

Requesting Endorsement of Civil Registry records to the Civil Registrar General

ABOUT THE SERVICE

AS A RULE, all Civil Registrars shall submit civil registry documents to the Office of the Civil Registrar General (OCRG) thru their respective NSO provincial offices.

There are instances when the NSO cannot issue copy/copies to the interested party because their Office have no available record in its archive, or the current document is still with the NSO provincial offices being processed.

To facilitate the issuance of requested documents, the concerned Provincial Statistics Officer (PSO) or Civil Registrar is required to submit or indorse the needed document on a piecemeal basis to the NSO-OCRG.

REQUIREMENT

- Negative Certification from NSO

FEE

- Endorsement Fee - P 100.00

HOW TO AVAIL OF THE SERVICE

PROCEDURE/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1 Entertain the client	Request for endorsement of his/her record to NSO-OCRG - Present the NSO Negative Certification (updated; issued not later than 6 months)	2 minutes	MA. LOVELLA E. ACEBES Municipal Civil Registrar
2. Verify record from the archive whether the record for endorsement is available Search is made in • the archive • the database		10 minutes 10 minutes	MELBA A. BUCOG ALEXANDER C. CAGASAN
3. If data is available, advise client to pay the endorsement fee	Client pays to Melba Bucog (LCR)		Melba A. Bucog
4. LCR Personnel makes a True Copy or transcription (Form 1A) of the document to be endorsed to NSO-OCRG		10 minutes	Elizabeth G. Cadalo/ Alexander C. Cagasan
5. MCR signs the document to be endorsed and make an endorsement letter to NSO-OCRG		5 minutes	MA. LOVELLA E. ACEBES MCR
6. MCR logs the document and give the endorsement papers to client for mailing		5 minutes	MA. LOVELLA E. ACEBES MCR
Total		42 minutes	