

21. Issuance of Regular Annotation Requests: Copy Issuance of Birth, Marriage, and Death Documents Affected by Court Decrees Change Name/Correction of Entry/Cancellation in the CRS Central Outlet

A court decision declaring the change of name or correction of any entry in civil registry document, or cancellation of its registration, rendered by the Regional Trial Court pursuant to Rule 103 and 108 of the Revised Rules of Court and other applicable laws.

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 Decision/Order	
2. Original or Certified True/Photocopy of the Certificate of Finality of Court Decision/Order.	
3. Original or Certified True/Photocopy of the Certificate of Registration of the Court. Decision/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 Decision/Order issued by the Civil Registrar where the decision/order was registered.	
5. Annotated Certificate of Live Birth, effecting legitimation (one photocopy certified by the concerned LCRO)	
6. Un-annotated Certificate of Live Birth (one photocopy certified by the concerned LCRO)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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DOCUMENT RECEIPT AND CONTROL UNIT

The regular annotation	1. Receipt and control of documents.	None	1 hour per batch of 75 documents.	<i>Unisys Associate and COSW,</i>
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<p>requests for Change of Name/Correction of Entry/Cancellation are received through:</p> <p>Courier.</p> <p>Monthly Submission.</p> <p>LCRCU; and CRS Outlets</p>	<p>1.1. Check the document/parcel vs. transmittal.</p> <p>1.1.1. <i>If the document / parcel is not among the list in the transmittal, inform the Central Outlet / LCRCU.</i></p> <p>1.1.2. <i>If the document/s are among the list in the transmittal, proceed to 2.</i></p>			<p><i>Document Receipt and Control Unit (DRCU) and Document Processing Unit (DPU)</i> 3rd Floor CRS Building</p> <p><i>Supervisor Registration Officer III</i> <i>Document Receipt and Control Unit (DRCU)</i> 3rd Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building</p>
	<p>2. Encode document through RCC and printing of transmittal.</p>	None	1 hour per batch of 75 documents.	<p><i>Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) and Document Processing Unit (DPU)</i> 3rd Floor CRS Building</p> <p><i>Supervisor Registration Officer III</i> <i>Document Receipt and Control Unit (DRCU)</i> 3rd Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building</p>
	3. Create VEI Record	None		Unisys Associate

				<p>Registration Officer III Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</p> <p>Chief, CRMD 7th Floor CRS Building</p>
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COURT DECREES UNIT				
	<p>6. Receipt and Control of documents from DRCU.</p> <p>6.1. Check the transmitted documents vs. transmittal.</p> <p>6.1.1. <i>If the document is not among the list in the transmittal, return to DRCU.</i></p> <p>6.1.2. <i>If the document is among the list in the transmittal, proceed to printing.</i></p>	None.	10 minutes per batch of 15 documents	<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. 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>

	<p>8. Match AFs with its supporting documents</p>	None	3 minutes per batch of 10 AFs	<p><i>Unisys Associate, Uncon/MV Processing</i></p> <p><i>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>
	<p>9. Verify the specimen signature of the authorized LCRO signatory in the database.</p> <p><i>9.1. If documents passed the specimen signature verification, stamp "Verified by" and date of verification and affix initial/ signature of the Authentication Officer on each page of the documents.</i></p> <p><i>9.2. If document did not pass verification, attach the blue stub, and indicate findings and feedback.</i></p>	None	1 hour per batch of 18 documents	<p><i>Unisys Associate, Specimen Signature Verifier</i></p> <p><i>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>
	<p>10. Conduct detailed screening and evaluation with attached evaluation form to the supporting documents.</p> <p><i>10.1. If no issue or problem is found during screening, route the AFs with the pertinent documents to Annotation Unit</i></p> <p><i>10.2. If an issue or problem is found during screening, indicate the finding in the evaluation form and prepare feedback</i></p>	None	1 hour per batch of 3 AFs	<p><i>Registration Officer II and Registration Officer I</i></p> <p><i>Supervisor Court Decree Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>

	10.3. If the document is found annotated Change of Name/ Correction/ Cancellation, logged out as "positive".			
	11. Preparation and Tagging of Feedback Form	None	1 hour per batch of 12 AFs	<p><i>Unisys Associate, Feedback Clerk</i></p> <p><i>Supervisor</i> Court Decree Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	12. Scanning and Sending of Feedback through e-mail to the concerned RSSO, CSS and C/MCR	None	1 hour per batch of 12 AFs	<p><i>COSW</i> Court Decree Unit, CRMD,</p> <p><i>Supervisor</i> Court Decree Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
ANNOTATION UNIT				
	13. Receipt and control of application forms (AFs) and supporting documents from Court Decree Unit	None	10 minutes per batch of 10 AFs	<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, CRMD,</i> CRS Building, Quezon City</p>
	13.1. Check the AFs of transmitted documents vs. list of documents in the transmittal.			
	13.1.1. If the AF is not among the list in the transmittal, return to Court Decree Unit			

	<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 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, CRMD,</i> CRS Building, Quezon City</p>
	<p>15. Annotation of COLB in the CRS database</p> <p>15.1. <i>Countercheck the completeness of the requirements and consistency of entries versus the data in the image/record in CRS database.</i></p> <p>15.1.1. <i>If the record passed verification, annotate the image in the CRS database.</i></p> <p>15.1.2. <i>If the record does not pass the verification, issue feedback.</i></p> <p>15.1.3. <i>If the annotated CRDs is already loaded in the CRS Database, route to Court Decree Unit for logging out in the system</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, CRMD,</i> CRS Building, Quezon City</p>

	<p>16. Approval of Annotation</p> <p>16.1. Review the completeness of the requirements and consistencies of entries of the supporting documents as well as the annotation.</p> <p>16.1.1. If passed, approve the annotation in the Electronic Annotation System (EAS).</p> <p>16.1.2. 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, CRMD, CRS Building, Quezon City</i></p>
	<p>17. 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, CRMD, CRS Building, Quezon City</i></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: 7 WORKING DAYS