

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

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.

<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)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Basic Requirement for all types of Requesters</b>		
Certified photocopy of the Marriage 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 (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., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)	
Completely filled-up Application Form (AF) – Marriage Certificate (Pink Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System Outlet – Regional Outlet	
<b>2. Direct Descendant (Son/Daughter)</b>		
Valid Identity Document (ID) of the direct descendant of the contracting parties complete with CLEAR PHOTO, FULL NAME	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities	

IN PRINT, SIGNATURE and issued by an official authority (1 original)	(i.e., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
Completely filled-up Application Form (AF) – Marriage Certificate (Pink Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area, PSA Civil Registry System– Regional Outlet
<b>3. Nearest of kin, if both contracting parties are deceased ( Biological or Legal Parent/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 and SIGNATURE 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) - Marriage Certificate (Pink Form) accomplished in PRINTED LETTERS (1 copy)	Information Marshal's booth of Application Area PSA Civil Registry System– Regional Outlet
<b>4. Authorized Representative</b>	
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, the document owner should provide a scanned/copy of the passport as the 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., 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., DFA, LTO, PRC, IBP, GSIS, SSS, PhilPost, Pag-IBIG, COMELEC, NBI, AFP, PNP)
<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) written in a clean sheet of paper and dated;</li> <li>2) indicate the type of document, the number of copies and the specific details of the document to be requested;</li> <li>3) indicate the complete name of the authorized representative; and</li> <li>4) bear the fresh signature of any of the contracting parties (husband or wife) that matches his/her valid ID.</li> </ol>	Any of the contracting parties (husband or wife) authorizing the representative
Completely filled-up Application Form (AF) - Marriage Certificate (Pink 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 marriage document and his/her parents</b>	
Senior Citizen's ID Card or any valid ID indicating his/her age complete with CLEAR PHOTO, FULL NAME IN PRINT and SIGNATURE 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) - Marriage Certificate (Pink 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 marriage document and his/her parents</b>	
PWD ID Card complete with CLEAR PHOTO, FULL, 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) – Marriage Certificate (Pink 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 authentication of her own marriage document and her parents</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) - Marriage Certificate (Pink 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 - Marriage Certificate (Pink Form) from the Information Marshal’s booth and fill-out the required information in PRINTED LETTERS.	1.1 Ensure that the necessary AF-Marriage 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	2.1 Screen the certified photocopy of the Marriage Certificate issued	None	10 minutes	Collecting Officer, PSA Civil Registry System– Regional Outlet

<p>completeness check.</p> <p>- Regular Clients Payment Windows</p> <p>- Priority Clients Payment Windows</p>	<p>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 issuance of the authenticated document.</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>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 the Marriage Certificate submitted for authentication 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>	<p>10 minutes</p>	<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>
<p>4. Proceed to the Releasing Area.</p>	<p>4.1 Verify from the CRS database the</p>	<p>None</p>	<p>2 hours</p>	<p>Request Service Officer,</p>

	<p>request on the basis of details that has been written by the requester in the AF-Marriage 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 <u>already available in the CRS database</u>, the application is 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 to verify the specimen signature of the</p>			<p>PSA Civil Registry System– Regional Outlet</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>
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	<p>issuing officer from the LCRO.</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>4.4 Forward the document/result of verification for release to the Releasing Area.</p>			<p>Outlet Supervisor PSA Civil Registry System– Regional Outlet</p> <p>or Outlet Manager/ Regional Director, RSSO</p>
<p>5. Wait for the document owner's (husband's name)/requesting party's name to be called.</p>	<p>5.1 Announce in batch the names of document owners/authorized representatives 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 Marriage Certificate submitted for authentication together with the Rejection Slip to the claimant.</p>	<p>None</p>	<p>20 minutes</p>	<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/ Regional Director, RSSO</p>

	5.2.1 Advise the client to get another certified photocopy of the Marriage Certificate from the LCRO.			
6. Fall in line at the Releasing Window where the document owner's (husband) name 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 document owner/authorized representative 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 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, 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.	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



	<p>7.4 Affix the initials of the Releasing Officer in the OR.</p> <p>7.5 Release the document to the claimant.</p>			
<p><b>TOTAL ESTIMATED PROCESSING TIME FOR <u>SERVICE 3</u>: AUTHENTICATION OF MARRIAGE CERTIFICATE (WALK-IN CLIENTS) AT PSA CIVIL REGISTRY SYSTEM OUTLET, UNDER NORMAL CIRCUMSTANCES, IS <u>THREE (3) HOURS</u> EXCLUSIVE OF QUEUEING TIME.</b></p>				