

## 28. Acceptance of Premium Annotation Requests at PSA Civil Registry System Outlet

The Premium Annotation service facilitates the acceptance of requests for annotation at the various PSA-operated outlets. Currently, requests for annotation are accepted only at the PSA Central Office. This enhanced service also features ability of the client to track and monitor the progress of the request through the web and through SMS queries. Part of the Premium Annotation service is the issuance of a copy of the annotated certificate in security paper (SECPA) to the client.

<b>Office or Division:</b>	Civil Registration Services Division (CRSD)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government-to-Citizens (G2C)
<b>Who may avail:</b>	General public of legal age (18 years old and above)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Basic Requirements for all types of Requesters</b>	
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.  <b>Reminder:</b>  § If the client is an authorized representative, the CRS Appointment Slip should be in his/her name.	Booked through the CRS Appointment System <a href="https://appointment.psa.gov.ph">https://appointment.psa.gov.ph</a>
If applicable, properly filled-out Health Survey Form (1 copy); or  Updated QR Code of the COVID-19 Digital Contact Tracing App	Entry points of the PSA Civil Registry System Outlets;  Or at the CRS Appointment System  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) accomplished in PRINTED LETTERS (1 copy). 1. Birth Certificate (White Form); 2. Death Certificate (Yellow Form); or 3. Marriage Certificate (Pink Form).	AF dispenser at the PSA Civil Registry System Outlet

<b>Additional Requirements by Type of Requester by Civil Registry Document</b>	
<b>A. Birth Certificate</b>	
<b>1. Principal (Document Owner)</b>	
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)
<b>2. Authorized Representative</b>	
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)  <b>Reminder:</b>  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.	Document owner (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
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)	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)
Authorization letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:  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	Document owner

<p>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;</p> <p>4) Multipurpose SPA can be accepted provided that the intent to secure specific civil registry document/certification from the PSA is specifically indicated;</p> <p>5) Captured/scanned image of the actual SPA that matches the accompanying valid ID; and</p> <p>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>	
<p><b>3. Immediate Family Member of the Document Owner: Spouse (Husband/Wife), Direct Descendant (Son/Daughter), and Biological or Legal Parent (Father/Mother)</b></p>	
<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)</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><b>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)</b></p>	
<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)</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>Birth Certificate (1 original and 1 photocopy) of the Non-marital children if the requester is the latter</p>	<p>Philippine Statistics Authority</p>
<p><b>5. Special Cases Clients</b></p>	

<p><b>5.1 Guardian of document owner who is a minor or below 18 years of age.</b></p>	
<p>Court decision assigning the requester as legal guardian (1 original and/or 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"> <li>1) Barangay Certification that the minor is in the custody of the requesting party/guardian (1 original)</li> <li>2) School ID/Report Card of the minor that indicate the name of the requester as Guardian (1 original and 1 photocopy)</li> </ol>	<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 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><b>5.2 Mother of the non-marital unacknowledged child</b></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><b>5.3 Father of the non-marital acknowledged child</b></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><b><u>Reminder:</u></b></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>

<b>5.4 Nearest of kin of a deceased person (Brothers/Sisters/Grandparent/Grandchildren/Uncles/Aunts)</b>	
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)
<b>6. Priority Clients</b>	
<b>6.1 Senior Citizen requesting for his/her own document, spouse, parents and son/daughter</b>	
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  Philippine Identification (ID) Card/ ePhilID (1 original)	Office of the Senior Citizens Affairs (OSCA) and/or local government units (LGUs)  Philippine Statistics Authority
<b>6.2 Physically Challenged Client/PWD requesting for his/her own document, spouse, parents and son/daughter</b>	
PWD ID Card complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original); or  Philippine Identification (ID) Card/ ePhilID (1 original)	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  Philippine Statistics Authority
<b>6.3 Pregnant Woman requesting for her own document, spouse, parents and son/daughter</b>	
Valid Identity Document (ID) of the pregnant woman complete with CLEAR PHOTO, FULL	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities

NAME IN PRINT, SIGNATURE and issued by an official authority(1 original)	(i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
<b>6.4 Health and Emergency Frontline Service Provider requesting for his/her own document, spouse, parents and son/daughter</b>	
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)	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)
<b>B. Death Certificate</b>	
<b>1. Principal, in order of preference: Spouse, Marital Children, Non-Marital Acknowledged Children, and Parents</b>	
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
<b>2. Special Case Clients</b>	
<b>2.1 Nearest of kin of a deceased person (other than the Spouse, Parent, Son/Daughter)</b>	
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,	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities

SIGNATURE and issued by an official authority (1 original and 1 photocopy)	(i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
<b>2.2 Guardian of the deceased person, below 18 years old (minor)</b>	
<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> <p>1) Barangay Certification that the deceased was living with the requesting party as his/her guardian at the time of death (1 original)</p> <p>2) School ID/Report Card of the minor that indicate the name of the requester as Guardian (1 original and 1 photocopy)</p>	<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 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)
<b>2.3 Mother of the non-marital unacknowledged child</b>	
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)
<b>2.4 Father of the non-marital acknowledged child</b>	
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)	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)
<b><u>Reminder:</u></b>	

§ The name of the Father should appear in the Birth Certificate of the child.	
<b>3. Priority Clients</b>	
<b>3.1 Senior Citizen requesting for his/her spouse, parent and son/daughter</b>	
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  Philippine Identification (ID) Card/ ePhilID (1 original)	Office of the Senior Citizens Affairs (OSCA) and/or local government units (LGUs)  Philippine Statistics Authority
<b>3.2 Physically Challenged Client/PWD requesting for his/her spouse, parents and son/daughter</b>	
PWD ID Card complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original); or  Philippine Identification (ID) Card/ ePhilID (1 original)	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  Philippine Statistics Authority
<b>3.3 Pregnant Woman requesting for her own spouse, parents and son/daughter</b>	
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)	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)
<b>3.4 Health and Emergency Frontline Service Provider requesting for his/her spouse, parents and son/daughter</b>	
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)	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)
<b>C. Marriage Certificate</b>	
<b>1. Principal (Spouses/Husband and Wife)</b>	
Valid Identity Document (ID) of any of the contracting parties 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)
<b>2. Direct Descendant (Marital Children)</b>	
Valid Identity Document (ID) of the direct descendant of the contracting parties 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)
<b>3. Guardian to his/her ward</b>	
Court decision assigning the client as legal guardian (1 original and 1 photocopy) and/or;	Clerk of the appropriate Court that rendered the decision
Duly notarized Affidavit of Guardianship (1 original)	Lawyer/Notary Public
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)
<b>4. Nearest of kin, if both contracting parties are deceased (Parents, Brother/Sister, Grandparent, Grandchildren)</b>	
Duly notarized Affidavit of Kinship (1 original) stating that the requester is the nearest surviving relative of the deceased.	Lawyer/Notary Public

<p>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 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><b>5. Authorized Representative</b></p>	
<p>Valid Identity Document (ID) of any of the contracting parties (husband or wife) authorizing the representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) <b>Reminder:</b> For Authorization letter/Special Power of Attorney (SPA) received from abroad, document owner should provide a scanned/photocopy of the passport as valid ID.</p>	<p>Any of the contracting parties (husband or wife) authorizing the representative. Valid ID of any of the contracting parties should be issued by 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>Valid Identity Document (ID) of the authorized representative 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>Authorization letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2) Indicate the type of document, and must be able to provide the specific details required in the AF;</li> <li>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;</li> <li>4) Multipurpose SPA can be accepted provided that the intent to secure specific</li> </ol>	<p>Any of the contracting parties (husband or wife) authorizing the representative</p>

<p>civil registry document/certification from the PSA is specifically indicated;</p> <p>5) Captured/scanned image of the actual SPA that matches the accompanying valid ID; and</p> <p>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>	
<p><b>6. Priority Clients</b></p>	
<p><b>6.1 Senior Citizen requesting for his/her own marriage document and his/her parents</b></p>	
<p>Senior Citizen's ID Card or any valid ID indicating his/her age with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original); or 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><b>6.2 Physically Challenged Client/PWD requesting for his/her marriage document and his/her parents</b></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><b>6.4 Health and Emergency Frontline Service Provider requesting for his/her own marriage document and his/her parents</b></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</p>

	Maintenance Organizations, Philippine Health Insurance Corporation, NDRRMC)
<b>Additional Requirements by Type of Premium Annotation Request by Civil Registry Document</b>	
<b>A. Birth Certificate</b>	
<b>1. Adoption</b>	
<p>Certified photocopy (1 copy) Court Decree of Adoption/ Oder issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decree of Adoption/Oder, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decree of Adoption/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decree of Adoption/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decree of Adoption/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decree of Adoption/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of Certificate of Authenticity of the Court Decree of Adoption/Order issued by LCRO where the decision was registered and where the birth was registered; or</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p>

Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decree of Adoption/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered, and LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate or Birth Certificate prior to adoption.	LCRO where the birth was registered.
Certified photocopy (1 copy) of amended birth certificate	LCRO where the birth was registered.
Additional Requirements for Children Born Abroad:	
Foreign documents registered in LCRO of Manila in case of Foreign Judgment of Adoption (with Certification if registered in Inter-Country Adoption Board)	LCRO of Manila
Municipal Form 102 Certificate of Live Birth	LCRO of Manila
<b>2. Rescission of Adoption</b>	
Certified photocopy (1 copy) Court Decree of Adoption/ Oder issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or  Certified photocopy (1 copy) of Court Decree of Adoption/Oder, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Finality of Court Decree of Adoption/Order issued by the LCRO where the decision was rendered and where the birth was registered; or  Certified photocopy (1 copy) of Certificate of Finality of Court Decree of Adoption/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Registration of the Court Decree of Adoption/Order issued by the LCRO where the decision was registered and where the birth was registered; or	LCRO where the decision was rendered and where the birth was registered.

<p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decree of Adoption/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decree of Adoption/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decree of Adoption/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of amended birth certificate, containing the remarks or annotation that the adoption was revoked/rescinded.</p>	<p>LCRO where the birth was registered.</p>
<p><b>3. Change of Name or Correction of Entry</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p>

<p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of annotated birth certificate; or</p> <p>Certified photocopy (1 copy) of annotated Report of Birth.</p>	<p>LCRO where the birth was registered.</p> <p>Philippine Foreign Service Post (PFSP) where the birth was reported.</p>
<p>Certified photocopy (1 copy) of unannotated birth certificate; or</p> <p>Certified photocopy (1 copy) of unannotated Report of Birth</p>	<p>LCRO where the birth was registered.</p> <p>PFSP where the birth was reported.</p>
<p><b>4. Civil Interdiction</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>

certified by the LCRO where the birth was registered.	
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
Certified photocopy (1 copy) of unannotated birth certificate.	LCRO where the birth was registered.
<b>5. Appointment of Guardian</b>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>



<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of unannotated birth certificate</p>	<p>LCRO where the birth was registered.</p>
<p><b>6. Termination of Guardian</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p>

<p>by the LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of unannotated birth certificate</p>	<p>LCRO where the birth was registered.</p>
<p><b>6. Judicial Determination of Filiation</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p>

<p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of unannotated birth certificate</p>	<p>LCRO where the birth was registered.</p>
<p><b>7. Naturalization Certificate</b></p>	
<p>Certified photocopy (1 copy) of Certificate of Naturalization</p>	<p>Bureau of Immigration</p>
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p>

Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered, and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or  Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered, and LCRO where the birth was registered.
Certified photocopy (1 copy) of annotated birth certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated birth certificate.	LCRO where the birth was registered.
<b>8. Option to Elect Philippine Citizenship</b>	
Certified photocopy (1 copy) of Affidavit of Election of Philippine Citizenship.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Certificate of Registration of Election of Philippine Citizenship.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Oath of Allegiance.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Birth Certificate; or  PSA-issued Birth Certificate (1 copy)	LCRO where the birth was registered.  Philippine Statistics Authority
<b>9. Repatriation Document with Oath of Allegiance</b>	
Certified photocopy (1 copy) of Repatriation Document with Oath of Allegiance issued by Bureau of Immigration and certified by the LCRO/PFSP where the legal instrument was registered/executed.	Bureau of Immigration; LCRO/PFSP where the legal instrument was registered/executed
Certified photocopy (1 copy) of unannotated Birth Certificate	LCRO where the birth was registered.

<b>10. Acquisition of Citizenship</b>	
Certified photocopy (1 copy) of Affidavit of Acquisition to Acquire Philippine Citizenship.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Certificate of Registration of the Acquisition to Acquire Philippine Citizenship.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate	LCRO where the birth was registered.
<b>11. Administrative Naturalization</b>	
Certified photocopy (1 copy) of Certificate of Naturalization issued Bureau of Immigration and certified by the C/MCR where the birth was registered.	Bureau of Immigration; LCRO where the legal instrument was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate	LCRO where the birth was registered.
<b>12. Cancellation of Naturalization Certificate</b>	
Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or	LCRO where the decision was rendered and where the birth was registered.
Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or	LCRO where the decision was rendered and where the birth was registered.
Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or	LCRO where the decision was rendered and where the birth was registered.
Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued	

by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered, and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or  Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered, and LCRO where the birth was registered.
Certified photocopy (1 copy) of annotated birth certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated birth certificate.	LCRO where the birth was registered.
<b>13. Compulsory Recognition of Illegitimate Child</b>	
Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or  Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or  Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or	LCRO where the decision was rendered and where the birth was registered.

<p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of annotated birth certificate.</p>	<p>LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of unannotated birth certificate.</p>	<p>LCRO where the birth was registered.</p>
<p><b>14. Voluntary Recognition of Minor Illegitimate Child</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p>

Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered, and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or  Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered, and LCRO where the birth was registered.
Certified photocopy (1 copy) of annotated birth certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated birth certificate.	LCRO where the birth was registered.
<b>15. Acknowledgement</b>	
<u>In case that the child is born within the Philippines:</u>	
Certified photocopy (1 copy) of Affidavit of Acknowledgement or Authentic Writing.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Certificate of Registration of Affidavit of Acknowledgement or Authentic Writing.	LCRO where the birth was registered.
Certified photocopy (1 copy) of annotated birth certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated birth certificate.	LCRO where the birth was registered.
<u>In case that the child is born abroad:</u>	
Certified photocopy (1 copy) of Affidavit of Acknowledgement or Authentic Writing.	LCRO of Manila.
Certified photocopy (1 copy) of Certificate of Registration of Affidavit of Acknowledgement or Authentic Writing.	LCRO of Manila.
Certified photocopy (1 copy) of annotated Report of Birth	PFSP where the birth was reported.



Certified photocopy (1 copy) of unannotated Report of Birth	PFSP where the birth was reported.
<b>16. Admission of Paternity</b>	
Certified photocopy (1 copy) of Affidavit of Admission of Paternity or Private Handwritten Instrument.	LCRO where the birth was registered; or  LCRO/PFSP of the place where the legal instrument was executed/registered.
Certified photocopy (1 copy) of Certificate of Registration of Admission of Paternity or Private Handwritten Instrument.	LCRO where the birth was registered; or  LCRO/PFSP of the place where the legal instrument was executed/registered.
Certified photocopy (1 copy) of annotated birth certificate; or  Certified photocopy (1 copy) of annotated Report of Birth.	LCRO where the birth was registered.  PFSP where the birth was reported.
Certified photocopy (1 copy) of unannotated birth certificate; or  Certified photocopy (1 copy) of unannotated Report of Birth.	LCRO where the birth was registered.  PFSP where the birth was reported.
<b>17. Emancipation of Orphaned Minor</b>	
Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or  Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered and LCRO where the birth was registered.
Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or  Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.	LCRO where the decision was rendered and where the birth was registered.  LCRO where the decision was rendered and LCRO where the birth was registered.

<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of unannotated birth certificate.</p>	<p>LCRO where the birth was registered.</p>
<p><b>18. Authorization and Ratification of Artificial Insemination</b></p>	
<p>Certified photocopy (1 copy) of Authorization and Ratification of Artificial Insemination.</p>	<p>LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of Certificate of Registration of Authorization and Ratification of Artificial Insemination.</p>	<p>LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of unannotated birth certificate.</p>	<p>LCRO where the birth was registered.</p>
<p><b>19. Legitimation</b></p>	
<p><u>In case that the child is born within the Philippines:</u></p>	
<p>Certified photocopy (1 copy) of Joint Affidavit of Legitimation.</p>	<p>LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of Supplemental Affidavit of Legitimation.</p>	<p>LCRO where the birth was registered.</p>
<p>Certification of Registration of Joint Affidavit of Legitimation (1 Original or 1 Certified Photocopy)</p>	<p>LCRO where the birth was registered.</p>

Certified photocopy (1 copy) of annotated Birth Certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Marriage Certificate of parents.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Affidavit of Acknowledgement or Affidavit of Admission of Paternity.	LCRO where the birth was registered.
Advisory on Marriages of both parents. (1 original or 1 certified photocopy)	LCRO where the birth was registered.
If the status of one or both of the parents is "Widow/Widower", certified photocopy (1 copy) of Death Certificate of previous spouse.	LCRO where the birth was registered.
If the status of one or both of the parent/s is "annulled" or "declared presumptively death", certified photocopy (1 copy) of annotated Certificate of Marriage with the previous spouse.	LCRO where the birth was registered.
If status of one or both parent/s is "Divorced", Certificate of Divorce (for Muslim) or divorce papers granted abroad. (1 Original or 1 Certified Photocopy)	LCRO where the birth was registered.
<u>In case that the child is born abroad:</u>	
Certified photocopy (1 copy) of Joint Affidavit of Legitimation.	LCRO of Manila
Certified photocopy (1 copy) of Supplemental Affidavit of Legitimation.	LCRO of Manila
Certification of Registration of Joint Affidavit of Legitimation (1 Original or 1 Certified Photocopy)	LCRO of Manila
Certified photocopy (1 copy) of annotated Report of Birth.	PFSP where the birth was reported.
Certified photocopy (1 copy) of unannotated Report of Birth.	PFSP where the birth was reported.
Certified photocopy (1 copy) of Marriage Certificate of parents.	PFSP where the birth was reported.

Certified photocopy (1 copy) of Affidavit of Acknowledgement or Affidavit of Admission of Paternity.	LCRO of Manila; or PFSP where the AAP was executed/ registered.
Advisory on Marriages of both parents. (1 original or 1 certified photocopy)	PFSP where the birth was reported.
If the status of one or both of the parents is "Widow/Widower", certified photocopy (1 copy) of Death Certificate of previous spouse.	PFSP where the birth was reported.
If the status of one or both of the parent/s is "annulled" or "declared presumptively death", certified photocopy (1 copy) of annotated Certificate of Marriage with the previous spouse.	PFSP where the birth was reported.
If status of one or both parent/s is "Divorced", Certificate of Divorce (for Muslim) or divorce papers granted abroad. (1 Original or 1 Certified Photocopy)	PFSP where the birth was reported.
<b>20. Voluntary Emancipation of Minor</b>	
Certified photocopy (1 copy) of Affidavit of Voluntary Emancipation of Minor.	LCRO where the birth was registered.
Certificate of Registration of Voluntary Emancipation of Minor. (1 Original copy)	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate.	LCRO where the birth was registered.
<b>21. Supplemental Report of Birth</b>	
Certified photocopy (1 copy) of Affidavit of Supplemental Report.	LCRO where the birth was registered.
Certified photocopy (1 copy) of annotated Birth Certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate.	LCRO where the birth was registered.
If the date and place of marriage of parents are the items to be supplied in the Birth Certificate, certified photocopy (1 copy) of Marriage Certificate of parents.	LCRO where the birth was registered.
If the supplied entries is more than two (2) omitted entries, certified photocopy (1 copy) of Letter of Approval of the Civil Registrar General.	LCRO where the birth was registered.

<b>22. RA 9048 Correction of Clerical Error</b>	
Certified photocopy (1 copy) of Approved Petition for Correction of Clerical Error (CCE) with the LCRO decision.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Certificate of Finality.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Action Taken by the Civil Registrar General.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of annotated Birth Certificate.	LCRO where the birth was registered.
<b>23. RA 9048 Change of First Name</b>	
Certified photocopy (1 copy) of Approved Petition for Correction of First Name (CFN) with the LCRO decision.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Certificate of Finality.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Action Taken by the Civil Registrar General.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of annotated Birth Certificate.	LCRO where the birth was registered.
<b>23. RA 10172 Correction in the Day and/or Month of Birth or Sex</b>	
Certified photocopy (1 copy) of Approved Petition for Correction of Clerical Error (CCE) with the LCRO decision.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Certificate of Finality.	LCRO where the birth was registered.
Certified photocopy (1 copy) of Action Taken by the Civil Registrar General.	LCRO where the birth was registered.
Certified photocopy (1 copy) of unannotated Birth Certificate.	LCRO where the birth was registered.
Certified photocopy (1 copy) of annotated Birth Certificate.	LCRO where the birth was registered.

<b>24. Court Decree of Cancellation - Birth</b>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the birth was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the birth was registered.</p>	<p>LCRO where the decision was rendered and where the birth was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the birth was registered.</p>
<p>Certified photocopy (1 copy) of annotated birth certificate; or</p>	<p>LCRO where the birth was registered.</p>

Certified photocopy (1 copy) of annotated Report of Birth.	Philippine Foreign Service Post (PFSP) where the birth was reported.
Certified photocopy (1 copy) of unannotated birth certificate; or  Certified photocopy (1 copy) of unannotated Report of Birth	LCRO where the birth was registered.  PFSP where the birth was reported.
<b>25. RA 9255/ Affidavit to Use the Surname of the Father (AUSF)</b>	
Certified photocopy (1 copy) of Affidavit to Use the Surname of the Father (AUSF).  <u>Reminder:</u> 1. If the child is 6 years old and below, the mother or the guardian, in the absence of the mother executed the AUSF. 2. If the child is between 7-17 years old, he/she executed the AUSF with the attestation of the mother. 3. For the child who is of legal age, he/she can executed the AUSF without the need of attestation of the mother.	LCRO where the birth was registered; or  PFSP where the birth was reported.
Certified photocopy (1 copy) of Certificate of Registration of Affidavit to Use the Surname of the Father (AUSF).	LCRO where the birth was registered; or  PFSP where the birth was reported.
Certified photocopy (1 copy) of Affidavit of Admission of Paternity or Private Handwritten Instrument in case the child was not acknowledge by the father in the birth certificate.	LCRO where the birth was registered; or  PFSP where the birth was reported.
Certificate of Registration of Affidavit of Admission of Paternity or Private Handwritten Instrument. (1 Original or 1 Certified Photocopy)	LCRO where the birth was registered; or  PFSP where the birth was reported.
Certified photocopy (1 copy) of annotated birth certificate; or  Certified photocopy (1 copy) of annotated Report of Birth.	LCRO where the birth was registered.  Philippine Foreign Service Post (PFSP) where the birth was reported.
Certified photocopy (1 copy) of unannotated birth certificate; or  Certified photocopy (1 copy) of unannotated Report of Birth.	LCRO where the birth was registered.  PFSP where the birth was reported.

<p>In case the document submitted is Private Handwritten Instrument, Death Certificate of the Father. (1 Original or 1 Certified Photocopy)</p>	<p>LCRO where the birth was registered; or          LCRO/PFSP of the place where the legal instrument was executed/registered.</p>
<p><b>B. Death Certificate</b></p>	
<p><b>1. Change of Name or Correction of Entry - Death</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the death was registered; or          Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the death was registered.</p>	<p>LCRO where the decision was rendered and where the death was registered.          LCRO where the decision was rendered and LCRO where the death was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the death was registered; or          Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the death was registered.</p>	<p>LCRO where the decision was rendered and where the death was registered.          LCRO where the decision was rendered and LCRO where the death was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the death was registered; or          Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the death was registered.</p>	<p>LCRO where the decision was rendered and where the death was registered.          LCRO where the decision was rendered, and LCRO where the death was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the death was registered; or          Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was</p>	<p>LCRO where the decision was rendered and where the death was registered.          LCRO where the decision was rendered, and LCRO where the death was registered.</p>



rendered, and certified by the LCRO where the death was registered.	
Certified photocopy (1 copy) of annotated death certificate; or  Certified photocopy (1 copy) of annotated Report of Death	LCRO where the death was registered; or  PFSP where the death was reported.
Certified photocopy (1 copy) of unannotated birth certificate; or  Certified photocopy (1 copy) of unannotated Report of Death	LCRO where the death was registered; or  PFSP where the death was reported.
<b>2. Supplemental Report of Death</b>	
Certified photocopy (1 copy) of Affidavit of Supplemental Report.	LCRO where the death was registered.
Certified photocopy (1 copy) of annotated Death Certificate.	LCRO where the death was registered.
Certified photocopy (1 copy) of unannotated Death Certificate.	LCRO where the death was registered.
If the supplied entries is more than two (2) omitted entries, certified photocopy (1 copy) of Letter of Approval of the Civil Registrar General.	LCRO where the death was registered.
<b>3. RA9048 Death-Correction of Clerical Error</b>	
Certified photocopy (1 copy) of Approved Petition for Correction of Clerical Error (CCE) with the LCRO decision.	LCRO where the death was registered.
Certified photocopy (1 copy) of Certificate of Finality.	LCRO where the death was registered.
Certified photocopy (1 copy) of Action Taken by the Civil Registrar General.	LCRO where the death was registered.
Certified photocopy (1 copy) of unannotated Death Certificate.	LCRO where the death was registered.
Certified photocopy (1 copy) of annotated Death Certificate.	LCRO where the death was registered.
<b>3. Court Decree of Cancellation – Death</b>	
Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was	LCRO where the decision was rendered and where the death was registered.

<p>rendered and where the death was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the death was registered.</p>	<p>LCRO where the decision was rendered and LCRO where the death was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the death was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the death was registered.</p>	<p>LCRO where the decision was rendered and where the death was registered.</p> <p>LCRO where the decision was rendered and LCRO where the death was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the death was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the death was registered.</p>	<p>LCRO where the decision was rendered and where the death was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the death was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the death was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the death was registered.</p>	<p>LCRO where the decision was rendered and where the death was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the death was registered.</p>
<p>Certified photocopy (1 copy) of annotated death certificate; or</p> <p>Certified photocopy (1 copy) of annotated Report of Death</p>	<p>LCRO where the death was registered; or</p> <p>PFSP where the death was reported.</p>
<p>Certified photocopy (1 copy) of unannotated birth certificate; or</p>	<p>LCRO where the death was registered; or</p> <p>PFSP where the death was reported.</p>

<p>Certified photocopy (1 copy) of unannotated Report of Death</p>	
<p><b>C. Marriage Certificate</b></p>	
<p><b>1. Annulment of Marriage</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>

<p>Certified photocopy (1 copy) of annotated Marriage Certificate; or</p> <p>Certified photocopy (1 copy) of annotated Report of Marriage.</p>	<p>LCRO where the marriage was registered; or</p> <p>PFSP where the marriage was reported.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate; or</p> <p>Certified photocopy (1 copy) of unannotated Report of Marriage.</p>	<p>LCRO where the marriage was registered; or</p> <p>PFSP where the marriage was reported.</p>
<p><b>2. Declaration of Absolute Nullity of Marriage</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p>

<p>by LCRO where the decision was registered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate; or</p> <p>Certified photocopy (1 copy) of annotated Report of Marriage.</p>	<p>LCRO where the marriage was registered; or</p> <p>PFSP where the marriage was reported.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate; or</p> <p>Certified photocopy (1 copy) of unannotated Report of Marriage.</p>	<p>LCRO where the marriage was registered; or</p> <p>PFSP where the marriage was reported.</p>
<p><b>3. Foreign Decree of Divorce</b></p>	
<p>Certified photocopy (1 copy) of Foreign Decree of Divorce, registered at LCRO of Manila, and certified at the LCRO of where the marriage as registered.</p>	<p>LCRO of Manila; and</p> <p>LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of Certificate of Registration of Foreign Decree of Divorce registered at LCRO of Manila, and certified at the LCRO of where the marriage as registered.</p>	<p>LCRO of Manila; and</p> <p>LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Court Decision recognizing the Foreign Decree of Divorce issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision recognizing the Foreign Decree of Divorce, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision recognizing the Foreign Decree of Divorce issued by the LCRO where the decision was rendered and where the marriage was registered; or</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p>

<p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision recognizing the Foreign Decree of Divorce, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the death was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the death was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate; or</p> <p>Certified photocopy (1 copy) of annotated Report of Marriage.</p>	<p>LCRO where the marriage was registered; or</p> <p>PFSP where the marriage was reported.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate; or</p> <p>Certified photocopy (1 copy) of unannotated Report of Marriage.</p>	<p>LCRO where the marriage was registered; or</p> <p>PFSP where the marriage was reported.</p>
<p><b>4. Divorce Obtained through Shari'a Court</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>

the decision was rendered, and certified by the LCRO where the marriage was registered.	
Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or  Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered and where the marriage was registered.  LCRO where the decision was rendered and LCRO where the marriage was registered.
Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was registered and where the marriage was registered; or  Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered and where the marriage was registered.  LCRO where the decision was rendered, and LCRO where the marriage was registered.
Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was registered and where the marriage was registered; or  Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered and where the marriage was registered.  LCRO where the decision was rendered, and LCRO where the marriage was registered.
Certified photocopy (1 copy) of annotated Marriage Certificate; or  Certified photocopy (1 copy) of annotated Report of Marriage.	LCRO where the marriage was registered; or  PFSP where the marriage was reported.
Certified photocopy (1 copy) of unannotated Marriage Certificate; or  Certified photocopy (1 copy) of unannotated Report of Marriage.	LCRO where the marriage was registered; or  PFSP where the marriage was reported.
<u>Additional requirements if the marriage for annotation was not under PD1083 (Muslim</u>	

<u>marriage) and if one or both parties do not belong to Islam:</u>	
Certificate of Conversion to Islam of either or both parties/couple prior to divorce (1 copy)	Shari'a Circuit Court
Affidavit of Ratification (1 copy)	Shari'a Circuit Court
Certificate of Divorce (1 copy)	Shari'a Circuit Court
<b>5. Certificate of dissolution of Marriage for Indigenous Peoples (IPs)</b>	
Certified photocopy (1 copy) of Certificate of Dissolution of Marriage for IPs.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of Certificate of Registration Dissolution of Marriage for IPs	LCRO where the marriage was registered.
Certified photocopy (1 copy) of annotated Marriage Certificate.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of unannotated Marriage Certificate.	LCRO where the marriage was registered.
<b>6. Statement of Revocation of Dissolution of Marriage</b>	
Certified photocopy (1 copy) of Statement of Revocation of Dissolution of Marriage where the marriage was registered; or  Certified photocopy (1 copy) of Statement of Revocation of Dissolution of Marriage certified by the LCRO where the dissolution of marriage was registered and certified by the LCRO where the marriage was registered	LCRO where the marriage was registered.  LCRO where the dissolution of marriage was registered, and LCRO where the marriage was registered.
Certified photocopy (1 copy) of Certificate of Registration of Revocation of Dissolution of Marriage for IP's issued by LCRO where the marriage was registered.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of Certificate of Dissolution of Marriage for IPs where the marriage was registered; or  Certified photocopy (1 copy) of Certificate of Dissolution of Marriage for IPs certified by the LCRO where the dissolution of marriage was rendered and certified by the LCRO where the marriage was registered	LCRO where the marriage was registered.  LCRO where the dissolution of marriage was registered, and LCRO where the marriage was registered.



<p>Certified photocopy (1 copy) of Certificate of Registration of Dissolution of Marriage for IPs issued by LCRO where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of Dissolution of Marriage for IPs issued by the LCRO where the dissolution of marriage was rendered and certified by the LCRO where the marriage was registered</p>	<p>LCRO where the marriage was registered.</p> <p>LCRO where the dissolution of marriage was registered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p><b>7. Declaration of Presumptive Death of Spouse/Judicial Declaration of Absence</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered,</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>

and certified by the LCRO where the marriage was registered.	
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
Certified photocopy (1 copy) of annotated Marriage Certificate.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of unannotated Marriage Certificate.	LCRO where the marriage was registered.
<b>8. Legal Separation</b>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued</p>	LCRO where the decision was rendered and where the marriage was registered.

by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered, and LCRO where the marriage was registered.
Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was rendered and where the marriage was registered; or  Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered and where the marriage was registered.  LCRO where the decision was rendered, and LCRO where the marriage was registered.
Certified photocopy (1 copy) of annotated Marriage Certificate.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of unannotated Marriage Certificate.	LCRO where the marriage was registered.
<b>9. Court Order Setting Aside the Decree of Legal Separation</b>	
Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or  Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered and where the marriage was registered.  LCRO where the decision was rendered and LCRO where the marriage was registered.
Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or  Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered and where the marriage was registered.  LCRO where the decision was rendered and LCRO where the marriage was registered.
Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or	LCRO where the decision was rendered and where the marriage was registered.

<p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p><b>10. Change of Name or Correction of Entry</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p>

<p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p><b>11. Judicial Determination of the Fact of the Reappearance of Absent Spouse</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p>

<p>by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p><b>12. Affidavit of Reappearance</b></p>	
<p>Certified photocopy (1 copy) of Affidavit of Reappearance.</p>	<p>LCRO where the residence of the parties to the subsequent marriage.</p>
<p>Certified photocopy (1 copy) of Certificate of Registration Affidavit of Reappearance.</p>	<p>LCRO where the residence of the parties to the subsequent marriage.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate.</p>	<p>LCRO where the residence of the parties to the subsequent marriage.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate.</p>	<p>LCRO where the residence of the parties to the subsequent marriage.</p>
<p>Certified photocopy (1 copy) of Notice of Reappearance to Parties to the Subsequent Marriage.</p>	<p>LCRO where the residence of the parties to the subsequent marriage.</p>
<p><b>13. Separation of Property</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p>

<p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p><b>14. Revival of Former Property Regime</b></p>	
<p>Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p>

<p>Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>	<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of annotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate.</p>	<p>LCRO where the marriage was registered.</p>
<p><b>15. Certificate of Legal Capacity to Contract Marriage</b></p>	
<p>Certificate of Legal Capacity to Contract Marriage. (1 Copy)</p>	<p>Foreign Embassy concerned.</p>



Certified photocopy (1 copy) of unannotated Marriage Certificate.	LCRO where the marriage was registered.
<b>16. Partition and Distribution of Properties of Spouses and Delivery of the Children's Presumptive Legitime</b>	
Certified photocopy (1 copy) of Affidavit of Partition and Distribution of Properties of Spouses and Delivery of the Children's Presumptive Legitime	LCRO where the marriage was registered.
Certificate of Registration of Affidavit of Partition and Distribution of Properties of Spouses and Delivery of the Children's Presumptive Legitime (1 Certified Copy)	LCRO where the marriage was registered.
Certified photocopy (1 copy) of Certificate of Marriage with Remarks on Annulment/Nullity of Marriage.	LCRO where the marriage was registered.
<b>17. Marriage Settlements and Any Modification Thereof</b>	
Certified photocopy (1 copy) of Affidavit of Prenuptial Agreement.	LCRO where the marriage was registered.
Certificate of Registration Affidavit of Prenuptial Agreement. (1 Certified Copy)	LCRO where the marriage was registered.
Certified photocopy (1 copy) of unannotated Marriage Certificate.	LCRO where the marriage was registered.
<b>18. Supplemental Report of Marriage</b>	
Certified photocopy (1 copy) of Affidavit of Supplemental Report.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of annotated Marriage Certificate.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of unannotated Marriage Certificate.	LCRO where the marriage was registered.
If the supplied entries is more than two (2) omitted entries, certified photocopy (1 copy) of Letter of Approval of the Civil Registrar General.	LCRO where the marriage was registered.
<b>19. Waiver Rights/Interest of Absolute Community of Property</b>	

Certified photocopy (1 copy) of Affidavit of Waiver Rights/Interest of Absolute Community of Property	LCRO where the marriage was registered.
Certified photocopy (1 copy) of Certificate of Registration of Waiver Rights/Interest of Absolute Community of Property	LCRO where the marriage was registered.
<b>20. RA9048 Marriage-Correction of Clerical Error</b>	
Certified photocopy (1 copy) of Approved Petition for Correction of Clerical Error (CCE) with the LCRO decision.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of Certificate of Finality.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of Action Taken by the Civil Registrar General.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of unannotated Marriage Certificate.	LCRO where the marriage was registered.
Certified photocopy (1 copy) of annotated Marriage Certificate.	LCRO where the marriage was registered.
<b>21. Court Decree of Cancellation –Marriage</b>	
Certified photocopy (1 copy) Court Decision/Order issued by the Local Civil Registry Office (LCRO) where the decision was rendered and where the marriage was registered; or	LCRO where the decision was rendered and where the marriage was registered.
Certified photocopy (1 copy) of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered and LCRO where the marriage was registered.
Certified photocopy (1 copy) Certificate of Finality of Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or	LCRO where the decision was rendered and where the marriage was registered.
Certified photocopy (1 copy) of Certificate of Finality of Court Decision/Order, certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.	LCRO where the decision was rendered and LCRO where the marriage was registered.

<p>Certified photocopy (1 copy) Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of Certificate of Registration of the Court Decision/Order issued by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>		<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>		
<p>Certified photocopy (1 copy) Certificate of Authenticity of the Court Decision/Order issued by LCRO where the decision was rendered and where the marriage was registered; or</p> <p>Certified photocopy (1 copy) of the Certificate of Authenticity of the Court Decision/Order certified by the LCRO where the decision was rendered, and certified by the LCRO where the marriage was registered.</p>		<p>LCRO where the decision was rendered and where the marriage was registered.</p> <p>LCRO where the decision was rendered, and LCRO where the marriage was registered.</p>		
<p>Certified photocopy (1 copy) of annotated Marriage Certificate; or</p> <p>Certified photocopy (1 copy) of annotated Report of Marriage.</p>		<p>LCRO where the marriage was registered; or</p> <p>PFSP where the marriage was reported.</p>		
<p>Certified photocopy (1 copy) of unannotated Marriage Certificate; or</p> <p>Certified photocopy (1 copy) of unannotated Report of Marriage</p>		<p>LCRO where the death was registered; or</p> <p>PFSP where the marriage was reported.</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Set an appointment at <a href="https://appointment.psa.gov.ph/">https://appointment.psa.gov.ph/</a></p> <p>1.1 May opt to download the Application Form and Health Survey Form (if applicable) from the appointment website.</p> <p><b>Reminder:</b></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 and Health Survey</p>	None	Variable	<p>Outlet Supervisor PSA Civil Registry System Outlet</p> <p>or Chief, CRSD</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 date and time of appointment.</p>	<p>Form are available for download.</p>			
<p>2. Present the printed or electronic copy of the CRS Appointment Slip and one (1) valid ID.</p> <p><b>Reminder:</b></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>Chief, CRSD</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 receive the</p>	<p>None</p>	<p>1 minute</p>	<p><i>Information Marshal/ Security Guard</i></p> <p><i>Outlet Supervisor</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>completely filled-up health survey form.</p> <p>3.2 Check the body temperature of client using a thermal scanner.</p>			<p>PSA Civil Registry System Outlet</p> <p>or <i>Chief,</i> CRSD</p>
<p>4. Get an Application Form from the AF dispenser and fill-out the required information in PRINTED LETTERS.</p>	<p>4.1 Ensure that the necessary AF 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 <i>Chief,</i> CRSD</p>
<p>5. Proceed to the screening area.</p> <p>5.1 Present the AF and the required documents to the screener for completeness check.</p>	<p>5.1 Screen the AF and the requirements.</p> <p><b><u>For PhilID card /ePhilID holders:</u></b></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>5 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>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 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>			<p>or <b>Chief, CRSD</b></p>
<p>6. Get Queue Ticket Number (QTN)</p>	<p>6.1 Ensure that QTN is functioning and ready for distribution.</p>	<p>None</p>	<p>1 minute</p>	<p><i>Information Marshal/ Security Guard</i></p> <p><i>Outlet Supervisor PSA Civil Registry System</i></p>

				or Outlet Manager
<p>7. Proceed to the CDLI Encoding area.</p> <p>7.1 Wait for the QTN to be shown in the QMS Public Digital Display.</p> <p>7.2 Present the QTN, AF and the required documents to the encoder.</p>	<p>7.1 Ensure that the QMS Public Digital Display is functional.</p> <p>7.2 Receive the QTN, AF and other requirements.</p> <p>7.3 Conduct "Query First" to check the availability of the document in the system.</p> <p>7.4 Encode into the system the QTN and the details of the requests.</p> <p>7.5 Using the system, screen correctness and completeness of the submitted documents using checklist in the Annotation Wizard.</p> <p>7.5.1 If the documents are incomplete and failed to proceed with the request, print the Annotation Wizard Checklist.</p> <p>7.5.1.1 Return all the submitted documents, with the printed Annotation Wizard Checklist, to the client.</p>	None	12 Minutes	<p><i>Encoder</i> PSA Civil Registry System Outlet</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 <i>Chief,</i> CRSD</p>

	<p>7.5.1.2 Instruct the client to complete the missing requirement indicated in the Annotation Wizard Checklist.</p> <p>7.5.2 If the documents are complete and passed the Annotation Wizard Checklist, process the transaction.</p> <p>7.6 Return the AF, the ID(s) and/or authorization letter/SPA/Affidavit, and the documents to the client as it will be presented to the Collecting Officer prior to the payment of corresponding fees.</p>			
<p>8. Proceed to the payment area.</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 Submit the QTN, AF and the required documents to the Payment Window.</p> <p>8.3 Pay the corresponding fee for the request, either in cash or through online cashless payment. <b>Reminder:</b></p>	<p>8.1 Ensure that the QMS Public Digital Display is functional.</p> <p>8.2 Receive and check the QTN, AF and the requirements.</p> <p>8.3 Retrieve the transaction in the system using the search query.</p> <p>8.4 Accept the corresponding payment and generate an Official Receipt (OR).</p>	<p><u>Total Fee</u> Php 255.00 per copy</p> <p><u>Breakdown:</u></p> <p><u>Processing Fee:</u> -Php 225.00</p> <p><u>Documentary Stamp Tax</u> -Php 30.00</p>	2 minutes	<p><i>Collecting Officer,</i> PSA Civil Registry System Outlet</p> <p><i>Coordinator,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i></p>



<p>§ Check the details in the issued Official Receipt (OR).</p> <p>§ Make sure to count the change before leaving the counter.</p>	<p>8.5. Stamp the OR with the date and time of release.</p> <p>8.5 Give the OR to the client and return the presented valid IDs and/or authorization letter/SPA/Affidavit as it will be submitted to the Releasing Officer prior to the issuance of the requested document.</p> <p>8.6 Consolidate the documents subject to Premium Annotation.</p> <p>8.7 Prepare transmittal of the documents for Premium Annotation processing.</p> <p>8.8 Submit the transmittal and documents to the Document Receipt and Control Unit (DRCU).</p>			<p>PSA Civil Registry System Outlet</p> <p>or <i>Chief,</i> CRSD</p>
<p>9. Return to the CRS Outlet on the date and time of release of the Premium Annotation Request.</p>	<p>9.1 Receive the Premium Annotation Request.</p> <p>9.2 Check the transmittal and the attached documents.</p> <p>9.3 Scan the barcode and print</p>	<p>None</p>	<p>4 working days, 7 hours, and 15 minutes</p>	<p><i>Civil Register Management Division</i></p>

	<p>transmittal through RCC.</p> <p>9.4 Transmit the documents to the concerned backend processing unit.</p> <p>9.5 Conduct detailed screening of the documents.</p> <p>9.5.1 If the documents failed the detailed screening, issue "Feedback".</p> <p>9.5.2 If the documents passed the detailed screening, prepare document for annotation.</p> <p>9.6 Transmit the documents to Annotation Unit for processing.</p> <p>9.7. Reflect the annotation in the system.</p>			
10. Get Queue Ticket Number (QTN)	10.1 Ensure that QTN is functioning and ready for distribution.	None	1 minute	<p><i>Information Marshal/Security Guard</i></p> <p><i>Outlet Supervisor</i> PSA Civil Registry System</p> <p>or <i>Chief, CRSD</i></p>
11. Wait for the QTN to be shown in the QMS Public Digital Display to the	11.1 Ensure that the QMS Public	None	5 minutes	<i>Releaser,</i>

<p>available releasing window.</p>	<p>Digital Display is functional.</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>Chief,</i> CRSD</p>
<p>12. Proceed to the Releasing Window.</p> <p>12.1 Present the <b>ORIGINAL OR</b> and other requirements.</p> <p><b><u>For PhilID card /ePhilID holders:</u></b></p> <p>12.2 For PhilID card /ePhilID holders subject to biometric authentication, allow to scan the finger print using the fingerprint scanner.</p>	<p>12.1 Require the client to present/submit the requirements and check for correctness and completeness.</p> <p><b><u>For PhilID card /ePhilID holders:</u></b></p> <p>12.2 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>12.2.1 Ensure to complete the authentication procedure in the CRS Authentication Application using</p>	<p>None</p>	<p>10 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>or <i>Chief,</i> CRSD</p>

	<p>the client's biometrics via fingerprint scanner.</p> <p>12.2.2 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>12.3 Return the validated PhilID card/ePhilID to the client.</p> <p>12.4 Retrieve the transaction in the system using the search query.</p> <p>12.5 Check the status of the Premium Annotation request.</p> <p>12.6 If the Premium Annotation request resulted "Feedback", print/prepare the "Feedback Form" and the documents submitted for Premium Annotation processing.</p> <p>12.6.1 Return to the clients the documents including the</p>			
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	<p>Feedback Form and instruct to comply the requirements.</p> <p>12.7 If the processed Premium Annotation request yielded positive result, print the requested document in the Security Paper (Secpa).</p> <p>12.8 Control the printed document in SECPA using the system.</p>			
<p>13. Check the document.</p> <p>13.1 Sign the "Acknowledgement of Receipt" portion at the back of the AF and indicate the date of receipt.</p>	<p>13.1 Release the documents to the client.</p> <p>13.2 Ensure the client signed the "Conforme" portion at the back of the AF, indicating the printed name, signature and id number.</p> <p>13.3 Ensure the "Acknowledgement of Receipt" is accomplished by the client, indicating the printed name, signature and date of release.</p> <p>13.4 Affix the initials of the Releaser in the OR.</p> <p>13.5 Attached all the requirements: QTN, CRS</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>or <i>Chief,</i> CRSD</p>

	Appointment Slip (if printed), Authorization Letter/SPA/ Affidavit and photocopies of valid IDs to the AF/transaction slips.	
<b>TOTAL PROCESSING TIME: FIVE (5) WORKING DAYS EXCLUSIVE OF QUEUEING TIME.</b>		

**Special Cases/Situations:**

SITUATION	ACTION	LOCATION	REMARKS
1. The findings of the Query First resulted to blurred civil registry document.	1. The request for Premium Annotation will not be processed, but instead, the documents will be received for endorsement to the backend processing unit as Regular Annotation request. 1.1 Receive the documents from the client. 1.2 Issue an Acknowledgement Receipt to the client, indicating when will the document be available for request, and the phone number for follow ups. 1.3 Inform the client that once the Regular Annotation is processed, the client can proceed to request the document under Copy Issuance service. 1.4 Transmit the document to the CDLI Coordinator.	Document Receipt and Control Unit (DRCU), Civil Register Management Division	

	<p>1.5 Prepare transmittal of the documents to be transmitted to Document Receipt and Control Unit (DRCU).</p>		
<p><b>TOTAL PROCESSING TIME: SEVEN (7) WORKING DAYS EXCLUSIVE OF QUEUEING TIME.</b></p>			

<p>2. There is a previous Feedback not yet complied.</p>	<p>2. The request for Premium Annotation will not be processed.          2.1 Print the Feedback Form.          2.2 Issue the Feedback Form to the client and instruct to comply the requirements.          2.3 Return the documents to the client.</p>		
<p><b>Premium Annotation requests with previous Feedback on the same document will not be processed.</b></p>			