24.   Issuance of Premium Annotation Requests: Copy Issuance of Marriage Documents Affected by Court Decrees on Recognition of Foreign Divorce in CRS Central Outlet

A court decision recognizing the foreign divorce rendered by the Regional Trial Court.

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 EVENTS OCCURRED IN THE PHILIPPINES:	Local Civil Registry Office (LCRO) of the place of birth
1. Original or Certified True/Photocopy of the Court Decree.	
2. Original or Certified True/Photocopy of the Certificate of Finality of Court Decree.	
3. Original or Certified True/Photocopy of the Certificate of Registration of the Court Decree 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 issued by the Civil Registrar where the decision/order was registered.	
5. Annotated Certificate of Marriage (one photocopy certified by the concerned LCRO)	
6. Un-annotated Certificate of Marriage (one photocopy certified by the concerned LCRO)	
OTHER REQUIREMENTS	
Foreign documents registered in the LCRO of Manila.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

DOCUMENT RECEIPT AND CONTROL UNIT

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The Liaison officer of the CRS Central Outlet Transmits the request for Premium Annotation pursuant to a	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.	None Note: AF here is for request for copy issuance of Premium Annotated	10 minutes per batch of 10 AFs	*Unisys Associate, Document Receipt and Control Unit (DRCU)* *3rd Floor CRS Building* *Supervisor*

Court Decision	list of documents in the transmittal. 1.1.1. *If the AF is not among the list in the transmittal, return to CRS Outlet.* 1.1.2. *If the AF is among the list in the transmittal, proceed to 2.*	COM. Processing fee for copy issuance of the annotated COM is being collected by the PSA CRS Outlet - East Avenue, Q.C.		*Registration Officer III* *Document Receipt and Control Unit (DRCU)* *3rd Floor CRS Building* *Chief, CRMD* *7th Floor CRS Building*
	2. Scans barcode for preparation and printing of transmittal thru RCC.	None	5 minutes per batch of 10 AFs	*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*
	3. Transmit the documents to Court Decree Unit	None.	5 minutes per batch of 10 AFs	*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*

COURT DECREES UNIT				
	4. Receipt and Control of documents from DRCU. 4.1. Check the transmitted documents vs. transmittal. 4.1.1. *If the document is not among the list in the transmittal, return to DRCU.* 4.1.2. *If the document is among the list in the transmittal, proceed to printing.*	None.	10 minutes per batch of 15 documents	*Unisys Associate,* *Uncon/MV* *Processing* *Supervisor* Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	5. Printing and Sorting of AFs	None	3 minutes per batch of 10 AFs	*Unisys Associate,* *Uncon/MV* *Processing* *Supervisor* Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD, CRS Building, Quezon City
	6. Match AFs with its supporting documents	None	3 minutes per batch of 10 AFs	*Unisys Associate,* *Uncon/MV* *Processing* *Supervisor* Court Decree Unit, CRMD,

		None	1 hour per batch of 18 documents	CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	7. Verify the specimen signature of the authorized LCRO signatory in the database. 7.1. *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.* 7.2. *If document did not pass verification, attach the blue stub, and indicate findings and feedback.*	None	1 hour per batch of 18 documents	*Unisys Associate, Specimen Signature Verifier* *Supervisor* Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	8. Conduct detailed screening and evaluation with attached evaluation form to the supporting documents. 8.1. *If no issue or problem is found during screening, route the AFs with the pertinent documents to Annotation Unit* 8.2. *If an issue or problem is found during screening, indicate the finding in the evaluation form and prepare feedback* 8.3. *If the document is found annotated for Foreign Divorce, logged out as "positive".*	None	1 hour per batch of 3 AFs	*Registration Officer II and Registration Officer I* *Supervisor* Court Decree Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	9. Preparation and Tagging of Feedback Form	None	1 hour per batch of 12 AFs	*Unisys Associate, Feedback Clerk*

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

		None	5 minutes	Team Lead
	11.3. Forward the documents to the Team Lead for distribution to the Annotators.			
	12. Distribute Application Forms and the supporting documents to the Annotator for processing.	None	5 minutes	Team Lead Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	13. Create VEI records	None	1 hour per batch of 5 documents	*VEI Encoder (Unisys Associate)* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	14. Annotation of COLB in the CRS database *14.1. Countercheck the completeness of the requirements and consistency of entries versus the data in the image/record in CRS database.* *14.1.1. If the record passed verification, annotate the image in the CRS database.* *14.1.2. If the record does not pass the verification, issue feedback.*	None	1 hour per batch of 10 documents	*Annotator* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City

	14.1.3. If the annotated COM is already loaded in the CRS Database, route to Court Decree Unit for logging out in the system.			
	15. Approval of Annotation 15.1. Review the completeness of the requirements and consistencies of entries of the supporting documents as well as the annotation. *15.1.1. If passed, approve the annotation in the Electronic Annotation System (EAS).* *15.1.2. If failed, disapprove the annotation, and prepare feedback.*	None Note: Once the document has been approved, copy issuance is available in all CRS Outlets.	1 hour per 10 annotated documents approved	*Approver* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City
	16. Return all the approved/ disapproved documents to Court Decree Unit for Document Preparation.	None		*Uncon/MV Controller,* Annotation Unit, CRMD, CRS Building, Quezon City *Supervisor* Annotation Unit, CRMD, CRS Building, Quezon City *Chief,* CRMD*,* CRS Building, Quezon City

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)