



Republic of the Philippines
Philippine Statistics Authority

OFFICE MEMORANDUM 2016 - 027

February 22, 2016

TO : All Regional Directors/OICs and OIC-Provincial Statistics Officers

SUBJECT : Guidelines on the Preparation of Certified Transcription (Civil Registry Form No. 1A (Birth-available) ; Civil Registry Form No. 2A (Death-available) and Civil Registry Form No. 3A (Marriage-available))

Requests for copy issuance of birth, marriage, or death resulting to records which are blurred and/or have unreadable entries in the PSA Civil Registry System (CRS) database were issued feedback by PSA. Likewise, if the record being requested is not available in the CRS database, a *negative certification* is issued.

To replace the blurred records and the *negative certification* in the CRS database, clients request for endorsement of the records from the concerned Local Civil Registry Offices (LCROs) to PSA. After evaluating the endorsed record, PSA issues another feedback either because the same is not in appropriate civil registry form or the entries were found inconsistent with the entries in the civil registry document (CRD) filed in the PSA archives or at the CRS database.

In order to avoid the issuance of frequent feedbacks to requests for copy issuance of birth, marriage, or death, and to have a uniform or standard procedure in the preparation and endorsement of copies of transcription documents, the following guidelines shall be followed:

1. Definition of terms:

- 1.1. Certified photocopy of the record – refers to the exact photocopy of the original record filed at the archives of the LCRO.
- 1.2. Certified true copy of the record – refers to a record which contain entries transcribed or copied from the original copy using a similar form as the original copy. For the items which contain signatures, “SGD” is affixed on the name of the signatory.
- 1.3. Certified Transcription – refers to a record which contain entries transcribed or copied from the Registry Book. A certified transcription can be prepared using Civil Registry Form No. 1A (Birth-available) for birth; Civil Registry Form No. 2A (Death-available) for death and Civil Registry Form No. 3A (Marriage-available) for marriage.

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2. As a general rule, if the original copy of the subject document is still available at the concerned LCRO and has clear entries, a clear certified photo copy of the said document shall be endorsed to PSA.

If the original copy at the LCRO has blurred and/or unreadable entries, a certified photocopy and certified transcription of the record shall be endorsed to PSA.

3. In case the original copy of the record is NO LONGER AVAILABLE at the LCRO, a certified transcription based on the entries of the Registry Book shall be endorsed to PSA.

Copy exactly the entries or information written on the Registry Book on the Certified Transcription for endorsement.

4. Civil Registry Form No. 1A (Birth-available) issued by the LCRO shall include the following facts of birth as appearing in the Register of Births:

- a) Registry number
- b) Date of registration
- c) Name of child
- d) Sex
- e) Date of birth
- f) Place of birth
- g) Name of mother
- h) Citizenship of mother
- i) Name of father
- j) Citizenship of father
- k) Date of marriage of parents
- l) Place of marriage of parents

See Annex A for the standard template of Civil Registry Form No.1A (Birth-available).

5. Civil Registry Form No. 2A issued by the LCRO shall include the following facts of death as appearing in the Register of Deaths:

- a) Registry number
- b) Date of registration
- c) Name of the deceased
- d) Sex
- e) Age
- f) Civil status
- g) Citizenship
- h) Date of death
- i) Place of death
- j) Cause of death

See Annex B for the standard template of Civil Registry Form No. 2A (Death-available).

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5.1. Civil Registry Form No. 3A issued by the LCRO shall include the following facts of marriage as appearing in the Register of Marriages:

- a) Name
- b) Date of Birth/Age
- c) Citizenship
- d) Civil Status
- e) Mother
- f) Father
- g) Registry Number
- h) Date of Registration
- i) Date of Marriage
- j) Place of Marriage

See Annex C for the standard template of Civil Registry Form No. 3A (Marriage-available).

6. In case the Registry Book of Births has no provision for columns on items "*Date and Place of Marriage*" but only the column for "*Legitimate*" or "*Illegitimate*", the following shall be done on the Civil Registry Form No. 1A (Birth-available):
 - a. Indicate on the items "*Date of marriage*" and "*Place of marriage*" the entry "*Not applicable*"; and
 - b. Add the item "*Remarks*" on the last row after the item "*Place of marriage*" and indicate the entry "*Legitimate*" or "*Illegitimate*" depending on the entry in the Registry Book.
7. In case the Registry Book of Births has no provision whatsoever for columns on items "*Date and Place of Marriage*", on the Civil Registry Form No. 1A, indicate on the items "*Date of Marriage*" and "*Place of marriage*" the entry "*No column available in the Registry Book*". This is also true for other items which are needed in the preparation of the Civil Registry Form Nos. 1A/2A/3A but are not included in the Registry Book.
8. In endorsing the Civil Registry Form Nos. 1A/2A/3A to PSA, it should be accompanied by a certified photocopy of the page of the Registry Book where the subject record was recorded/entered.
9. In case there is a discrepancy in the entry between the original form and the Registry Book, **REFRAIN** from correcting the entries of the Registry Book following the entries of the original form.

To correct the erroneous entry, proper procedure shall be followed such as RA 9048 or RA 10172 or filing a petition through the court, whichever is applicable.

In case the discrepancy allows the process of Supplemental Report, that is, the original form contains an entry but the Registry Book has no entry, then, Supplemental Report shall be applied. Do not enter the entries of the original form on the Registry Book.

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10. If there are items needed in the preparation of the Civil Registry Form Nos. 1A/2A/3A but the corresponding items in the Registry Book have no entries, leave said items 'blank'. Do not place any entry/remarks on said items.

For your information and guidance.

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