

CIVIL REGISTRATION SERVICE

CIVIL REGISTRATION SERVICES DIVISION (CRSD)

1. Authentication of Birth Certificate at PSA Civil Registry System Outlet under Civil Registry System Information Technology Project Phase I (CRS-ITP1)

PSA authenticates recently registered birth document of an individual not yet available in the Civil Registry System Database (unconverted documents).

PSA Authentication only confirms that the document was issued by a local civil registry personnel who is authorized to issue the same and whose authority was confirmed by the Civil Registrar General and that the signature of the same local civil registry personnel which appears on the document is similar to the specimen signature officially submitted to and on file with the Office of the Civil Registrar General.

Office or Division:	Civil Registration Services Division	
Classification:	Simple	
Type of Transaction:	Government-to-Citizens (G2C)	
Who may avail:	General public of legal age (18 years old and above)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Basic Requirements for all types of Requesters		
Printed or electronic copy of valid CRS Appointment Slip (1 copy) bearing the name of the client that will transact in the PSA Civil Registry System Outlet.		Booked through the CRS Appointment System https://appointment.psa.gov.ph
Reminder:		
§ If the client is an authorized representative, the CRS Appointment Slip should be in his/her name.		
If applicable, properly filled-out Health Survey Form (1 copy); or		Entry points of the PSA Civil Registry System Outlets; Or at the CRS Appointment System
Updated QR Code of the COVID-19 Digital Contact Tracing App		Google Play Store or Apple App Store

Queue Ticket Number (QTN) (1 copy)	Designated QTN Issuing Station at the PSA Civil Registry System Outlet.
Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1 copy)	AF dispenser at the PSA Civil Registry System Outlet; Or at the CRS Appointment System
Photocopy of the Birth Certificate issued by the Local Civil Registry Office (LCRO) certified by the issuing officer, with no erasures or any signs of tampering (1 copy); or Civil Registry Form No. 1A (Birth-available) of the transcription of Facts of Birth from the Registry Book of Birth issued by the Local Civil Registry Office (LCRO) certified by the issuing officer, with no erasures or any signs of tampering (1 copy)	City/Municipal Civil Registry Office where the event has taken place and has been registered.
If the Authentication Request will be availed at the PSA Civil Registry Outlet hosted by the Local Government Unit: Original Copy of the Official Receipt (OR) from Local Government Unit (LGU) as proof of payment of the LGU Add-on Fee as per City Ordinance (1 copy)	City Treasurer's Office
Additional Requirements by Type of Requester	
1. Principal (Document Owner)	
Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
2. Authorized Representative	
Valid Identity Document (ID) of document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Document owner (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
<u>Reminder:</u>	

<p>§ For authorization letter/Special Power of Attorney (SPA) received from abroad, the document owner should provide a scanned/or photocopy of the passport as valid ID.</p>	
<p>Valid Identity Document (ID) of the authorized representative with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p>	<p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities. (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)</p>
<p>Authorization letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1) Issued by the document owner or the legal guardian, and specifically state that its purpose is to secure civil registry document from PSA. A general statement as to the purpose will not be accepted; 2) Indicate the type of document, and must be able to provide the specific details required in the AF; 3) Typewritten or handwritten in a clean sheet of paper and should bear the signature of the document owner. The full name and signature appearing in the authorization letter must be identical to the valid ID of the document owner except for the Philippine Identification (PhilID) card /ePhilID; 4) Multipurpose SPA can be accepted provided that the intent to secure specific civil registry document/certification from the PSA is specifically indicated; 5) Captured/scanned image of the actual SPA that matches the accompanying valid ID; and 6) Authorization letter sent through email and other instant messaging applications is acceptable provided that the full name and signature appearing in the authorization letter must be identical to the valid ID of the document owner and the authorized person. 	<p>Document owner</p>
<p>3. Immediate Family Member of the Document Owner: Spouse (Husband/Wife), Biological or Legal Parent (Father/Mother) and Direct Descendant (Son/Daughter)</p>	

Valid Identity Document (ID) of the requesting immediate family member of the document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
4. Immediate Family Member of the Document Owner in cases where the document owner whose document is requested is already dead, in order of preference: Legal Spouse (Husband/Wife), Marital Children, Non-Marital Children, Biological or Legal Parent (Father/Mother)	
Valid Identity Document (ID) of the requesting immediate family member of the document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Birth Certificate (1 original and 1 photocopy) of the Non-marital children if the requester is the latter	Philippine Statistics Authority
5. Special Cases Clients	
5.1 Guardian of document owner who is a minor or below 18 years of age.	
<p>Court decision assigning the client as legal guardian (1 original and 1 photocopy) and/or;</p> <p>Duly notarized Affidavit of Guardianship (1 original) supported by any of the following:</p> <ol style="list-style-type: none"> 1) Barangay Certification that the minor is in the custody of the client/guardian (1 original) 2) School ID/Report Card of the minor that indicate the name of the client as Guardian 	<p>Clerk of the appropriate Court that rendered the decision</p> <p>Lawyer/Notary Public</p> <p>Office of the Barangay where the Guardian currently resides</p> <p>Educational institution recognized by the Department of Education.</p>
Valid Identity Document (ID) of the Guardian complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities

	(i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
5.2 Mother of the non-marital unacknowledged child	
Valid Identity Document (ID) of the requesting mother of the document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
5.3 Father of the non-marital acknowledged child	
Valid Identity Document (ID) of the requesting father of the document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Reminder: § The name of the Father should appear in the Birth Certificate of the child.	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
5.4 Nearest of kin of a deceased person (Brothers/Sisters/Grandparent/Grandchildren/Uncles/Aunts)	
Duly notarized Affidavit of Kinship (1 original) stating that the requester is the nearest surviving relative of the deceased.	Lawyer/Notary Public
Valid Identity Document (ID) of the nearest of kin requesting the document complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
6. Priority Clients	
6.1 Senior Citizen requesting for the authentication of his/her own birth document, spouse, parents and son/daughter	
Senior Citizen's Identity Document (ID) Card or any valid ID indicating his/her age complete with CLEAR PHOTO,	Office of the Senior Citizens Affairs (OSCA) and/or local government units (LGUs)

<p>FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original); or</p> <p>Philippine Identification (ID) Card/ ePhilID (1 original)</p>	<p>Philippine Statistics Authority</p>
<p>6.2 Physically Challenged Client/PWD requesting for the authentication of his/her own birth document, spouse, parents & son/daughter</p>	
<p>PWD ID Card complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original); or</p> <p>Philippine Identification (ID) Card/ ePhilID (1 original)</p>	<p>National Council on Disability Affairs (NCDA) Office of the Mayor, Office of the Barangay, Department of Social Welfare and Development or other organization with Memorandum of Agreement with the Department of Health</p> <p>Philippine Statistics Authority</p>
<p>6.3 Pregnant Woman requesting for the authentication of her own document, spouse, parents and son/daughter</p>	
<p>Valid Identity Document (ID) of the pregnant woman complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)</p>	<p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)</p>
<p>6.4 Health and Emergency Frontline Service Provider requesting for the authentication of his/her own document, spouse, parents and son/daughter</p>	
<p>Employment ID of the Health and Emergency Frontline Service Provider complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)</p>	<p>Public or private health and emergency service providing institutions or organizations (i.e. DOH, DOH Hospitals, Hospitals of LGUs, and Provincial City, and Rural Health Units, Private Hospitals and Drug Abuse Treatment and Rehabilitation Centers including those managed by other government agencies (e.g. police and military hospitals/clinics, university medical facilities), Philippine Red Cross, World Health Organization, Health Maintenance Organizations, Philippine Health Insurance Corporation, NDRRMC)</p>

6.5 Clients who are PhilID card/ePhilID holders				
Philippine Identification (ID) Card (1 original) or ePhilID (1 original)		Philippine Statistics Authority		
Reminder:				
§ PhilID card/ePhilID holders are allowed to request only his/her own, and his/her immediate family members (spouse, children, and parents) civil registry documents and certification including authentication.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Set an appointment at https://appointment.psa.gov.ph/</p> <p>1.1 May opt to download the Application Form- Birth Certificate (White Form) and Health Survey Form (if applicable) from the appointment website.</p> <p>Reminder:</p> <p>§ Application Form can be accomplished prior to scheduled date of appointment.</p> <p>§ Health Survey Form must be accomplished at the CRS Outlet on the date of the appointment.</p> <p>1.2 Go to the CRS Outlet on the actual</p>	<p>1.1 CRS Appointment System send out appointment confirmation to the client email address.</p> <p>1.2 Ensure that the Application Form- Birth Certificate (White Form) and Health Survey Form are available for download.</p>	None	Variable	<p><i>Outlet Supervisor</i> PSA Civil Registry System Outlet</p> <p>or</p> <p><i>Outlet Manager</i></p>

<p>date and time of appointment.</p> <p>Reminder:</p> <p>§ Clients with PhilID/ePhilID and requesting for Authentication of own Birth Certificate, or his/her spouse, children, or parents, are allowed to transact in the outlet without an appointment.</p>				
<p>2. Present the printed or electronic copy of the CRS Appointment Slip and one (1) valid ID.</p> <p>Reminder:</p> <p>For Authorized Representative (AR)</p> <p>§ Valid Identity Document (ID) of the document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) and the AR's valid ID.</p> <p>§ CRS Appointment Slip bearing the name of the AR.</p>	<p>2.1 Check carefully the following information on the presented CRS Appointment Slip:</p> <p>a. Outlet Name; b. Name of client; c. Scheduled date and time; and d. IDs presented.</p>	<p>None</p>	<p>1 minute</p>	<p><i>Information Marshal/ Security Guard</i></p> <p><i>Outlet Supervisor</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>

<p>2.1 If the Authentication Request will be availed at the PSA Civil Registry Outlet hosted by the Local Government Unit, present the printed or electronic copy of the CRS Appointment Slip, together with the original OR from Local Government Unit (LGU) as proof of payment of the LGU Add-on Fee, and one (1) valid ID upon entry in the PSA Civil Registry System Outlet.</p>				
<p>3. Pass through Health and Safety Protocol of the PSA Civil Registry System Outlet.</p> <p>3.1 If applicable, allow the updated QR Code of the COVID-19 Digital Contact Tracing App be scanned, or fill-up and submit the Health Survey Form.</p> <p>3.2 Allow temperature check.</p>	<p>3.1 Ensure that the client scanned and passed the COVID-19 Digital Contact Tracing App, or receive the completely filled-up health survey form.</p> <p>3.2 Check the body temperature of client using a thermal scanner.</p>	None	1 minute	<p><i>Information Marshal/ Security Guard</i></p> <p><i>Outlet Supervisor PSA Civil Registry System Outlet</i></p> <p>or</p> <p><i>Outlet Manager</i></p>
<p>4. Get Queue Ticket Number (QTN).</p>	<p>4.1 Ensure that QTN is ready for distribution.</p>	None	1 minute	<p><i>Information Marshal/ Security Guard</i></p> <p><i>Outlet Supervisor PSA Civil Registry System Outlet</i></p> <p>or</p>

				<i>Outlet Manager</i>
<p>5. Get an Application Form- Birth Certificate (White Form) from the AF dispenser and fill-out the required information in PRINTED LETTERS.</p>	<p>5.1 Ensure that the necessary AF-Birth Certificate is made available at the AF dispenser.</p>	None	2 minutes	<p><i>Information Marshal,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>
<p>6. Proceed to the screening area.</p> <p>6.1 Present the AF and the required documents to the screener for completeness check.</p>	<p>6.1 Screen the certified photocopy of the Birth Certificate issued by the LCRO, the completeness of the entries in the AF and other requirements.</p> <p><u>For PhilID card /ePhilID holders:</u></p> <p>6.2 Screen the validity of the PhilID Card through its basic overt and covert security features, or scan the QR Code of the PhilID Card/ePhilID using PhilSys Check.</p> <p>6.3 Return the validated PhilID card/ePhilID to the client.</p> <p>6.4 Return the PhilID Card/ ePhilID that failed</p>	None	10 minutes	<p><i>Screener</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet or <i>Outlet Manager</i></p>

	<p>the validation to the client and request for a new valid ID.</p> <p>6.5 Return the certified photocopy of the Birth Certificate issued by the LCRO, the AF, the ID(s) and/or authorization letter/SPA/Affidavit to the client as it will be presented to the Collecting Officer prior to the payment of corresponding fees.</p>			
<p>7. Proceed to the payment window.</p> <p>7.1. Submit the AF and the required documents to the Payment Window.</p> <p>7.2 Pay the corresponding fee for the request, either in cash or through online cashless payment.</p> <p>§ Priority Clients to proceed to the Priority Lane.</p> <p>§ Clients with PhilID card/ePhilID to proceed to the Priority Lane/ Special Lane.</p> <p>Reminder:</p> <p>§ Check the details in the issued Official Receipt (OR).</p>	<p>7.1 Check the AF and the requirements.</p> <p>7.2 Encode the details of the requests.</p> <p>7.3 Accept the corresponding payment and generate an Official Receipt (OR).</p> <p>7.4 Indicate in the OR the date and the estimated time of release.</p> <p>7.5 Attach altogether the CRS Appointment Slip (if printed), QTN and accomplished AF.</p> <p>7.6 Give the OR to the client and return the presented requirements as it will be submitted to the Releasing Officer prior to the issuance of the authenticated document.</p> <p><u>For Priority Clients:</u></p>	<p>Total Fee: Php 155.00 per copy</p> <p>Breakdown:</p> <p>Processing Fee: -Php 125.00</p> <p>Documentary Stamp Tax -Php 30.00</p>	10 minutes	<p><i>Collecting Officer,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>

<p>§ Make sure to count the change before leaving the counter.</p>	<p>7.7 Write a “Priority Lane or PL” in the AF of the Priority Client and instruct to remain for the release of the requested document on Priority Lane Releasing Windows</p> <p>7.8 Forward the AF and certified photocopy of Birth Certificate to the Request Service Officer (RSO) for verification from the Civil Registry System (CRS) Database.</p>			
<p>8. Proceed to the Releasing Area and wait while the request is being processed.</p>	<p>8.1 Control the authentication request for documentation.</p> <p>8.2 Verify from the CRS database the request/s on the basis of the details that has been written by the client in the AF – Birth Certificate.</p> <p>Conduct verification from the CICA System pursuant to the PSA Office Memorandum No. 2021-139 dated 01 June 2021.</p> <p>8.2.1 In the event that the document being requested for authentication is already <u>available in the CRS Database</u>, the application is treated as copy issuance.</p> <p>8.2.2 Print the document in CRS</p>	<p>None</p>	<p>2 hours</p> <p>Reminder:</p> <p>§ Processing time maybe extended depending on the result of verification from the System.</p>	<p><i>Request Service Officer, PSA Civil Registry System Outlet</i></p>

	<p>Security Paper (SECPA).</p> <p>8.2.3 Control the printed document in SECPA using the QMS Releasing Manager application.</p> <p>8.2.4 Match and sort the printed document with the corresponding AF.</p> <p>8.3 In case the document is <u>not yet</u> enrolled in the CRS Database, verify the specimen signature of the C/MCR (issuing officer) from the CICA System.</p> <p>8.3.1 If the <u>signature matches</u>, stamp the document for the approval/ signature of the Authentication Officer/Outlet Supervisor.</p> <p>8.4 If the signature of the issuing officer from the LCRO <u>failed the validation process</u>, a Rejection Slip is to be issued.</p> <p>8.5 Forward the document/result of verification for release to the Releasing Area.</p>			<p><i>Barcode Controller,</i> PSA Civil Registry System Outlet</p> <p><i>Sorter/ Matcher,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>
<p>9. Wait for the name of the document owner/client to be called.</p>	<p>9.1 Announce in batch the names of the document owner/client and the type of document that are ready for release.</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Releaser,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i></p>

				<p>PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor, PSA Civil Registry System Outlet</i></p> <p>or</p> <p><i>Outlet Manager</i></p>
<p>10. Proceed to the Releasing Window where the document owner/ client's name was called.</p> <p>10.1 Present the ORIGINAL OR and other requirements.</p>	<p>10.1 Check the OR as to the scheduled date and time of release.</p> <p>10.2 Require the client to present/ submit the requirements and check for correctness and completeness before releasing the request.</p> <p><u>For PhilID card /ePhilID holders:</u></p> <p>10.3 Check the validity of the PhilID Card presented through its basic overt and covert security features, or scan the QR Code of the PhilID Card/ePhilID using PhilSys Check.</p> <p>10.4 Return the validated PhilID card/ePhilID to the client.</p> <p>10.4.1 Return the PhilID Card/ ePhilID that failed the validation to the client and request for a new valid ID.</p>	None	10 minutes	<p><i>Releaser, PSA Civil Registry System Outlet</i></p> <p><i>Team Leader, PSA Civil Registry System Outlet</i></p> <p><i>Outlet Supervisor, PSA Civil Registry System Outlet</i></p> <p>or</p> <p><i>Outlet Manager</i></p>
<p>11. Check the document.</p>	<p>11.1 Issue the result of the verification:</p>	None	5 minutes	<p><i>Releaser,</i></p>

<p>11.1 Sign the “Received by” portion at the back of the AF and indicate the date of receipt.</p>	<p>11.1.1 If the document passed the Authentication process, issue the PSA-authenticated document.</p> <p>11.1.2 If the document is available in the CRS Database, issue the PSA copy of the Birth Certificate.</p> <p>11.1.3 For those authentication requests that failed the validation process, return the Certified Photocopy of the Birth Certificate submitted for authentication together with the Rejection Slip to the client.</p> <p>11.1.3.1 Advise the client to get another Certified Photocopy of the Birth Certificate from the LCRO.</p> <p>11.2 Require the client to sign the “Received by” portion and indicate the date of receipt at the back of the AF.</p> <p>11.3 Ensure to write in PRINT the name of the client, the type of ID presented, ID number, releasing window number and date and time of release.</p> <p>11.4 Stamp the OR as “RELEASED” and indicate the date of release.</p>		<p>PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>
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11.5 Affix the initials of the Releasing Officer in the OR.

11.6 Release the document to the client.

11.7 Attach all the requirements: QTN, CRS Appointment Slip (if printed), Authorization Letter/SPA/ Affidavit and photocopies of valid IDs to the AF.

TOTAL PROCESSING TIME: THREE (3) HOURS EXCLUSIVE OF QUEUEING TIME.