementioned rules, it is clear that the Office of the Civil Registrar General must be provided with all court decrees and legal instruments affecting the civil status of persons and also a copy of the annotated documents affected by said court decree/legal instruments. There are cases, however, where the Office of the Civil Registrar General is not provided with a copy of the legal instrument/court decree registered at the C/MCROs nor a copy of the annotated document. Thus, when the concerned person comes to the OCRG, we cannot issue an annotated document.

In cases like the above, the person requesting for an annotated civil registry document affected by a court decree or legal instrument is required to submit the following documents:

- a. Certified copy of the court decree/legal instrument obtained from the civil registry office where it was registered (place where court which issued the order is functioning/place where the legal instrument was executed);
- b. Certification of registration of the court decree/legal instrument from the civil registry office where it was registered;
- c. Certified true copy of the original civil registry documents affected by the court decision/legal instrument with annotation.
- d. Certified true copy of the original document without annotation.

If the court order is for adoption, the applicant must submit an amended birth certificate instead of an annotated birth certificate.

In cases of legitimation by subsequent marriage of parents, submission of a certified copy of the marriage of parents is required in addition to abovementioned requirements.

For your guidance.