

7. Issuance of Certificate of No Marriage /Advisory on Marriages at PSA Civil Registry System Outlet under Civil Registry System Information Technology Project Phase I (CRS-ITP1)

Provision of certification to an individual as to whether a record(s) of marriage(s) (Advisory on Marriages) is/are enrolled and is/are available in the Civil Registry System (CRS) database or there is none (CENOMAR).

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. <u>Reminder:</u> § 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) – Certificate of No Record of Marriage (Green Form) accomplished in PRINTED LETTERS (1 copy)	AF dispenser at the PSA Civil Registry System Outlet; Or at the CRS Appointment System
If the request for Copy Issuance of civil registry document will be availed at the PSA	

<p>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>	<p>City Treasurer's Office</p>
<p>Additional Requirements by Type of Requester</p>	
<p>1. Principal (Document Owner)</p>	
<p>Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)</p>	<p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)</p>
<p>2. Spouse (Husband/Wife)</p>	
<p>Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)</p>	<p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., PhilID, DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)</p>
<p>3. Direct Descendant (Marital Children)</p>	
<p>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)</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>4. Guardian to his/her ward</p>	
<p>Court decision assigning the client as legal guardian (1 original and 1 photocopy) and/or;</p> <p>Duly notarized Affidavit of Guardianship (1 original)</p>	<p>Clerk of the appropriate Court that rendered the decision</p> <p>Lawyer/Notary Public</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>

5. Authorized Representative	
<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)</p> <p><u>Reminder:</u></p> <p>§ For authorization letter and Special Power of Attorney (SPA) received from abroad, document owner should provide a scanned/photocopy of passport as valid ID.</p>	<p>Document owner (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"> 1) Issued by the document owner or the legal guardian, and specifically state that its purpose is to secure civil registry document from PSA. A general statement as to the purpose will not be accepted; 2) Indicate the type of document, and must be able to provide the specific details required in the AF; 3) Typewritten or handwritten in a clean sheet of paper and should bear the signature of the document owner. The full name and signature appearing in the authorization letter must be identical to the valid ID of the document owner except for the Philippine Identification (PhilID) card /ePhilID; 4) Multipurpose SPA can be accepted provided that the intent to secure specific civil registry document/certification from the PSA is specifically indicated; 	<p>Document owner</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. Special Cases Clients</p>	
<p>6.1 Guardian of document owner who is a minor or below 18 years of age.</p>	
<p>Court decision assigning the requester as legal guardian (1 original and 1 photocopy) and/or;</p> <p>Duly notarized Affidavit of Guardianship (1 original) supported by any of the following:</p> <ol style="list-style-type: none"> 1) Barangay Certification that the minor is in the custody of the requesting party/ guardian (1 original) 2) School ID/Report Card of the minor that indicate the name of the requester as Guardian (1 original and 1 photocopy) 	<p>Clerk of the appropriate Court that rendered the decision</p> <p>Lawyer/Notary Public</p> <p>Office of the Barangay where the Guardian currently resides</p> <p>Educational institution recognized by the Department of Education.</p>
<p>Valid Identity Document 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>6.2 Nearest of kin of the deceased document owner (Parents, Brother/Sister, Grandparent, Grandchildren)</p>	
<p>Duly notarized Affidavit of Kinship (1 original) stating that the requester is the nearest surviving relative of the deceased.</p>	<p>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 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)
7. Priority Clients	
7.1 Senior Citizen requesting for his/her own document, his/her spouse, and his/her parents	
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)	Office of the Senior Citizens Affairs (OSCA) and/or local government units (LGUs) Philippine Statistics Authority
7.2 Physically Challenged Client/PWD requesting for his/her own document, his/her spouse, and his/her parents	
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
7.3 Pregnant Woman requesting for his/her own document, his/her spouse, and his/her 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)

7.4. Health and Emergency Frontline Service Provider requesting for his/her own document, his/her spouse, and his/her 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)			
7.5 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 for his/her own document, his/her spouse, and his/her parents.		Philippine Statistics Authority			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Set an appointment at https://appointment.psa.gov.ph/ 1.1 May opt to download the Application Form-Certificate of No Record of Marriage (Green Form) and Health Survey Form	1.1 CRS Appointment System send out appointment confirmation to the client email address. 1.2 Ensure that the Application Form-Certificate of No Record of Marriage (Green Form) and	None	Variable	Outlet Supervisor PSA Civil Registry System Outlet or Outlet Manager	

<p>(if applicable) from the appointment website.</p> <p>Reminder:</p> <p>§ Application Form can be accomplished prior to scheduled date of appointment.</p> <p>§ Health Survey Form must be accomplished at the CRS Outlet on the date of the appointment.</p> <p>1.2 Go to the CRS Outlet on the actual date and time of appointment.</p> <p>Reminder:</p> <p>§ Clients with PhilID/ePhilID and requesting for his/her own document, his/her spouse, and his/her parents, are allowed to transact in the outlet without an appointment.</p>	<p>Health Survey 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>Reminder:</p>	<p>2.1 Check carefully the following information on the presented CRS Appointment Slip:</p> <p>a. Outlet Name; b. Name of client;</p>	<p>None</p>	<p>1 minute</p>	<p><i>Information Marshal/ Security Guard</i></p> <p><i>Outlet Supervisor</i></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 request for CENOMAR/ Advisory on Marriages will be availed at the PSA Civil Registry Outlet hosted by the Local Government Unit, present the printed or electronic copy of the CRS Appointment Slip, together with the original OR from Local Government Unit (LGU) as proof of payment of the LGU Add-on Fee, and one (1) valid ID upon entry in the PSA Civil Registry System Outlet.</p>	<p>c. Scheduled date and time; and d. IDs presented.</p>			<p>PSA Civil Registry System Outlet</p> <p>or <i>Outlet Manager</i></p>
<p>3. Pass through Health and Safety Protocol of the PSA Civil Registry System Outlet.</p>	<p>3.1 Ensure that the client scanned and passed the COVID-19 Digital Contact Tracing App, or</p>	<p>None</p>	<p>1 minute</p>	<p><i>Information Marshal/ Security Guard</i></p>

<p>3.1 If applicable, allow the updated QR Code of the COVID-19 Digital Contact Tracing App be scanned, or fill-up and submit the Health Survey Form.</p> <p>3.2 Allow temperature check.</p>	<p>receive the completely filled-up health survey form.</p> <p>3.2 Check the body temperature of client using a thermal scanner.</p>			<p><i>Outlet Supervisor</i> PSA Civil Registry System Outlet</p> <p>or</p> <p><i>Outlet Manager</i></p>
<p>4. Get Queue Ticket number (QTN)</p>	<p>4.1 Ensure that QTN is ready for distribution.</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</p> <p>or</p> <p><i>Outlet Manager</i></p>
<p>5. Get an Application Form- Certificate of No Record of Marriage (Green Form) from the AF dispenser and fill-out the required information in PRINTED LETTERS.</p>	<p>5.1 Ensure that the necessary AF-CENOMAR is made available at the AF dispenser.</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Information Marshal,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor</i> PSA Civil Registry System Outlet</p> <p>or</p> <p><i>Outlet Manager</i></p>

<p>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 AF and the 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 AF and the ID(s) and/or authorization letter/SPA/Affidavit to the client as it will be presented to the Collecting Officer prior to the payment of corresponding fees.</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Screener,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i> PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>Or</p> <p><i>Outlet Manager</i></p>
<p>7. Proceed to the payment window.</p> <p>7.1 Submit the AF and the required documents to the Payment Window.</p>	<p>7.1 Check the AF and the requirements.</p> <p>7.2 Encode the details of the requests.</p>	<p><u>Total Fee</u> Php 210.00 per copy</p> <p><i>Breakdown:</i></p> <p><i>Processing Fee:</i></p>	<p>10 minutes</p>	<p><i>Collecting Officer,</i> PSA Civil Registry System Outlet</p> <p><i>Team Leader,</i></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><u>Reminder:</u></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>7.3 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 requester and return the presented requirements as it will be submitted to the Releasing Officer prior to the issuance of the requested document</p> <p><u>For Priority Clients:</u></p> <p>7.7 Write a “Priority Lane or PL” in the AF of the Priority Client and instruct the client that the release of the requested document will be on Priority Lane Releasing Windows.</p> <p>7.8 Forward the AF to the Request Service Officer (RSO) for verification from the</p>	<p>- Php 180.00</p> <p><i>Documentary Stamp Tax</i> - Php 30.00</p>	<p>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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	Civil Registry System (CRS) Database.			
8. Proceed to the Releasing Area on the date and time of release.	<p>8.1 Verify from the CRS database the request on the basis of details that has been written by the requester in the AF-CENOMAR.</p> <p>Conduct verification from the CICA System pursuant to the issued PSA Office Memorandum No. 2021-64 dated 01 March 2021 about the document owner as both as male and as female.</p> <p>8.1.1 If there is no record of Marriage in the CRS Database, print the Certificate of No Marriage (CENOMAR).</p> <p>8.1.2 In case that the client has a record of Marriage in the CRS Database, instead of the Certificate No Marriage (CENOMAR), the document to be issued is the Advisory on Marriages.</p> <p>8.2 RSO to print the result of the</p>	None	<p>1 working day and 7 hours</p> <p><u>Reminder:</u></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>verification of the request in CRS Security Paper (SECPA).</p> <p>8.3 Control the printed document in SECPA using the QMS Releasing Manager application.</p> <p>8.4 Match and sort the printed document with the corresponding AF.</p> <p>8.5 Forward document ready for release to the Releasing Area.</p>			<p><i>Barcode Controller, PSA Civil Registry System Outlet</i></p> <p><i>Sorter/Matcher, 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><i>or</i> <i>Outlet Manager</i></p>
<p>9. Wait for the name of the document owner/client to be called.</p> <p>9.1 Proceed to the Releasing Window where the document owner/client's name was called.</p>	<p>9.1 Announce in batch the names of the document owner/client and the type of request that are ready for release.</p> <p>9.2 Check the OR as to the scheduled date and time of release.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Releaser, PSA Civil Registry System Outlet</i></p> <p><i>Team Leader, PSA Civil Registry System Outlet</i></p> <p><i>Outlet Supervisor,</i></p>

<p>9.2 Present the ORIGINAL OR and other requirements</p> <p>9.3 Wait for the name of the document owner/client to be called.</p>	<p>9.3 Search for the requested certification.</p> <p>9.4 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>9.5 Check the validity of the PhilID Card presented through its basic overt and covert security features, or scan the QR Code of the PhilID Card/ePhilID using PhilSys Check.</p> <p>9.6 Return the validated PhilID card/ePhilID to the client.</p> <p>9.7 Return the PhilID Card/ ePhilID that failed the validation to the client and request for a new valid ID.</p>			<p>PSA Civil Registry System Outlet</p> <p>or</p> <p><i>Outlet Manager</i></p>
<p>10. Check the document.</p> <p>10.1 Sign the “Received by” portion at the back of</p>	<p>10.1 Issue the result of the verification:</p> <p>10.1.1 If there is no record of Marriage in the CRS</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Releaser,</i> PSA Civil Registry System Outlet <i>Team Leader,</i></p>

<p>the AF and indicate the date of receipt.</p>	<p>Database, issue the Certificate of No Marriage (CENOMAR).</p> <p>10.1.2 If there is a record of Marriage in the CRS Database issue the Advisory on Marriages.</p> <p>10.2 Require the client to sign the “Received by” portion and indicate the date of receipt at the back of the AF.</p> <p>10.3 Ensure to write the name of the client in PRINTED letters, the type of ID presented, ID number, releasing window number and date and time of release.</p> <p>10.4 Stamp the OR as “RELEASED” and indicate the date of release.</p> <p>10.5 Affix the initials of the Releaser in the OR.</p> <p>10.6 Release the requested document to the client.</p> <p>10.7 Attached all the requirements: QTN, CRS Appointment Slip (if printed),</p>		<p>PSA Civil Registry System Outlet</p> <p><i>Outlet Supervisor,</i> PSA Civil Registry System Outlet</p> <p>or</p> <p><i>Outlet Manager</i></p>
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	Authorization Letter/SPA/Affidavit and photocopies of valid IDs to the AF.			
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TOTAL PROCESSING TIME: <u>TWO (2) WORKING DAYS</u> EXCLUSIVE OF QUEUEING TIME.
