

2. Issuance of Unconverted Certification of No Marriage Record/Advisory of Marriage Record (Walk-in Clients) at PSA CRS Outlet

Processing of unconverted requests involving CEMAR or the Advisory for Marriages is done at CRMD. These are cases that are negative in the database but with positive query in Civil Registry Query System or CRQS index. Outlets tagged these transactions as unconverted CENOMAR requests, and these transactions are electronically forwarded to CRMD through the ODDS system.

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 yrs. old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for CEMAR or Advisory of Marriage, Negative in CICA database from Outlets but positive in CRQS <i>Note: Outlet accept Application Forms (AF) for unconverted CENOMAR and tagged requests as "Unconverted"</i>		Any PSA Civil Registry System Outlet (PSA CRS Outlet)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
MICROFILM UNIT (1945-1994 requested documents only)				
	1. Print electronic Application Form (AF) thru Uncon/MV	None	35 minutes per batch of 100 AFs	<i>Uncon/MV Operator Associate Microfilm Unit</i> <i>Supervisor Registration Officer II Microfilm Unit</i> <i>Chief, CRMD CRS Building</i>
	2. Sort AF by date of release, type of document, by year, province, and municipality	None	1 hour per batch of 500 Application Forms	<i>Librarian (Associate) Microfilm Unit</i> <i>Supervisor Microfilm Unit</i>

	3. Pull out the microfilm roll for verification in the Marriage Library		1 hour per batch of 60 microfilm rolls	<i>Chief, CRMD</i> CRS Building
	4. Verify the document requested in the microfilm rolls 5. Print a copy of the document if positive, otherwise route the AF to Amparo for clear copy verification	None None	1 hour per batch of 16 Application Forms verified and printed in local paper	<i>Verifier (Associates)</i> Microfilm Unit <i>Registration Officer II</i> Supervisor, Microfilm Unit <i>Chief, CRMD</i> CRS Building, Quezon City
	6. Prepare transmittal of AFs with attached printed document (in local copy) 7. Route the documents to PMU for scanning (for approval/disapproval of the document thru Electronic Endorsement Process)	None	20 minutes per batch of 60 AFs with transmittal	<i>Team Lead (Associate)</i> Microfilm Unit <i>Registration Officer II</i> Supervisor, Microfilm Unit <i>Registration Officer III</i> Supervisor, Production and Maintenance Unit <i>Chief, CRMD</i> CRS Building, Quezon City
	8. If positive CRD/CDLI Search, log out as copy issuance (Positive) for Outlet requests.	None	5 minutes per batch of 60 AFs with transmittal	<i>Team Lead (Associate)</i> Microfilm Unit <i>Registration Officer II</i> Supervisor, Microfilm Unit <i>Chief, CRMD</i>

				CRS Building, Quezon City
	9. If negative, log out as copy issuance (Negative) for Outlet requests. Prepares communication letter addressed to concerned C/MCR for endorsement	None	5 minutes per batch of 60 AFs with transmittal	<i>Registration Officer II</i> Supervisor, Microfilm Unit <i>Chief, CRMD</i> CRS Building, Quezon City
	10. Librarian returns and controls microfilm rolls	None	1 hour per batch of 53 AFs	<i>Microfilm Librarian</i> Microfilm Unit <i>Supervisor</i> Registration Officer II Microfilm Unit <i>Chief, CRMD</i> CRS Building, Quezon City
TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS Assuming all are CRS ITP2 Outlets				