

46. Issuance of Solemnizing Officers' ID

Office or Division:	Civil Register Management Division			
Classification:	Complex			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	All clients of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Solemnizing Officer (SO) Information Request Form (SO-RF1)	Regional Statistical Service Offices (RSSO)			
2. Photocopy of latest issued CRASM				
3. One (1) 2x2 picture in white background signed at the back				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SOLEMNIZING OFFICERS COORDINATION UNIT				
1. Receipt and control of application forms (AFs) and supporting documents filed by the client at the concerned RSSO	<p>1. Receipt and control of application forms (AFs) and supporting documents filed by the client at the concerned RSSO</p> <p>1.1 The Receipt and Control Clerk (RCC) reviews SO-RF1 and its attachments as to completeness</p> <p>1.2 The RCC scans and edit the picture and signature of the Solemnizing Officer and encodes all required details in the SO ID System respectively.</p>	<p>Php350.00 per issued SO ID</p> <p>Note: Processing fee for copy issuance of SO ID is being collected by the concerned PSA RSSO</p>	15 minutes per one (1) SO ID	<p><i>Administrative Aide VI</i> SOCU Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor Registration Officer III</i> SOCU Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief</i>, CRMD, CRS Building, Quezon City</p>
	<p>2. Printing of SO ID</p> <p>2.1 The Assigned Supervisor reviews all entry in the SO ID System including uploaded picture/s</p>	None	5 minutes per one (1) SO ID	<p><i>Administrative Aide VI</i> SOCU Unit, CRMD, CRS Building, Quezon City</p>

	<p>and signature/s of the applicant's printed ID</p> <p>2.2 If there are incorrect/inconsistent details, Administrative Aide VI reflects correction</p>			<p><i>Supervisor Registration Officer III SOCU Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>
	<p>3. Administrative Aide VI Prepares Transmittal addressed to concerned PSA RSSOs</p> <p>3.1 Transmit to Record Section for mailing to concerned PSA RSSOs or Liaison Officer claims the SO IDs at SOCU Unit.</p>	None	5 minutes per one (1) SO ID	<p><i>Administrative Aide VI SOCU Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Supervisor Registration Officer III SOCU Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p> <p><i>Assistant National Statistician, Civil Registration Service, CRS Building, Quezon City</i></p>
TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS				