

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

PSA authenticates recently registered marriage document of contracting parties not yet available in the Civil Registry System Database (unconverted documents).

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

Office or Division:	Civil Registration Services Division (CRSD)	
Classification:	Simple	
Type of Transaction:	Government-to-Citizens (G2C)	
Who may avail:	General public of legal age (18 years old and above)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Basic Requirements for all types of Requesters	
	Printed or electronic copy of valid CRS Appointment Slip (1 copy) bearing the name of the client that will transact in the PSA Civil Registry System Outlet. Reminder: § If the client is an authorized representative, the CRS Appointment Slip should be in his/her name.	Booked through the CRS Appointment System https://appointment.psa.gov.ph
	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) – Marriage Certificate (Pink Form) accomplished in PRINTED LETTERS	AF dispenser at the PSA Civil Registry System Outlet;

(1 copy)	Or at the CRS Appointment System
<p>Photocopy of the Marriage Certificate issued by the Local Civil Registry Office (LCRO) certified by the issuing officer, with no erasures or any signs of tampering (1 copy); or</p> <p>Civil Registry Form No. 3A (Marriage-available) of the transcription of Facts of Marriage from the Registry Book of Marriage issued by the Local Civil Registry Office (LCRO) certified by the issuing officer, with no erasures or any signs of tampering (1 copy)</p>	City/Municipal Civil Registry Office where the event has taken place and has been registered.
<p>If the Authentication Request will be availed at the PSA Civil Registry Outlet hosted by the Local Government Unit:</p> <p>Original Copy of the Official Receipt (OR) from Local Government Unit (LGU) as proof of payment of the LGU Add-on Fee as per City Ordinance. (1 copy)</p>	City Treasurer's Office
Additional Requirements by Type of Requester	
1. Principal (Spouses/Husband and Wife)	
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)
2. Direct Descendant (Marital Children)	
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)
3. Guardian to his/her ward	
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)
4. Nearest of kin, if both contracting parties are deceased (Parents, Brother/Sister, Grandparent, Grandchildren)	
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 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities. (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
5. Authorized Representative	
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). Reminder: § 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.	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)
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)	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	Any of the contracting parties (husband or wife) authorizing the representative

<p>statement as to the purpose will not be accepted;</p> <p>2) Indicate the type of document, and must be able to provide the specific details required in the AF;</p> <p>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;</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>6. Priority Clients</p>	
<p>6.1 Senior Citizen requesting for the authentication of his/her own marriage document and his/her parents</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</p> <p>Philippine Identification (ID) Card/ ePhilID (1 original)</p>	<p>Office of the Senior Citizens Affairs (OSCA) and/or local government units (LGUs)</p> <p>Philippine Statistics Authority</p>
<p>6.2 Physically Challenged Client/PWD requesting for the authentication of his/her own marriage document and his/her parents</p>	
<p>PWD ID Card complete with CLEAR PHOTO, FULL NAME IN PRINT,</p>	<p>National Council on Disability Affairs (NCDA) Office of the Mayor, Office of the Barangay, Department of Social Welfare and Development</p>

SIGNATURE and issued by an official authority (1 original); or Philippine Identification (ID) Card/ ePhilID (1 original)		or other organization with Memorandum of Agreement with the Department of Health Philippine Statistics Authority		
6.3 Pregnant Woman requesting for the authentication of her own marriage document and parents				
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)		
6.4 Health and Emergency Frontline Service Provider requesting for the authentication of his/her own marriage document, and parents				
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)		
6.5 Clients who are PhilID card/ePhilID holders				
Philippine Identification (ID) Card (1 original) or ePhilID (1 original) Reminder: § PhilID card/ePhilID holders are allowed to request only his/her own marriage document and his/her parents		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. Set an appointment at https://appointment.psa.gov.ph/</p> <p>1.1 May opt to download the Application Form-Marriage Certificate (Pink Form) and Health Survey Form (if applicable) from the appointment website.</p> <p><u>Reminder:</u></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><u>Reminder:</u></p> <p>§ Clients with PhilID/ePhilID and requesting for Authentication of own Marriage Certificate, or his/her or parents, are allowed to transact in the outlet without an appointment.</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-Marriage Certificate (Pink Form) and Health Survey Form are available for download.</p>	<p>None</p>	<p>Variable</p>	<p><i>Outlet Supervisor PSA Civil Registry System Outlet</i></p> <p>or</p> <p><i>Outlet Manager</i></p>
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<p>2. Present the printed or electronic copy of the CRS Appointment Slip and one (1) valid ID.</p> <p>Reminder:</p> <p>For Authorized Representative (AR)</p> <p>§ Valid Identity Document (ID) of the document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) and the AR's valid ID.</p> <p>§ CRS Appointment Slip bearing the name of the AR.</p> <p>2.1 If the Authentication Request will be availed at the PSA Civil Registry Outlet hosted by the Local Government Unit, present the printed or electronic copy of the CRS Appointment Slip, together with the original OR from Local Government Unit (LGU) as proof of payment of the LGU Add-on Fee, and one (1) valid ID upon entry in the PSA Civil</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> <i>PSA Civil Registry System Outlet</i></p> <p>or <i>Outlet Manager</i></p>
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Registry System Outlet.				
<p>3. Pass through Health and Safety Protocol of the PSA Civil Registry System Outlet.</p> <p>3.1 If applicable, allow the updated QR Code of the COVID-19 Digital Contact Tracing App be scanned, or fill-up and submit the Health Survey Form.</p> <p>3.2 Allow temperature check.</p>	<p>3.1 Ensure that the client scanned and passed the COVID-19 Digital Contact Tracing App, or received the completely filled-up health survey form.</p> <p>3.2 Check the body temperature of client using a thermal scanner.</p>	None	1 minute	<p><i>Information Marshal/ Security Guard</i></p> <p><i>Outlet Supervisor PSA Civil Registry System Outlet</i></p> <p>or</p> <p><i>Outlet Manager</i></p>
4. Get Queue Ticket number (QTN)	4.1 Ensure that QTN is ready for distribution.	None	1 minute	<p><i>Information Marshal/Security Guard</i></p> <p><i>Outlet Supervisor PSA Civil Registry System</i></p> <p>or</p> <p><i>Outlet Manager</i></p>
5. Get an Application Form- Marriage Certificate (Pink Form) from the AF dispenser and fill-out the required information in PRINTED LETTERS.	5.1 Ensure that the necessary AF-Marriage Certificate is made available at the AF dispenser.	None	2 minutes	<p><i>Information Marshal, PSA Civil Registry System Outlet</i></p> <p><i>Team Leader, PSA Civil Registry System Outlet</i></p> <p><i>Outlet Supervisor PSA Civil Registry System Outlet</i></p> <p>or</p>

				<i>Outlet Manager</i>
<p>6. Proceed to the screening area.</p> <p>6.1 Present the AF and the required documents to the screener for completeness check.</p>	<p>6.1 Screen the certified photocopy of the Marriage Certificate issued by the LCRO, the completeness of the entries in the AF and other requirements.</p> <p><u>For PhilID card /ePhilID holders:</u></p> <p>6.2 Screen the validity of the PhilID Card through its basic overt and covert security features, or scan the QR Code of the PhilID Card/ePhilID using PhilSys Check.</p> <p>6.3 Return the validated PhilID card/ePhilID to the client.</p> <p>6.4 Return the PhilID Card/ePhilID that failed the validation to the client and request for a new valid ID.</p> <p>6.5 Return the certified photocopy of the Marriage Certificate issued by the LCRO, the AF, the ID(s) and/or authorization letter/SPA/Affidavit to the client as it will be presented to the Collecting Officer</p>	None	10 minutes	<p><i>Screener, PSA Civil Registry System Outlet</i></p> <p><i>Team Leader, PSA Civil Registry System Outlet</i></p> <p><i>Outlet Supervisor, PSA Civil Registry System Outlet</i></p> <p>or <i>Outlet Manager</i></p>

	prior to the payment of corresponding fees.			
<p>7. Proceed to the payment window.</p> <p>7.1 Submit the AF and the required documents to the Payment Window.</p> <p>7.2 Pay the corresponding fee for the request, either in cash or through online cashless payment.</p> <p>§ Priority Clients to proceed to the Priority Lane.</p> <p>§ Clients with PhilID card/ePhilID to proceed to the Priority Lane/ Special Lane.</p> <p>Reminder:</p> <p>§ Check the details in the issued Official Receipt (OR).</p> <p>§ Make sure to count the change before leaving the counter</p>	<p>7.1 Check the AF and the requirements.</p> <p>7.2 Encode the details of the request.</p> <p>7.3 Accept the corresponding payment and generate an Official Receipt (OR).</p> <p>7.4 Indicate therein the date and estimated time of release.</p> <p>7.5 Attach altogether the CRS Appointment Slip (if printed), QTN and accomplished AF.</p> <p>7.6 Give the OR to the client and return the presented requirements as it will be submitted to the Releasing Officer prior to the issuance of the authenticated document.</p> <p>For Priority Clients:</p> <p>7.7 Write a "Priority Lane or PL" in the AF of the Priority Client and instruct</p>	<p><u>Total Fee</u></p> <p>Php 155.00 per copy</p> <p><u>Breakdown:</u></p> <p><u>Processing Fee:</u></p> <p>-Php 125.00</p> <p><u>Documentary Stamp Tax</u></p> <p>-Php 30.00</p>	10 minutes	<p><i>Collecting Officer,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>

	<p>to remain for the release of the requested document on Priority Lane Releasing Windows</p> <p>7.8 Forward the AF and the certified photocopy of the Marriage Certificate to the Request Service Officer (RSO) for verification from the Civil Registry System (CRS) Database.</p>			
<p>8. Proceed to the Releasing Area and wait while the request is being processed.</p>	<p>8.1 Control the authentication request for documentation.</p> <p>8.2 Verify from the CRS database the request on the basis of details that has been written by the requester in the AF-Marriage Certificate.</p> <p>Conduct verification from the CICA System pursuant to the PSA Office Memorandum No. 2021-139 dated 01 June 2021.</p> <p>8.2.1 In the event that the document being requested for authentication is already <u>available in the CRS database</u>,</p>	<p>None</p>	<p>2 hours</p> <p>Reminder:</p> <p>§ Processing time maybe extended depending on the result of verification from the System.</p>	<p><i>Request Service Officer, PSA Civil Registry System Outlet</i></p>

	<p>the application is treated as copy issuance.</p> <p>8.2.2 Print the result of verification in CRS Security Paper (SECPA).</p> <p>8.2.3 Control the printed document in SECPA using the QMS Releasing Manager application.</p> <p>8.2.4 Match and sort the printed document with the corresponding AF.</p> <p>8.3 In case the document is <u>not yet</u> enrolled in the CRS Database, verify the specimen signature of the C/MCR (issuing officer) from the CICA System.</p> <p>8.3.1 If the <u>signature matches</u>, stamp the document for the approval/ signature of the Authentication Officer/Outlet Supervisor.</p> <p>8.4 If the signature of the issuing officer from the Local Civil Registry Office (LCRO) <u>failed the validation process</u>, a</p>		<p><i>Barcode Controller,</i> PSA Civil Registry System Outlet</p> <p><i>Sorter/ Matcher,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>
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	<p>Rejection Slip is to be issued.</p> <p>8.5 Forward the document/result of verification for release to the Releasing Area.</p>			
<p>9. Wait for the name of the document owner/client to be called.</p>	<p>9.1 Announce in batch the names of document owners/client and the type of requests that are ready for release.</p>	None	20 minutes	<p><i>Releaser,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>
<p>10. Proceed to the Releasing Window where the document owner/client's name was called.</p> <p>10.1 Present the ORIGINAL OR and other requirements.</p>	<p>10.1 Check the OR as to the scheduled date and time of release.</p> <p>10.2 Require the client to present/submit the requirements and check for correctness and completeness before releasing the request.</p> <p><u>For PhilID card /ePhilID holders:</u></p> <p>10.3 Check the validity of the PhilID Card presented through its basic</p>	None	10 minutes	<p><i>Releaser,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>

	<p>overt and covert security features, or scan the QR Code of the PhilID Card/ePhilID use PhilSys Check.</p> <p>10.4 Return the validated PhilID card/ePhilID to the client.</p> <p>10.4.1 Return the PhilID Card/ePhilID that failed the validation to the client and request for a new valid ID.</p>			
<p>11. Check the document.</p> <p>11.1 Sign the “Received by” portion at the back of the AF and indicate the date of receipt.</p>	<p>11.1 Issue the result of the verification:</p> <p>11.1.1 If the document passed the Authentication process, issue the PSA-authenticated document.</p> <p>11.1.2 If the document is available in the CRS Database, issue the PSA copy of the Marriage Certificate.</p> <p>11.1.3 For those authentication requests that failed the validation process, return the Certified Photocopy of the Marriage Certificate submitted for authentication</p>	None	5 minutes	<p><i>Releaser,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>

	<p>together with the Rejection Slip to the client.</p> <p>11.1.3.1 Advise the client to get another Certified Photocopy of the Marriage Certificate from the LCRO.</p> <p>11.2 Require the client to sign the "Received by" portion and indicate the date of receipt at the back of the AF.</p> <p>11.3 Ensure to write in PRINT the name of the client, the type of ID presented, ID number, releasing window number and date and time of release.</p> <p>11.4 Stamp the OR as "RELEASED" and indicate the date of release.</p> <p>11.5 Affix the initials of the Releasing Officer in the OR.</p> <p>11.6 Release the document to the claimant.</p> <p>11.7 Attach all the requirements: QTN, CRS Appointment Slip (if printed),</p>			
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Authorization Letter/SPA/ Affidavit and photocopies of valid IDs to the AF.			
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TOTAL PROCESSING TIME: THREE (3) HOURS EXCLUSIVE OF QUEUEING TIME.