

17. Issuance of Premium Annotation Requests: Copy Issuance of Birth Document Effecting Court Decision on Adoption in the CRS Central Outlet

Adoption is a juridical act, a proceeding in rem which creates between two persons a relationship similar to that which result from legitimate paternity and filiation (4 Valverde 473). It is a juridical act creating a relationship between two persons, whether related or not, whereby a person (adopted) is raised to the status of a legitimate child of the adopter.

Adoption in the Philippines is a process of granting social, emotional and legal family and kinship membership to an individual from the Philippines, usually a child. It involves a transfer of parental rights and obligations and provides family membership. The Department of Social Welfare and Development (DSWD) defines adoption as a “socio-legal process of giving a permanent family to a child whose parents have voluntarily given up their parental rights.”

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
	A. FOR CHILDREN BORN IN THE PHILIPPINES:	Local Civil Registry Office (LCRO) of the place of birth
	1. Original or Certified True/Photocopy of the Court Decree of Adotion/Oder.	
	2. Original or Certified True/Photocopy of the Certificate of Finality of Court Decree of Adoption/Order.	
	3. Original or Certified True/Photocopy of the Certificate of Registration of the Court Decreeof Adoption /Order issued by the civil registrar where the decision/order was registered.	
	4. Original or Certified True/Photocopy of the Certificate of Authenticity of the Court Decree of Adoption/Order issued by the Civil Registrar where the decision/order was registered.	
	5. Certified True/Photocopy of the amended COLB (for adoption cases).	

6. Certified True/Photo copy of the civil registry document without annotation or COLB prior to adoption (for adoption cases).

B. ADDITIONAL REQUIREMENTS FOR CHILDREN BORN ABROAD:

1. Foreign documents registered in LCRO of Manila in case of Foreign Judgment of Adoption (with Certification if registered in Inter-Country Adoption Board)

2. Adoptive parents shall accomplish Municipal Form 102.

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 pursuant to a Court Decision	<p>1. Receipt and control of application forms (AFs) and supporting documents filed by the client at the PSA CRS Outlet - East Avenue, Quezon City</p> <p>1.1 Check the AFs of transmitted documents vs. list of documents in the transmittal</p> <p>1.1.1 <i>If the AF is not among the 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>None</p> <p>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 Outlet - East Avenue, Q.C.</p>	10 minutes per batch of 10 AFs	<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>
	2. Scans barcode for preparation and printing of transmittal thru RCC	None	5 minutes per batch of 10 AFs	<i>Unisys Associate, Document Receipt and Control Unit (DRCU)</i>

				<p><i>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 Court Decree Unit</p>	None.	5 minutes per batch of 10 AFs	<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>
COURT DECREE UNIT				
	<p>4. Receipt and Control of documents from DRCU</p> <p>4.1 Check the transmitted documents vs. transmittal.</p>	None.	10 minutes per batch of 15 documents	<p><i>Unisys Associate, Uncon/MV Processing</i></p>

	<p>4.1.1 If the document is not among the list in the transmittal, return to DRCU</p> <p>4.1.2 If the document is among the list in the transmittal, proceed to printing</p>			<p>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
	5. Printing and Sorting of AFs	None	3 minutes per batch of 10 AFs	<p>Unisys Associate, Uncon/MV Processing</p> <p>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
	6. Match AFs with its supporting documents	None	3 minutes per batch of 10 AFs	<p>Unisys Associate, Uncon/MV Processing</p> <p>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
	7. Verify the specimen signature of the authorized LCRO signatory in the database	None	1 hour per batch of 18 documents	<p>Unisys Associate, Specimen Signature Verifier</p> <p>Supervisor Court Decree Unit, CRMD,</p>
	7.1 If documents passed the specimen signature verification, stamp "Verified"			

	<p><i>by” and date of verification and affix initial/ signature of the Authentication Officer on each page of the documents</i></p> <p><i>7.2 If document did not pass verification, attach the blue stub and indicate findings and feedback</i></p>			<p>CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
	<p>8. Conduct detailed screening and evaluation with attached evaluation form to the supporting documents</p> <p>8.1 <i>If the document passed the screening and evaluation process, route to Annotation Archives/Unit for loading of the amended COLB in CRS database</i></p> <p>8.2 <i>If the document failed the screening and evaluation procedure, indicate the findings in the evaluation form and issue appropriate feedback</i></p> <p>8.3 <i>If the document is found annotated, logged out as “positive”.</i></p>	None	1 hour per batch of 3 AFs	<p>Registration Officer II and Registration Officer I</p> <p>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
	<p>9. Preparation and Tagging of Feedback Form</p>	None	1 hour per batch of 12 AFs	<p>Unisys Associate, Feedback Clerk</p> <p>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>

	<p>10. Scanning and Sending of Feedback through e-mail to the concerned RSSO, CSS and C/MCR</p>	None	1 hour per batch of 12 AFs	<p>COSW Court Decree Unit, CRMD,</p> <p>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
ANNOTATION UNIT				
	<p>11. Receipt and control of application forms (AFs) and supporting documents from Court Decree Unit</p> <p>11.1 Check the AFs of transmitted documents vs. list of documents in the transmittal.</p> <p>11.1.1 If the AF is not among the list in the transmittal, return to Court Decree Unit</p> <p>11.1.2 If the AF is among the list in the transmittal, proceed to the next step.</p> <p>11.2 Scan "In" the AFs through the Uncon/MV Processing</p> <p>11.3 Forward the documents to the Team Lead for distribution to the Annotators.</p>	None	10 minutes per batch of 10 AFs	<p>Uncon/MV Controller Annotation Unit, CRMD, CRS Building, Quezon City</p> <p>Supervisor Annotation Unit, CRMD, CRS Building, Quezon City</p> <p>Chief, CRMD, CRS Building, Quezon City</p>
	<p>12. Distribute Application Forms and the supporting documents to the Annotator for processing.</p>	None	5 minutes	<p>Team Lead Annotation Unit, CRMD, CRS</p>

				<p>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>
	13. Create VEI records	None	1 hour per batch of 5 documents	<p><i>VEI Encoder (Unisys Associate)</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>14. Annotation of COLB in the CRS database</p> <p><i>14.1 Countercheck the completeness of the requirements and consistency of entries versus the data in the image/record in CRS database.</i></p> <p><i>14.1.1 If the record passed verification, annotate the image in the CRS database</i></p> <p><i>14.1.2 If the record does not pass the verification, issue a feedback.</i></p>	None	1 hour per batch of 10 documents	<p><i>Annotator</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>14.1.3 If the amended COLB is already loaded in the CRS Database, route to Court Decree Unit for logging out in the system</p>			
	<p>15. Approval of Annotation</p> <p>15.1 Review the completeness of the requirements and consistencies of entries of the supporting documents as well as the annotation.</p> <p>15.1.1 If passed, approve the annotation in the Electronic Annotation System (EAS)</p> <p>15.1.2 If failed, disapprove the annotation, and prepare feedback</p>	<p>None</p> <p>Note: Once the document has been approved, copy issuance is available in all CRS Outlets.</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</i>, CRMD, CRS Building, Quezon City</p>
	<p>16. Return all the approved/ disapproved documents to Court Decree 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>
<p>The transaction may be routed to the following unit if the primary document (un-annotated) is negative in the CRS database or contains blurred/unreadable entries for rescanning.</p> <ul style="list-style-type: none"> 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