

15. Issuance of Premium Annotation Requests: Copy Issuance of Birth Document Effecting Republic Act No. 9255 under OCRG Administrative Order No. 1, Series of 2004 (Old Implementing Rules and Regulations) and OCRG Administrative Order No 1, Series of 2016 (Revised Implementing Rules and Regulations) in the CRS Central Outlet

RA 9255 is entitled an “Act Allowing Illegitimate Children to Use the Surname of their Father”. This law allows illegitimate children to use the surname of their father if they are recognized in their birth document or acknowledged in a separate public document or in a private handwritten instrument.

Office or Division:	Civil Register Management Division	
Classification:	Complex	
Type of Transaction:	Government-to-Citizens(G2C)	
Who may avail:	All clients of legal age (18 years old and above)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Affidavit to Use the Surname of the Father (AUSF) one photocopy certified by the concerned LCRO	Local Civil Registry Office (LCRO) of the place of birth	
2. Certificate of Registration of the AUSF issued by the concerned LCRO (one original copy)		
3. Affidavit of Admission of Paternity (AAP) or public document or in a private handwritten instrument (one photocopy certified by the concerned LCRO)		
4. Certificate of Registration of the AAP issued by the concerned LCRO (one original copy)		
5. Un-annotated Certificate of Live Birth (one photocopy certified by the concerned LCRO)		

6. Annotated Certificate of Live Birth effecting RA 9255 (one photocopy certified by the concerned LCRO)				
Other documents, if applicable				
7. Other requirements, if applicable a. Authentic writing and Certificate of Death/Report of Death/Judicial Declaration of Presumptive Death of the spouse (in absence of affidavit of admission of paternity of the deceased father) for Old IRR b. Private Handwritten instrument and Certificate of Death/Report of Death/Judicial Declaration of Presumptive Death of the spouse (in absence of affidavit of admission of paternity of the deceased father) for RIRR				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DOCUMENT RECEIPT AND CONTROL UNIT				
The Liaison officer of the CRS Central Outlet Transmits the request for Premium Annotation under Republic Act No. 9255	1. Receipt and control of application forms (AFs) and supporting documents filed by the client at the PSA CRS Outlet - East Avenue, Quezon City 1.1. Check the AFs of transmitted documents vs. the list of documents in the transmittal 1.1.1. <i>If the AF is not among the</i>	None Note: AF here is for request for copy issuance of Premium Annotated CRDs. Processing fee for copy issuance of the annotated COLB is being collected by the PSA CRS	10 minutes per batch of 10 AFs	<i>Unisys Associate, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building Chief, CRMD 7th Floor CRS Building</i>

	<p><i>list in the transmittal, return to CRS Outlet</i></p> <p>1.1.2. <i>If the AF is among the list in the transmittal, proceed to 2.</i></p>	<p>Outlet - East Avenue, Q.C.</p>		
	<p>2. Scans barcode for preparation and printing of transmittal thru RCC</p>	<p>None</p>	<p>5 minutes per batch of 10 AFs</p>	<p><i>Unisys Associate, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</i></p> <p><i>Supervisor Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</i></p> <p><i>Chief, CRMD 7th Floor CRS Building</i></p>
	<p>3. Transmit the documents to Legal Instruments Unit</p>	<p>None.</p>	<p>5 minutes per batch of 10 AFs</p>	<p><i>Unisys Associate, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</i></p> <p><i>Supervisor Registration Officer III Document Receipt and Control Unit (DRCU)</i></p>

				<p><i>3rd Floor CRS Building</i></p> <p><i>Chief, CRMD 7th Floor CRS Building</i></p>
LEGAL INSTRUMENTS UNIT				
	<p>4. Receipt and Control of documents from DRCU.</p> <p>4.1. Check the transmitted documents vs. transmittal.</p> <p>4.1.1. <i>If the document is not among the list in the transmittal, return to DRCU.</i></p> <p>4.1.2. <i>If the document is among the list in the transmittal, proceed to 5.</i></p>	None.	10 minutes per batch of 10 AFs	<p><i>Uncon/MV Controller Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>
	5. Printing and Sorting of AFs	None	3 minutes per batch of 10 AFs	<p><i>Uncon/MV Controller, Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>

	<p>6. Match AFs with its supporting documents.</p> <p>6.1. If document has no AF, return to DRCU for encoding.</p>	None	5 minutes per batch of 10 AFs	<p><i>Unisys Associate Legal Instruments Unit, CRMD, 8th Floor CRS Building, Quezon City</i></p>
	<p>7. Verify the specimen signature of the authorized LCRO signatory in the database</p> <p>7.1. <i>If documents passed specimen signature verification, stamp "Verified by" and date of verification and affix initial/signature on each page of the documents</i></p> <p>7.2. <i>If document did not pass verification, attach the blue stub and indicate the feedback</i></p>	None	30 minutes per batch of 10 sets of required documents.	<p><i>Specimen Signature Verifier, Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>
	<p>8. Conduct detailed screening and attach evaluation form to the supporting documents.</p>	None	1 hour per batch of 10 sets of required documents.	<p><i>Screener, Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Supervisor</i></p>

	<p>8.1. Check completeness and consistency of documents.</p> <p>8.2. Conduct of CRD/CDLI Search verification.</p> <p>8.3. If no issue or problem is found during screening, route the AFs with the pertinent documents to Annotation Unit</p> <p>8.4. If the affected CRD contained blurred/ unreadable entries, route to Microfilm Archives (refer to page 7 of microfilm process) or to BMD Archives (refer to page 9 of BMD archives)</p> <p>8.5. If an issue or problem is found during screening, indicate the finding in the evaluation form and prepare feedback</p> <p>8.6. If the document is found annotated</p>			<p>Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
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	<i>for RA 9255 or the child is already under the surname of the father, logged out as "positive".</i>			
	9. Preparation and Tagging of Feedback Form	None	6 minutes per document.	<p><i>Feedback Clerk,</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	10. Attaching of feedback form to documents. 10.1. Preparation of transmittal.	None	6 minutes per document.	<p><i>Feedback Clerk,</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	11. Encoding of Feedback form for sending to the concerned LCRO	None	1 hour per batch of 10 documents	<p><i>COSW,</i> Legal Instruments Unit, CRMD 8th Floor CRS Building</p>
	12. Sending of Status of processed	None		<p><i>Administrative Aide VI and COSW</i> CRMD,</p>

	<p>documents to the concerned LCRO</p> <p>12.1. Approved and Annotated CRDs</p> <p>12.2. Documents with Feedback</p>		<p>1 hour per batch of 60 documents</p>	<p>CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief</i>, CRMD, CRS Building, Quezon City</p>
ANNOTATION UNIT				
	<p>13. Receipt and control of application forms (AFs) and supporting documents from Legal Instruments Unit</p> <p>13.1. <i>Check the AFs of transmitted documents vs. list of documents in the transmittal</i></p> <p>13.1.1. <i>If the AF is not among the list in the transmittal, return to Legal Instruments Unit</i></p> <p>13.1.2. <i>If the AF is among the list in the transmittal, proceed to the next step.</i></p> <p>13.2. <i>Scan "In" the AFs through</i></p>	<p>None</p>	<p>10 minutes per batch of 10 AFs</p>	<p><i>Uncon/MV Controller</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief</i>, CRMD, CRS Building, Quezon City</p>

	<p><i>the Uncon/MV Processing</i></p> <p>13.3. <i>Forward the documents to the Team Lead for distribution to the Annotators.</i></p>			
	<p>14. Distribute Application Forms and the supporting documents to the Annotator for processing.</p>	None	5 minutes	<p>Team Lead Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief</i>, CRMD, CRS Building, Quezon City</p>
	<p>15. Create VEI records</p>	None	1 hour per batch of 10 documents	<p><i>VEI Encoder</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief</i>, CRMD, CRS Building, Quezon City</p>
	<p>16. Annotation of COLB in the CRS database</p> <p>16.1. <i>Countercheck the</i></p>	None	1 hour per batch of 10 documents	<p><i>Annotator</i> Annotation Unit, CRMD, CRS Building, Quezon City</p>

	<p><i>completeness of the requirements and consistency of entries versus the data in the image/record in CRS database.</i></p> <p><i>16.1.1. If the record passed verification, annotate the image in the CRS database</i></p> <p><i>16.1.2. If the record does not pass the verification, issue a feedback.</i></p> <p><i>16.1.3. If the document is already found annotated for RA 9255, return to Legal Instruments Unit for logging out in the system.</i></p>			<p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	<p>17. Approval of Annotation</p> <p>17.1. Review the completeness of the requirements and consistencies of entries of the supporting documents as well as the annotation.</p>	<p>None</p> <p>Note: Once the document</p>	<p>1 hour per 10 annotated documents approved</p>	<p><i>Approver</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i></p>

	<p>17.1.1. If passed, approve the annotation in the Electronic Annotation System (EAS).</p> <p>17.1.2. If failed, disapprove the annotation, and prepare feedback</p>	<p>has been approved, copy issuance is available in all CRS Outlets.</p>		<p>CRS Building, Quezon City</p>
	<p>18. Return all the approved/disapproved documents to Legal Instruments Unit for Document Preparation</p>	<p>None</p>		<p><i>Uncon/MV Controller,</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Annotation Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief,</i> CRMD, CRS Building, Quezon City</p>

The following documents subject for annotations depending on the results of evaluation will be routed to the following:

- Negative Record in the PSA database or for clear copy

Unit/Archives	Coverage	Remarks
Document Processing Unit-	Current Year (ex. 2023)	Refer to Page 9 for the detailed process
Birth/Death/Marriage Archives	Past 2 Year (2021-2022)	Refer to Page 9 for the detailed process
Microfilm Unit	1945-1994	Refer to Page 7 for the detailed process
Central Archives	1945-2022	Refer to Page 10 for the detailed process

· For BReN-linking/BReN-unlinking and Cancellation of an Erroneous Annotations in the Database- AFs are routed to PMU, refer to Page 252 for ECF process and page 259 for Bren-linking/unlinking on the detailed process.

TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 5 WORKING DAYS (CRS East Avenue Outlet)