

36. Bren-linking and Unlinking of Double or Multiple Registrations in the PSA CRS Database

Brenlinking is a process of linking two (2) or more vital event records of a person in the CRS database. This consequently allows the issuance of the valid record if a person who has double or multiple registrations or whose record has been annotated or updated.

Unlinking also is possible if there are changes in the records through court decisions or with valid proof that the BREN-linked records belong to different persons.

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| Office or Division: | Civil Register Management Division | | | |
| Classification: | Simple | | | |
| 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 | | |
| Report from the Outlet (weekly or monthly) for Brenlinking/unlinking | | PSA CRS Outlet | | |
| Report from the walk-in clients at the Outlets | | Walk-in Clients | | |
| Report for evaluation of Brenlinking or unlinking through emails and communications | | Official PSA Website | | |
| Supporting documents for evaluation (any of the following) | | | | |
| · Baptismal Certificates | | | | |
| · Voter's affidavit | | | | |
| · GSIS/SSS/Insurance Records | | | | |
| · Medical Records | | | | |
| · School/Business Records | | | | |
| · Driver's License | | | | |
| · Civil Registry Records of Ascendants/Land Titles/Certificate of Land Transfers | | | | |
| · Government Issued Valid Identification Cards | | | | |
| · NBI/Police Clearance | | | | |
| · Others | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. PSA outlets submit list of double/multiple registration report thru emails/couriers and CRS Help Desk System | None | 15 minutes per batch of 22 documents | <i>Assistant Supervisor, Registration Officer III</i> |
| | 2. PMU print submitted list of | | | <i>Administrative Assistant VI, Brenlinking Group</i> |

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| | double/multiple registrations from the different PSA Outlets via email | | | <p><i>Supervisor</i> Registration Officer III PMU</p> <p><i>Chief, CRMD</i> 7thCRS Building Quezon City</p> |
| | 3. Transmit printed copies of the double/multiple registration to the Brenlinking Group for verification and evaluation | None | 5 minutes | <p>COSW Controller,</p> <p>Administrative Assistant VI, Brenlinking Group</p> <p><i>Supervisor</i> Registration Officer III PMU</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building Quezon City</p> |
| | 4. Receipt of the printed copies of list of double/multiple registration | None | 5 minutes | <p><i>Associates</i> Brenlinking Group 5th Floor CRS Building</p> <p><i>Administrative Assistant VI, Brenlinking Group</i> 5th Floor CRS Building</p> <p><i>Supervisor</i> Registration Officer III PMU, CRMD 6th Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building</p> |

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| | | | | Quezon City |
| | <p>5. Verify and evaluate records for possible Brenlinking/Unlinking thru CICA query</p> <p>5.1 <i>If found records to have multiple registration, the first or earlier date of registration shall prevail and Brenlink the multiple records</i></p> <p>5.2 <i>If found records of two different person based on CRD/CDLI Search and has presented proof of requirements submitted, unlinked the records</i></p> <p>5.3 <i>If Brenlinking group, found records in the database that cannot be determine for brenlinking/ unlinking, Guidelines for Brenlinking/ Unlinking of two or more civil registry documents shall be followed.</i></p> | None | 1 hour per batch of 22 documents | <p>Associates Brenlinking Group 5th Floor CRS Building</p> <p>Administrative Assistant VI, Brenlinking Group 5th Floor CRS Building</p> <p>Supervisor Registration Officer III PMU, CRMD 6th Floor CRS Building</p> <p>Chief, CRMD 7th Floor CRS Building Quezon City</p> |
| | 6. Documents found blurred/ unreadable entries in the database shall be requested for pullout in the central archives for validation of the entries (refer to page 10 of the Central Archives process) | None | Within 2 days | <p>Manual verifier, Central Archive</p> <p>Admin Aide VI Central Archives</p> |
| | 7. File the listed submitted double/multiple registration and proof of requirements for future reference. | None | 5 minutes | <p>Associates Brenlinking Group 5th Floor CRS Building</p> <p>Administrative Assistant VI,</p> |

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| | | | | <p>Brenlinking Group 5th Floor CRS Building</p> <p><i>Supervisor</i> Registration Officer III PMU, CRMD 6th Floor CRS Building</p> <p><i>Chief, CRMD</i> 7th Floor CRS Building Quezon City</p> |
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TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: Within the day (with copy issuance requests posted thru Helpdesk) 5 WORKING DAYS (regular list of double/multi report)