BREQS: Requests for Authenticated Documents
(Births, Deaths & Marriage Certificates & Cenomar (SECPA)

☑ ABOUT THE SERVICE

The Civil Registry Office of Jagna has signed a Memorandum of Agreement (MOA) with the National Statistics Office (NSO) to process and facilitate the requests of Authenticated Births, Deaths, Marriage Certificates and Cenomar (SECPA) thru the Batch Request Entry Query System (BREQS).

☑ REQUIREMENT(S)

- Authorization if requestor is not the document owner

☑ FEES

- Birth, Death and Marriage Certificate - P150.00
- Certificate of No Marriage (CEENOMAR) - P195.00
- BREQS Processing Fee - P200.00

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Provide request form	Fill up BREQS Request Form	2 minutes	Elizabeth G. Cadalo Alexander Cagasan
2. Checks the accomplished form		2 minutes	Elizabeth G. Cadalo Alexander Cagasan
3. Client is advised to pay the required fees.			Melba A. Bucog
4. Enter SECPA request to computer (BREQS software)		5 minutes	Elizabeth G. Cadalo Alexander Cagasan
5. Advise client to come back (2 weeks after for the release of the document)		2 minutes	Elizabeth G. Cadalo Alexander Cagasan
6. MCR logs and releases the SECPA		2 minutes	Elizabeth G. Cadalo Alexander Cagasan
	Total	13 minutes	