

ADVANCE ENDORSEMENT OF THE NEWLY REGISTERED CIVIL DOCUMENT (BIRTH, MARRIAGE OR DEATH CERTIFICATE) TO PSA

The process of endorsing the Office of the Civil Registrar General (OCRG) copy of the newly registered birth, marriage or death certificate to PSA Main Office.

Office or Division:	City Civil Registry Department			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	General Public (Must be personal or his duly authorized representative)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Birth and Marriage Certificate <ul style="list-style-type: none"> Request letter for early endorsement Proof from the concerned agency must be provided to verify the urgency of the request Valid government issued ID of the document owner If representative, Authorization Letter/SPA and valid government issued ID of the document owner and the representative For Death Certificate <ul style="list-style-type: none"> Request letter for early endorsement Proof from the concerned agency must be provided to verify the urgency of the request For immediate family, legal document showing relationship to the deceased person and valid government issued ID In the absence of the immediate family, Affidavit of Kinship and valid government issued ID 		Client/Document owner Requesting agency Client/Document owner Client/Document owner Notary Public Client/Document owner Requesting agency Client/Document owner PSA Client/Document owner Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for early endorsement of any civil document (birth, marriage or death certificate).	1.1 Verify and receive the requirements presented. 1.2 Search the availability of the civil document. 1.3 Issue order of payment.		15 minutes	Administrative Aide IV
2. Pay the required fee at the Treasury Office.	2. Receive the payment and issue OR.	P 150.00 + P 100.00	10 minutes	Local Treasury Operations Officer

3. Return to CCRD and present OR.	<p>3.1 Accept OR, prepare the necessary documents and advance endorsement certification in two (2) sets then sign.</p> <p>3.2 Inform the client that one (1) set of advance endorsement certification will be submitted to PSA Main Office thru courier (mailing is charged to the client).</p> <p>3.3 Instruct the client to return to CCRD after three (3) days to receive the copy of the same and the courier tracking slip.</p> <p>3.4 Record transaction details in the logbook (client's name, civil document, time, OR number).</p>		30 minutes	Administrative Aide IV City Civil Registrar
4. Wait for three (3) days.	4. Mail the necessary documents for advance endorsement to PSA Main Office.		Next working day after receiving the request	Administrative Aide IV
5. Return to CCRD after three (3) days and receive the copy of documents endorsed to PSA and the courier tracking slip then sign the logbook.	<p>5.1 Instruct the client to present the copy of the complete documents endorsed to PSA and the courier tracking slip to request for an authenticated copy of the civil document requested.</p> <p>5.2 Release the copy of the same.</p>		5 minutes	Administrative Aide IV

END OF TRANSACTION (Total Processing Time: 60 minutes; 3 days for mailing the requested civil document)