



P.O. Box 779 Manila, Philippines  
Cable Address: NSOPHIL  
E-mail: C.Ericta@mail.census.gov.ph  
Web: <http://www.census.gov.ph>  
Telephone: (632) 9267333 & (632) 7137074  
Fax: (632) 9267329 & (632) 7137073



Republic of the Philippines  
Office of the Civil Registrar General  
National Statistics Office  
EDSA corner Times St.  
West Triangle, Quezon City 1104

Ref. No. 03NSO00-099

**MEMORANDUM -**

**To: All Regional Directors/Provincial Statistics Officers**

**Date: September 15, 2003**

**Subject: Prohibition of Certifying Photocopies of NSO-issued civil registry documents in SECPA**

It has come to our knowledge that there are clients requesting NSO to certify photocopies of their civil registry documents, allegedly true copies of previously issued documents in security paper (SECPA). In most instances, clients were able to previously secure a copy of the civil registry document from a Census Serbilis Centers (CSCs) and are in need of additional copies of the same.

The act of certifying a photocopy (*xerox*) to be a true copy of the record is well-intended but there remains the need to safeguard the integrity of the documents we issue and stake our reputation upon. If we certify the photocopy without direct verification from our own database, we cannot say with certainty that the document presented to us is genuine including the paper it was allegedly printed on. While in all probability small, there is a possibility that tampering or modification may have occurred.

To preserve the integrity of NSO-issued documents, the practice of certifying photocopy is hereby disallowed. Clients are to be advised to secure additional copies from any CRS outlet.

For your guidance and implementation.

  
CARMELITA N. ERICTA  
Administrator and Civil Registrar/General