

# CIVIL REGISTRY SYSTEM OUTLET

## REGIONAL OUTLET

### External Services

#### 1. Authentication of Birth Certificate (Walk-in clients) at PSA Civil Registry System–Regional Outlet

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

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

<b>Office or Division:</b>	Regional Statistical Services Office (RSSO)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government-to-Citizen (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 Requirement for all types of Requesters</b>		
Certified photocopy of the Birth Certificate issued by the Local Civil Registry Office (LCRO) with fresh signature of the issuing officer, no erasures or any signs of tampering (1 copy)	City/Municipal Civil Registry Office where the event has taken place and has been registered.	
<b>Additional Requirements by Type of Requester</b>	PSA Civil Registry System– Regional Outlet	
<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., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)	

Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
<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 scanned/or photocopy of the passport as valid ID.	Document owner (i.e., 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., 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) written in a clean sheet of paper and dated; 2) indicate the type of document, the number of copies and the specific details of the document to be requested; 3) indicate the complete name of the authorized representative; and 4) bear the fresh signature of the document owner that matches his/her ID.	Document owner
Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
<b>3. Immediate Family Member of the Document Owner: Spouse (Husband/Wife), Direct Descendant (Son/Daughter) and Biological or Legal Parent (Father/Mother)</b>	

Valid Identity Document (ID) of requesting immediate family member of the document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1copy)	Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
<b>4. Special Cases Clients</b>	
<b>4.1 Guardian of document owner who is a minor or below 18 years of age.</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> <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 indicates the name of the requester as Guardian</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>
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., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
<b>4.2 Nearest of kin of a deceased person (Brother/Sister/Grandparent)</b>	
Duly notarized Affidavit of Kinship (1 original)	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	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)

authority (1 original and photocopy)	1	
Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1 copy)		Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
<b>5. Priority Clients</b>		
<b>5.1 Senior Citizen requesting for the authentication of his/her own birth document, spouse, parents and son/daughter</b>		
Senior Citizen's 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)		Office of the Senior Citizen Affairs (OSCA) and/or local government units (LGUs)
Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1 copy)		Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
<b>5.2 Physically Challenged Client/PWD requesting for the authentication of his/her own birth document, spouse, parents &amp; son/daughter</b>		
PWD ID Card complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (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.
Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1 copy)		Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
<b>5.3 Pregnant Woman requesting for the authentication of her own birth document, 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., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Completely filled-up Application Form (AF) - Birth Certificate (White Form) accomplished in PRINTED LETTERS (1 copy)		Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Get an Application Form - Birth Certificate (White Form) from the Information Marshal's booth and fill-out the required information in PRINTED LETTERS.</p>	<p>1.1 Ensure that the necessary AF-Birth Certificate is made available at the Information Marshal's booth</p>	None	5 minutes	<p>Information Marshal, PSA Civil Registry System–Regional Outlet</p> <p>Team Leader, PSA Civil Registry System–Regional Outlet</p> <p>Outlet Supervisor, PSA Civil Registry System–Regional Outlet</p> <p>or Outlet Manager/Regional Director, RSSO</p>
<p>2. Submit the required documents to the Payment Window for completeness check.</p> <p>- Regular Clients Payment Windows</p> <p>- Priority Clients Payment Windows</p>	<p>2.1 Screen the certified photocopy of the Birth Certificate issued by the LCRO, the completeness of the entries in the AF and other requirements.</p> <p>2.2 Encode the details of the request.</p> <p>2.3 Return the ID(s) and/or authorization letter/SPA to the requester as it will be presented and submitted to the Releasing Officer prior to the</p>	None	10 minutes	<p>Collecting Officer, PSA Civil Registry System–Regional Outlet</p> <p>Team Leader, PSA Civil Registry System–Regional Outlet</p> <p>Outlet Supervisor, PSA Civil Registry System–Regional Outlet</p> <p>or</p>

	issuance of the authenticated document.			Outlet Manager/ Regional Director, RSSO
<p>3. Pay the corresponding fee for the request.</p> <p><b>Reminder:</b></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>3.1 Accept the corresponding payment and generate an Official Receipt (OR).</p> <p>3.2 Indicate therein the date and estimated time of release.</p> <p>3.3 Forward the AF and certified photocopy of Birth Certificate to the Request Service Officer (RSO) for verification from the Civil Registry System (CRS) Database.</p>	<p><u>Total Fee</u> Php 155.00 per copy</p> <p>Breakdown: Processing Fee: - Php 125.00</p> <p>Documentary Stamp Tax - Php 30.00</p>	10 minutes	<p>Collecting Officer, PSA Civil Registry System– Regional Outlet</p> <p>Team Leader, PSA Civil Registry System– Regional Outlet</p> <p>Outlet Supervisor, PSA Civil Registry System– Regional Outlet</p> <p>or Outlet Manager/ Regional Director, RSSO</p>
4. Proceed to the Releasing Area.	<p>4.1 Verify from the CRS database the request on the basis of details that has been written by the requester in the AF – Birth Certificate.</p> <p>As per business rule, RSO must conduct at least four (4) unique queries from the CICA System.</p> <p>4.1.1 In the event that the document being requested for authentication is already <u>available in the CRS Database</u>, the application is</p>	None	2 hours	Request Service Officer, PSA Civil Registry System– Regional Outlet

	<p>treated as copy issuance.</p> <p>4.1.2 RSO to print the result of verification in CRS Security Paper (SECPA).</p> <p>4.1.3 Control the printed document in SECPA using the QMS Releasing Manager application.</p> <p>4.1.4 Match and sort the printed document with the corresponding AF.</p> <p>4.2 In case the document is <u>not yet</u> enrolled in the CRS Database, RSO verify the specimen signature of the C/MCR (issuing officer) from the CICA System.</p> <p>4.2.1 If the <u>signature matches</u>, stamp the document for the approval/ signature of the Authentication Officer/Outlet Supervisor.</p> <p>4.3 If the signature of the issuing officer from the LCRO <u>fails the validation process</u>, a Rejection Slip is to be issued.</p>			<p>Barcode Controller, PSA Civil Registry System– Regional Outlet</p> <p>Sorter/Matcher, PSA Civil Registry System– Regional Outlet</p> <p>Team Leader, PSA Civil Registry System– Regional Outlet</p> <p>Outlet Supervisor, PSA Civil Registry System– Regional Outlet</p> <p>or Outlet Manager/ Regional Director, RSSO</p>
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	4.4 Forward the document/result of verification for release to the Releasing Area.			
5. Wait for the document owner's name to be called.	<p>5.1 Announce in batch the names of the document owner/authorized representative and the type of document that are ready for release.</p> <p>5.2 For those authentication requests that failed the validation process, return the Birth Certificate submitted for authentication together with the Rejection Slip to the claimant.</p> <p>5.2.1 Advise the Client to get another certified photocopy of the Birth Certificate from the LCRO.</p>	None	20 minutes	<p>Releasing Officer, PSA Civil Registry System–Regional Outlet</p> <p>Team Leader, PSA Civil Registry System–Regional Outlet</p> <p>Outlet Supervisor, PSA Civil Registry System–Regional Outlet</p> <p>or Outlet Manager/OIC-Regional Director, RSSO</p>
6. Fall in line at the Releasing Window where the client's name was called.  Present the OR and other requirements.	<p>6.1 Check the OR as to the scheduled date and time of release.</p> <p>6.2 Require the claimant to present/submit the requirements and check for correctness and completeness before releasing the request.</p>	None	10 minutes	<p>Releasing Officer, PSA Civil Registry System–Regional Outlet</p> <p>Team Leader, PSA Civil Registry System–Regional Outlet</p> <p>Outlet Supervisor,</p>



				PSA Civil Registry System– Regional Outlet  or Outlet Manager/ Regional Director, RSSO
7. Check the document.  Sign the “Received by” portion at the back of the AF and indicate the date of receipt.	7.1 Require the claimant to sign the “Received by” portion and indicate the date of receipt at the back of the AF.  7.2 Ensure to write in PRINT the name of the claimant, the type of ID presented, ID number, releasing window number and date and time of release.  7.3 Stamp the OR as “RELEASED” and indicate the date of release.  7.4 Affix the initials of the Releasing Officer in the OR.  7.5 Release the document to the claimant.	None	5 minutes	Releasing Officer, PSA Civil Registry System– Regional Outlet  Team Leader, PSA Civil Registry System– Regional Outlet  Outlet Supervisor, PSA Civil Registry System– Regional Outlet  or Outlet Manager/ Regional Director, RSSO
<b>TOTAL ESTIMATED PROCESSING TIME FOR SERVICE 1: AUTHENTICATION OF BIRTH CERTIFICATE (WALK-IN CLIENTS) AT PSA CIVIL REGISTRY SYSTEM, UNDER NORMAL CIRCUMSTANCES, IS <u>THREE (3) HOURS</u> EXCLUSIVE OF QUEUEING TIME.</b>				