

19. Issuance of Annotation Requests: Court Decrees that Need Verification on Authenticity with Regional Trial Courts

Pending processing for the annotation of civil registry document or in case of Adoption processing of the Amended COLB, further verification is made to selected provinces to verify the authenticity of the Court Decisions through the PSA Provincial Statistical Offices (PSOs).

Office or Division:	Civil Register Management Division
Classification:	Highly Technical
Type of Transaction:	Government-to-Citizens(G2C); Government –to- Government (G2G)
Who may avail:	All clients of legal age (18 years old and above)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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COURT DECREES UNIT				
	1. Screen and separate Court Decree registered from provinces enlisted for further verification of the authenticity from Regional Trial Court (RTC)	None.	1 hour per batch of 12 AFs	<i>Screener</i> Court Decrees Unit, CRMD, CRS Building, Quezon City
	2. Screener forwards the documents to Uncon/MV Controller for preparation of feedback.		1 hour per batch of 12 AFs	<i>Supervisor</i> Court Decrees Unit, CRMD, CRS Building, Quezon City
	3. Prepare a letter addressed to the PSA Provincial Statistics Office (PSO) to request verification from the Regional Trial Court. 4. CD unit route the letter to Chief of CRMD for review and Countersign		1 hour per 10 letters prepared Within 2 hours	<i>COSW,</i> Court Decrees Unit, CRMD, CRS Building, Quezon City <i>Supervisor</i> Court Decrees Unit, CRMD, CRS Building, Quezon City <i>Chief, CRMD,</i>

	5. ANS of the CRS is to sign the letter			CRS Building, Quezon City ANS, CRS CRS Building, Quezon City
	6. Sort documents by place where the decision was executed for archiving 7. E-mail soft copy of signed letter to PSOs for compliance 8. Mailing of hard copy of the signed letter to PSOs for verification with the concerned RTC		1 hour per batch of 100 documents 5 minutes variable	COSW, Court Decrees Unit, CRMD, CRS Building, Quezon City <i>Supervisor</i> Court Decrees Unit, CRMD, CRS Building, Quezon City <i>Chief</i> , CRMD, CRS Building, Quezon City

TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 20 WORKING DAYS

Note: The completion of the annotation process will depend on the compliance of RTC on the verification of Authenticity of the court decisions. Clients are provided with the contact number of Court Decrees Unit for follow ups.