REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Civil Registration Service Appointment Slip

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v1.4

Appointment Details

First Name	M
Middle Name	D
Last Name	C
Purpose	Get copy/ies of civil registry document/s and certification/s
Outlet	PSA CRS Outlet Bulacan
Outlet Address	MacArthur Hwy, Malolos, Bulacan Vista Mall
Date	Wednesday, Sep 11, 2024
Time	02:00 PM

Certificates (4)

#1	BC:SF M D C
#2	CENOMAR:SF M D C
#3	BC:OT J B T
#4	CENOMAR:OT J B T

Additional Instructions

1. Securing an appointment is FREE OF CHARGE and Civil Registration Service Appointment Slip is NON-TRANSFERABLE.
2. MINORS are not allowed to book an appointment.
3. The appointment must be named after the requester who will personally apply at the PSA Civil Registry System Outlet.
4. Be at the PSA Civil Registry System Outlet at least 30 minutes BEFORE the appointment schedule.
5. Monitor the encoded e-mail account regularly for any announcements regarding the appointment schedule.
6. The document owner, who is also the requester, is required to present a copy of his/her valid ID.
7. An authorized representative is required to present the original and submit a photocopy of the valid ID of the document owner. Moreover, the authorized representative must show the original and shall provide a photocopy of his/her valid ID (front and back) to the PSA. A copy of the Authorization Letter/Special Power of Attorney/Affidavit must also be presented and submitted.

   Guidelines on the Issuance of the Civil Registry Documents (CRDs)/Certifications including Authentication
   https://psa.gov.ph/system/files/nccrvs/MC%20NO.%202019-15A.pdf

   List of Valid IDs
   https://psa.gov.ph/system/files/nccrvs/MC%2520NO.%25202019-16A_0.pdf
8. The valid IDs must match to the names encoded in the Civil Registration Service Appointment System.
9. An authorized representative is only allowed to request for 2 unrelated individuals.
10. An authorized representative is not allowed to delegate to another person his/her authority to request for civil registry documents.
11. Fees and Processing Time of Request:

Services	Fees	Processing Time
1. Copy Issuance of Birth, Marriage, and Death Certificates already available in the Civil Registry System Database	PhP 155.00 per copy	One (1) hour upon receipt of request.
2. Copy Issuance of Birth, Marriage, and Death Certificates already not yet available in the Civil Registry System Database	PhP 155.00 per copy	Seven (7) working days upon receipt of the request.
3. Authentication of Birth, Marriage,	PhP 155.00 per copy	One (1) hour upon receipt of request

and Death Certificates certified by the Local Civil Registry Office	PhP 155.00 per copy	of the request.
4. Certificate of No Marriage (CENOMAR) / Advisory on Marriages	PhP 210.00 per copy	One (1) working day/eight (8) working hours upon receipt of the request.
5. Certificate of No Death (CENODEATH) / Advisory on Deaths	PhP 210.00 per copy	One (1) working day/eight (8) working hours upon receipt of the request.
6. Viewable Online		
a) Viewable Online request for Birth, Marriage, and Death Certificates	PhP 130.00 per copy	One (1) working day/eight (8) working hours upon receipt of the request.
b) Viewable Online request for CENOMAR/ Advisory on Marriages, or CENODEATH/Advisory on Deaths	PhP 185.00 per copy	Within one (1) working day/eight (8) working hours upon receipt of the request.
7. DocPrint of Viewable Online request for Birth, Marriage, and Death Certificates	PhP 80.00 per copy	Within 15 minutes upon receipt of the request.
8. DocPrint of Viewable Online request for CENOMAR/Advisory on Marriages, or CENODEATH/Advisory on Deaths	PhP 80.00 per copy	Within 15 minutes upon receipt of the request.
9. Premium Annotation	PhP 255.00 per copy	Within five (5) working day upon receipt of the request.

For more information on the Citizen's Charter, proceed to https://psa.gov.ph/citizens-charter

12. An additional fee is charged to the request of civil registry documents and certifications in the PSA Civil Registry System Outlets in Caloocan City, Muntinlupa City, Pasig City, and Valenzuela City, pursuant to their respective Local Revenue Code.
13. PSA Civil Registry System Outlets accepts payment through Maya and GCash.
14. Request for copies of civil registry documents and certifications can also be made at the online servicing channels (psaserbilis.com.ph and psahelpline.ph) and through Batch Request System (BREQS) at SM Business Centers and Local Government Units.
15. For concerns and inquiries, transact with authorized PSA personnel only.
16. The PSA strictly implements the **"NO GIFT POLICY"** pursuant to Republic Act No. 6713, Republic Act No. 3019, and PSA Memorandum Circular No. 04 dated 01 February 2019.
17. The PSA supports the **"ANTI-FIXER CAMPAIGN"**. Report the name of the fixer, name and location of government office, date and type of transaction to any of the following contact numbers:

    ANTI RED TAPE AUTHORITY (ARTA)
    Website: arta.gov.ph
    Email: complaints@arta.gov.ph
    Call: 1-ARTA (12782)
    8246-7940
    Text: 0928-6904080
    0969-2577242

    CONTACT CENTER NG BAYAN (CCB)
    Website: contactcenterngbayan.gov.ph
    Email: email@contactcenterngbayan.gov.ph
    Text: 0908-8816565

    OFFICE OF THE OMBUDSMAN
    Website: ombudsman.gov.ph
    Email: pab@ombudsman.gov.ph
    Call: 8926-2662
    5317-8300
    Text: 0926-6994703

    PRESIDENTIAL ACTION CENTER (PACe)
    Email: pace@op.gov.ph

    8888 CITIZENS' COMPLAINT CENTER
    Call/Text: 8888
18. For Authorized Representatives: The correct document type and the name(s) of the document owner(s) must be

indicated on your appointment form. If this information is missing, you will not be allowed to request the document.

Karagdagang Instructions

1. LIBRE ang pag-book ng appointment at ang Civil Registration Service Appointment Slip ay hindi puwedeng ipagamit sa iba.
2. Ang mga batang wala pa sa hustong gulang ay hindi maaaring mag-book ng appointment.
3. Ang appointment ay dapat na nakapangalan sa taong personal na mag-aapply sa PSA Civil Registry System Outlet.
4. Magtungo sa PSA Civil Registry System Outlet tatlumpong minuto bago ang nakatakdang appointment.
5. Regular na subaybayan ang na-encode na e-mail account para sa anumang mga anunsyo ukol sa schedule ng appointment.
6. Ang may-ari ng dokumento ay kinakailangang magpakita ng kopya ng kanyang valid ID.
7. Ang isang authorized representative ay kinakailangang magpakita at mag-submit ng kopya ng valid ID ng may ari ng dokumento. Dagdag pa dito, ang authorized representative ay dapat magpakita at mag-submit ng kopya ng kanyang valid ID (na ipinapakita ang likod at harap na imahe) sa PSA. Ang kopya ng Authorization Letter/Special Power of Attorney/Affidavit ay dapat din maipakita at maipasa.

   Guidelines on the Issuance of the Civil Registry Documents (CRDs)/Certifications including Authentication
   https://psa.gov.ph/system/files/nccrvs/MC%20NO.%202019-15A.pdf

   List of Valid IDs
   https://psa.gov.ph/system/files/nccrvs/MC%2520NO.%25202019-16A_0.pdf
8. Kailangang tugma ang pangalan ng nasa valid ID at ang na-encode sa Civil Registration Service Appointment System.
9. Ang Authorized Representative ay maaari lamang kumuha ng hanggang dalawang (2) dokumento ng magkaibang tao.
10. An authorized representative is not allowed to delegate to another person his/her authority to request for civil registry documents.
11. Ang Authorized Representative ay hindi maaring magtalaga ng ibang tao sa pagkuha ng mga civil registry documents.
12. Halagang babayaran at Processing Time ng bawat request:

Services	Fees	Processing Time
1. Pag-request ng kopya ng Birth, Marriage, and Death Certificates na mayroon na sa Civil Registry System Database	PhP 155.00 kada kopya	Isang (1) oras matapos matanggap ang request.
2. Pag-request ng kopya ng Birth, Marriage, and Death Certificates na wala pa sa Civil Registry System Database	PhP 155.00 kada kopya	Pitong (7) araw matapos matanggap ang request.
3. Authentication ng Birth, Marriage, and Death Certificates na na-certify ng Local Civil Registry Office	PhP 155.00 kada kopya	Isang (1) oras matapos matanggap ang request.
4. Certificate of No Marriage (CENOMAR) / Advisory on Marriages	PhP 210.00 kada kopya	Isang (1) araw/ walong (8) oras matapos matanggap ang request.
5. Certificate of No Death (CENODEATH) / Advisory on Deaths	PhP 210.00 kada kopya	Isang (1) araw/ walong (8) oras matapos matanggap ang request
6. Viewable Online		
a) Pag-request ng Viewable Online ng Birth, Marriage, and Death Certificates	PhP 130.00 kada kopya	Isang (1) oras matapos matanggap ang request.
b) Pag-request ng Viewable Online ng CENOMAR/ Advisory on Marriages, o CENODEATH/Advisory on Deaths	PhP 185.00 kada kopya	Isang (1) araw/ walong (8) oras matapos matanggap ang request.
7. Pag-request ng DocPrint ng Viewable Online ng Birth, Marriage, and Death Certificates	PhP 80.00 kada kopya	Labinlimang minuto matapos matanggap ang request.
8. Pag-request ng DocPrint ng Viewable Online ng CENOMAR/Advisory on Marriages, o CENODEATH/Advisory on Deaths	PhP 80.00 kada kopya	Labinlimang minuto matapos matanggap ang request.
		Limang (5) araw matapos

9. Premium Annotation	PhP 255.00 kada kopya	Limang (5) araw matapos matanggap ang request.

Para sa karagdagang impormasyon sa Citizen's Charter, magtungo lamang sa https://psa.gov.ph/citizens-charter

13. May dagdag na bayad sa mga request na dokumento sa mga PSA Civil Registry System Outlet sa Caloocan City, Muntinlupa City, Pasig City, at Valenzuela City, ayon na din sa nakatakda sa kani-kanilang Local Revenue Code.
14. Ang mga PSA Civil Registry System Outlets ay tumatanggap ng bayad gamit ang Maya at GCash.
15. Maaari ring magrequest ng kopya ng civil registry documents at certifications sa online (psaserbilis.com.ph and psahelpline.ph) at gamit ang Batch Request System (BREQS) sa mga SM Business Centers at Local Government Units.
16. Makipagtransaksyon lamang sa mga awtorisadong tauhan ng PSA para sa mga alalahanin at katanungan.
17. Ang PSA ay mahigpit na pinapatupad ang **"NO GIFT POLICY"** alinsunod sa Republic Act No. 6713, Republic Act No. 3019, at PSA Memorandum Circular No. 04 noong 01 February 2019.
18. Ang PSA ay sumusuporta sa **"ANTI-FIXER CAMPAIGN".** I-report ang pangalan ng fixer, pangalan at lugar ng government office, petsa at uri ng transaction sa alinman sa mga sumusunsod na contact number:

ANTI RED TAPE AUTHORITY (ARTA)
Website: arta.gov.ph
Email: complaints@arta.gov.ph
Call: 1-ARTA (12782)
8246-7940
Text: 0928-6904080
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5317-8300
Text: 0926-6994703

PRESIDENTIAL ACTION CENTER (PACe)
Email: pace@op.gov.ph

8888 CITIZENS' COMPLAINT CENTER
Call/Text: 8888

Procedures for Application

1. Present the CRS Appointment Slip (printed or digital copy) to the Information Marshal for validation purposes.
2. Get Application Form (AF) and Queue Ticket Number (QTN). Accomplish the AF with complete at correct information.
3. Present/submit the corresponding fees, QTN, accomplished AF, valid IDs, Authorization Letter/Special Power of Attorney (SPA)/Affidavit and all supporting documents to the transacting window for screening, encoding, and payment. Pay the necessary fee.
4. Check the Official Receipt (OR), and count the change, if any.
5. Proceed to the Releasing Area on the scheduled date and time of release.
6. Present and submit the AF, OR, valid IDs, Authorization Letter/SPA/Affidavit and all supporting documents to the Releasing Officer.
7. Claim and check the correctness and completeness of the received document.
8. Sign in the Acknowledgement of Receipt in the back of the AF.

Mga Pamamaraan sa Aplikasyon

1. Ipakita ang CRS Appointment Slip (naka-print o digital na kopya) sa Information Marshal para sa mga layunin ng pagpapatunay.
2. Kumuha ng Application Form (AF) at Queue Ticket Number (QTN). Punan ang AF ng kumpleto at tamang impormasyon.
3. Ipakita/i-submit sa Screener at Encoder ang QTN, napunan na AF, valid IDs, Authorization Letter/Special Power of Attorney/Affidavit at mga kailangang dokumento at magtungo sa Collecting Officer para sa kaukulang bayad
4. Suriin kung tama ang Opisyal na Resibo (OR), at bilangin ang sukli, kung mayroon man.
5. Magtungo sa Releasing Area sa nakatakdang araw at oras ng release ng dokumento
6. Ipakita at i-submit ang AF, OR, valid ID, Authorization Letter/SPA at lahat ng mga kailangang dokumento sa Releasing Officer
7. I-claim at suriin kung wasto at kumpleto ang natanggap na dokumento
8. Pumirma sa Acknowledgement of Receipt sa likod ng AF.