2. Authentication of Death Certificate (Walk-in clients) at PSA Civil Registry System – Regional Outlet

PSA authenticates recently registered death 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.

Office or Division:	Regional Statistical Services Office (RSSO)
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C)
Who may avail:	General public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirement for all types of Requesters	
Certified photocopy of the Death 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.
Additional Requirements by Type of Requester	PSA Civil Registry System – Regional Outlet
1. Principal (Spouse, Parent, Son/Daughter)	
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, School/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Completely filled-up Application Form (AF) - Death Certificate (Yellow Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System – Regional Outlet
2. Other Special Case Requester	

2.1 Nearest of kin of a deceased person (other than the Spouse, Parent and Son/Daughter)	
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 authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, School/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Completely filled-up Application Form (AF) - Death Certificate (Yellow Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System – Regional Outlet
2.2 Guardian of the deceased person, below 18 years old (minor)	
Court decision assigning the requester 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) supported by any of the following: 1) Barangay Certification that the deceased was living with the requesting party as his/her guardian at the time of death (1 original)	Lawyer/Notary Public Office of the Barangay where the Guardian currently resides.
2) School ID/Report Card of the deceased that indicates the name of the requester as guardian (1 original and 1 photocopy)	Educational institution recognized by the Department of Education.
Valid Identity Document (ID) of the guardian complete with CLEAR PHOTO, FULL PRINT IN NAME, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, School/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Completely filled-up Application Form (AF) - Death Certificate (Yellow Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
3. Priority Clients	

3.1 Senior Citizen requesting for the authentication of death certificate of his/her spouse, parent and son/daughter	
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) where the Senior Citizen resides.
Completely filled-up Application Form (AF) - Death Certificate (Yellow Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application PSA Civil Registry System– Regional Outlet
3.2 Physically Challenged Client/PWD requesting for the authentication of death certificate of his/her spouse, parents and son/daughter	
PWD Identity Document (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) - Death Certificate (Yellow Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
3.3 Pregnant Woman requesting for the authentication of death certificate of his/her own spouse, parents and son/daughter	
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, School/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Completely filled-up Application Form (AF) - Death Certificate (Yellow 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
1. Get an Application Form - Death Certificate (Yellow Form) from the Information Marshal's booth and fill-out the required information in PRINTED LETTERS.	1.1 Ensure that the necessary AF-Death Certificate is made available at the Information Marshal's booth.	None	5 minutes	Information Marshal, 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
2. Submit the required documents to the Payment Window for completeness check. - Regular Clients Payment Windows - Priority Clients Payment Windows	2.1 Screen the certified photocopy of the Death Certificate issued by the LCRO, the completeness of the entries in the AF and other requirements. 2.2 Encode the details of the request. 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 issuance of the authenticated document.	None	10 minutes	Collecting 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
3. Pay the corresponding fee for the request.	3.1 Accept the corresponding payment and	Total Fee Php 155.00 per copy	10 minutes	Collecting Officer,

Reminder: Check the details in the issued Official Receipt (OR). Make sure to count the change before leaving the counter.	generate an Official Receipt (OR). 3.2 Indicate therein the date and estimated time of release. 3.3 Forward the AF and the certified photocopy of Death Certificate submitted for authentication to the Request Service Officer (RSO) for verification from the Civil Registry System (CRS) Database.	Breakdown: Processing Fee: - Php 125.00 Documentary Stamp Tax - Php 30.00		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
4. Proceed to the Releasing Area.	4.1 Verify from the CRS database the request on the basis of details that has been written by the requester in the AF-Death Certificate. As per business rule, RSO must conduct at least four (4) unique queries from the CICA System. 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 treated as copy issuance. 4.1.2 RSO to print the result of verification in CRS Security Paper (SECPA).	None	2 hours	Request Service Officer, PSA Civil Registry System– Regional Outlet

	4.1.3 Control the printed document in SECPA using the QMS Releasing Manager application.			Barcode Controller, PSA Civil Registry System– Regional Outlet
	4.1.4 Match and sort the printed document with the corresponding AF.			Sorter/Matcher, PSA Civil Registry System– Regional Outlet
	4.2 In case the document is <u>not yet</u> enrolled in the CRS Database, RSO to verify the specimen signature of the C/MCR (issuing officer) from the CICA System.			Team Leader, PSA Civil Registry System– Regional Outlet
	4.2.1 If the <u>signature matches</u>, stamp the document for the approval/ signature of the Authentication Officer/Outlet Supervisor.			Outlet Supervisor, PSA Civil Registry System– Regional Outlet or Outlet Manager/ Regional Director, RSSO
	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.			
	4.4 Forward the document/result of verification for release to the Releasing Area.			
5. Wait for the name of the deceased person's to be called.	5.1 Announce in batch the names of the deceased person/requesting party and the type of	None	20 minutes	Releasing Officer, PSA Civil Registry System– Regional Outlet Team Leader,

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	documents that are ready for release.

5.2 For those authentication requests that failed the validation process, return the Death Certificate submitted for authentication together with the Rejection Slip to the claimant.

5.2.1 Advice the client to get another certified photocopy of the Death Certificate from the LCRO. | | | PSA Civil Registry System– Regional Outlet

Outlet Supervisor, PSA Civil Registry System– Regional Outlet

or
Outlet Manager/ Regional Director, RSSO |
| 6. Fall in line at the Releasing Window where the name of the deceased person's was called.

Present the OR and other requirements. | 6.1 Check the OR as to the scheduled date and time of release.

6.2 Require the claimant to present/submit the requirements and check for correctness and completeness before releasing the request. | None | 10 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 |
| 7. Check the document.

Sign the "Received by" portion at the back of the AF and | 7.1 Require the claimant to sign the "Received by" portion and indicate the date of receipt at the back of the AF. | None | 5 minutes | Releasing Officer, PSA Civil Registry System– Regional Outlet

Team Leader, |

indicate the date of receipt.	7.2 Ensure to write in PRINT the name of the claimant, type of ID presented, ID number, releasing window number and date and time of release.			PSA Civil Registry System– Regional Outlet
				Outlet Supervisor, PSA Civil Registry System– Regional Outlet
	7.3 Stamp the OR as "RELEASED" and indicate the date of release.			or Outlet Manager/ Regional Director, RSSO
	7.4 Affix the initials of the Releasing Officer in the OR.			
	7.5 Release the document to the claimant.			
TOTAL ESTIMATED PROCESSING TIME FOR <u>SERVICE 2</u>: AUTHENTICATION OF DEATH CERTIFICATE (WALK-IN CLIENTS) AT PSA CIVIL REGISTRY SYSTEM, UNDER NORMAL CIRCUMSTANCES, IS <u>THREE (3) HOURS</u> EXCLUSIVE OF QUEUEING TIME.				