

27. Issuance of DocPrint of No Death / Advisory on Deaths at PSA Civil Registry System Outlet

A new service under the Civil Registry System Information Technology Project Phase II (CRS-ITP2), DocPrint is an add-on service to the Viewable Online service. The client who previously availed of Viewable Online may get a copy or copies of the civil registry documents by presenting the Web Access Information Slip to any Civil Registry System Outlets. The outlet will print the requested copies on security paper. This service can only be availed during the validity period of the viewable online document and will most likely be patronized by those requiring many copies.

Office or Division:	Civil Registration Services Division (CRSD)	
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.
Web Access Information Slip		Collecting Officer of the PSA Civil Registry System Outlet
Completely filled-up Application Form (AF) – Certificate of No Death (Blue Form)		AF dispenser at the PSA Civil Registry System Outlet;

accomplished in PRINTED LETTERS (1 copy)	Or at the CRS Appointment System
If the request for Copy Issuance of civil registry document 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, in order of preference: Spouse, Marital Children, Non-Marital Acknowledged Children, and Parents)	
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)
Birth Certificate (1 original and 1 photocopy) of the Non-marital children if the requester is the latter	Philippine Statistics Authority
2. Special Case Clients	
2.1 Nearest of kin of a deceased person (other than the Spouse, Parent, Son/Daughter)	
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)
2.2 Guardian of the deceased person, below 18 years old (minor)	

<p>Court decision assigning the requester 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 deceased was living with the requesting party as his/her guardian at the time of death (1 original) 2) School ID/Report Card of the minor that indicates the name of the requester as Guardian (1 original and 1 photocopy) 	<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>
<p>Valid Identity Document (ID) of the guardian requesting the document complete 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>2.3 Mother of the non-marital unacknowledged child</p>	
<p>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)</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>2.4 Father of the non-marital acknowledged child</p>	
<p>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)</p> <p>Reminder:</p> <p>§ The name of the Father should appear in the Birth Certificate of the child.</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>3. Priority Clients</p>	

<p>3.1 Senior Citizen requesting for the CENODEATH certificate of his/her spouse, parent and son/daughter</p>	
<p>Senior Citizen's Identity Document (ID) Card or any valid ID indicating his/her age 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>Office of the Senior Citizens Affairs (OSCA) and/or local government units (LGUs)</p> <p>Philippine Statistics Authority</p>
<p>3.2 Physically Challenged Client/PWD requesting for the death certificate of his/her spouse, parents and 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>3.3 Pregnant Woman requesting for the CENODEATH certificate of her own 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>3.4 Health and Emergency Frontline Service Provider requesting for a copy of document of 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</p>

		Organizations, Philippine Health Insurance Corporation, NDRRMC)		
3.5 Clients who are PhilID card/ePhilID holders				
Philippine Identification (ID) Card (1 original) or ePhilID (1 original) Reminder: § PhilID card/ePhilID holders are allowed to request his/her immediate family members (spouse, children, and parents) civil registry documents and certification including authentication.		Philippine Statistics Authority		
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 – Certificate of No Death (Blue 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 – Certificate of No Death (Blue 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 the CENODEATH of his/her immediate family members (spouse, children and his/her 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>2.1 If the request for CENODEATH/Advisor y on Deaths 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>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 PSA Civil Registry System Outlet</i></p> <p><i>or</i></p> <p><i>Outlet Manager</i></p>
<p>3. Pass through Health and Safety Protocol of the PSA Civil Registry System Outlet.</p>	<p>3.1 Ensure that the client scanned and passed the COVID-19 Digital Contact Tracing App, or</p>	<p>None</p>	<p>1 minute</p>	<p><i>Information Marshal/ Security Guard</i></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>receive the completely filled-up health survey form.</p> <p>3.2 Check the body temperature of client using a thermal scanner.</p>			<p><i>Outlet Supervisor</i> PSA Civil Registry System Outlet</p> <p>or</p> <p><i>Outlet Manager</i></p>
<p>4. Get an Application Form- Certificate of No Death (Blue Form) from the AF dispenser and fill-out the required information in PRINTED LETTERS.</p>	<p>4.1 Ensure that the necessary AF-CENODEATH is made available at the AF dispenser.</p>	<p>None</p>	<p>2 minutes</p>	<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</p> <p><i>Outlet Manager</i></p>
<p>5. Proceed to the screening area.</p> <p>5.1 Present the AF, Web Access Information Slip, and the required documents to the screener for completeness check.</p>	<p>5.1 Screen the AF and the requirements.</p> <p><u>For PhilID card /ePhilID holders:</u></p> <p>5.2 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>None</p>	<p>10 Minutes</p>	<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</p> <p>or</p> <p><i>Outlet Manager</i></p>

	<p>5.2.1 For CRS Outlets implementing the Civil Registration Service Basic Online Authentication Application of the PhilID, attach the PhilID Consent Form to the AF and shall be noted for Biometric Authentication at the Releasing Window.</p> <p>5.3 Return the validated PhilID card/ePhilID to the client.</p> <p>5.4 Return the PhilID Card/ ePhilID that failed the validation to the client and request for a new valid ID.</p> <p>5.5 Return the AF, Web Access Information Slip, and the ID(s) and/or authorization letter/SPA/Affidavit to the client as it will be presented to the Encoder prior to the payment of corresponding fees.</p>			
6. Get Queue Ticket number (QTN)	6.1 Ensure that QTN is ready for distribution.	None	1 minute	<p><i>Information Marshal/ Security Guard</i></p> <p><i>Outlet Supervisor</i></p>

				PSA Civil Registry System or <i>Outlet Manager</i>
<p>7. Proceed to the Encoder window.</p> <p>7.1 Wait for the QTN to be shown in the QMS Public Digital Display to the available encoding window.</p> <p>7.2 Determine the mode of payment of the request, if cash or cashless payment.</p> <p>7.3 Present the QTN, AF, Web Access Information Slip, and the required documents to the encoder.</p>	<p>7.1 Ensure that the QMS Public Digital Display is functional.</p> <p>7.2 Ensure that the client is assigned to the Encoder-Collecting Officer role for cashless payment.</p> <p>7.3 Receive the QTN, AF, Web Access Information Slip, and other requirements.</p> <p>7.4 Encode the QTN, retrieve the transaction number using the Web Access Information Slip, and indicate the number of copies based from the AF.</p> <p>7.5 Return the AF, Web Access Information Slip, 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>	None	8 Minutes	<p><i>Encoder</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>8. Proceed to the payment area.</p>	<p>8.1 Ensure that the QMS Public Digital Display is functional.</p>	<p><u>Total Fee</u> Php 80.00 per copy</p>	<p>2 minutes</p>	<p><i>Collecting Officer,</i> PSA Civil Registry System Outlet</p>
<p>8.1. Wait for the QTN to be shown in the QMS Public Digital Display to the available payment window.</p>	<p>8.2 Receive and check the QTN, AF, Web Access Information Slip, and the requirements.</p>	<p><i>Breakdown:</i> <i>Processing Fee:</i> - Php 50.00</p>		
<p>8.2 Submit the QTN, AF, Web Access Information Slip, and the required documents to the Payment Window.</p>	<p>8.3 Retrieve the transaction in the system using the search query.</p>	<p><i>Documentary Stamp Tax</i> - Php 30.00</p>	<p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p>	
<p>8.3 Pay the corresponding fee for the request, either in cash or through online cashless payment.</p>	<p>8.4 Accept the corresponding payment and generate an Official Receipt (OR).</p>			<p>or <i>Outlet Manager</i></p>
<ul style="list-style-type: none"> · Priority Clients to proceed to the Priority Lane. 	<p>8.5 Inform the client to wait the QTN to be shown in the QMS Public Digital Display in the Releasing Area.</p>			
<ul style="list-style-type: none"> · Clients with PhilID card/ePhilID to proceed to the Priority Lane/ Special Lane. 	<p>8.6 Attach altogether the CRS Appointment Slip (if printed), QTN and accomplished AF and Web Access Information Slip.</p>			
<p><u>Reminder:</u></p> <ul style="list-style-type: none"> · Check the details in the issued Official Receipt (OR). 	<p>8.7 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 requested document.</p>			
<ul style="list-style-type: none"> · Make sure to count the change before leaving the counter. 				

	<p><u>For Priority Clients:</u></p> <p>8.8 Instruct the Priority Client to wait for the release of the document.</p>			
<p>9. Proceed to the Releasing Area.</p> <p>9.1 Wait for the QTN to be shown in the QMS Public Digital Display to the available releasing window.</p>	<p>9.1 Ensure that the QMS Public Digital Display is functional.</p>	None	5 minutes	<p><i>Releaser,</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>10. Proceed to the Releasing Window.</p> <p>10.1 Present the ORIGINAL OR and other requirements.</p> <p><u>For PhilID card /ePhilID holders:</u></p> <p>10.2 For PhilID card /ePhilID holders subject to biometric authentication, allow to scan the finger print using the fingerprint scanner.</p>	<p>10.1 Require the client to present / submit the requirements and check for correctness and completeness.</p> <p><u>For PhilID card / ePhilID holders:</u></p> <p>10.2 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>	None	10 minutes	<p><i>Releaser,</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>10.2.1 For CRS Outlets implementing the Civil Registration Service Basic Online Authentication Application of the PhilID, check the PhilID Consent Form attached in the AF.</p> <p>10.2.2 Ensure to complete the authentication procedure in the CRS Authentication Application using the client's biometrics via fingerprint scanner.</p> <p>10.2.3 For failed fingerprint scanning, perform Demographic Authentication using the PhilSys Control Number (PCN) of the PhilID Card/ ePhilID, and Last Name of the PhilID/ePhilID owner and Date of Birth.</p> <p>10.3 Return the validated PhilID card/ePhilID to the client.</p> <p>10.4 Return the PhilID Card/ ePhilID that failed the validation to the client and request for a new valid ID.</p>			
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	<p>10.5 Retrieve the transaction in the system using the search query.</p> <p>10.6 Check the status of the DocPrint CENODEATH request.</p> <p>10.7 If the processed request yielded positive result, print the Advisory on Deaths (CEDEATH).</p> <p>10.7.1 Print the Advisory on Deaths (CEDEATH) in the Security Paper (Secpa).</p> <p>10.7.2 Control the printed document in SECPA using the system.</p> <p>10.8 If the processed request yielded negative result, print the CENODEATH in SECPA.</p> <p>10.8.1 Control the printed document in SECPA using the system.</p> <p>10.9 If processed request yielded manual verification result, print Manual Verification Advisory.</p>			
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<p>11. Check the document.</p> <p>11.1 Sign the "Acknowledgement of Receipt" portion at the back of the AF and indicate the date of receipt.</p>	<p>11.1 Release the documents to the client with the Web Access Information Slip.</p> <p>11.2 Ensure the client signed the "Conforme" portion at the back of the AF, indicating the printed name, signature and id number..</p> <p>11.3 Ensure the "Acknowledgement of Receipt" is accomplished by the client, indicating the printed name, signature and date of release.</p> <p>11.4 Affix the initials of the Releaser in the OR.</p> <p>11.5 Attached all the requirements: QTN, CRS Appointment Slip (if printed), Authorization Letter/SPA/ Affidavit and photocopies of valid IDs to the AF/transaction slips.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Releaser,</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><i>or</i> <i>Outlet Manager</i></p>
<p>TOTAL PROCESSING TIME: <u>FORTY FIVE (45) MINUTES</u> EXCLUSIVE OF QUEUEING TIME.</p>				