

Civil Registration Service Appointment Slip



Booked

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v1.4

Appointment Details

First Name	Ceejay
Middle Name	Saraos
Last Name	Santos
Purpose	For submission of compliance of supporting documents per PSA Feedback Form
Outlet	CRS Outlet in Bulacan
Outlet Address	MacArthur Hwy, Malolos, Bulacan Vista Mall
Date	Wednesday, May 8, 2024
Time	10:00 AM

Certificates (1)

#1	BC:SF Ceejay Saraos Santos
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Important Reminders

1. The document owner is required to present the original and submit a photocopy of his/her ID.
 2. 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 also show the original and shall provide a photocopy of his/her valid ID (front and back) to the PSA.
 3. Be at the PSA CRS Outlet at least 10 minutes BEFORE your appointment schedule. For those booked at 8am, the mall will allow clients to enter the premises at exactly 8am.
 4. Basic Fees:
Copy Issuance, Authentication and Annotation of Birth, Marriage and Death Certificates - P 155.00 per copy
CENOMAR/CENODEATH - P 210.00 per copy
 5. Bring valid IDs (document owner/s and authorized representative) that match to the names encoded.
For authorized representatives, please bring the following:
-authorization letter signed by the document owner stating the specific civil registry document to be requested (general purpose letter will not be accepted);
-photocopy and original copy of a valid ID of the document owner WITH SIGNATURE
-photocopy of a valid ID of the authorized representative
- *For Marriage Certificate and CENOMAR requests and document owner is still alive, only the following can request without the need of authorization letter: document owner and spouse. All other relatives will need an authorization letter from the document owner.
6. If the document owner is a minor and the parents are already dead, the guardian should bring a valid and duly NOTARIZED AFFIDAVIT OF GUARDIANSHIP as proof that he/she is the one taking care of the child.
 7. If the document owner is already dead and the requester is not an immediate family member (not the spouse, child, or parent), the requester should bring a valid and duly NOTARIZED AFFIDAVIT OF KINSHIP stating that he/she is the NEAREST LIVING RELATIVE of the deceased document owner. Stating only his/her relationship to the document owner will not be accepted.
 8. Authorized representative is not allowed to delegate to another person his/her authority to request for civil registry documents.
 9. An authorized representative is only allowed to request for 2 unrelated individuals and requests should be done via the appointment portal.
 10. MINORS are not allowed to book an appointment and request for copy issuances of civil registry documents.
 11. Special Power of Attorney for authorized representatives shall be accepted provided that:
-the document is still valid
-the purpose is specified in the document (specific transaction with PSA and the type of document to be requested)
 12. Securing an appointment is FREE OF CHARGE and CRS appointment slip is NON-TRANSFERABLE.
 13. For the following CRS Outlets in Metro Manila, an additional fee will be charged in accordance with the ordinance of

the municipal or city council: Caloocan, Makati, Muntinlupa, Pasig, and Valenzuela City

14. For concerns and inquiries, transact with authorized PSA personnel only.

Procedures for Application

1. Present the CRS Appointment Slip (printed or digital copy) to the Information Marshal for validation purposes.
2. Pass through the Health and Safety Protocols and present the COVID-19 Contact Tracing Application or the accomplished Health Survey Form.
3. Get Application Form (AF) and Queue Ticket Number (QTN).
4. Present/submit the corresponding fees, QTN, accomplished AF, valid IDs, Authorization Letter/Special Power of Attorney (SPA) and all supporting documents to the transacting window for screening and payment.
5. Check the Official Receipt (OR), and count the change, if any.
6. Proceed to the Releasing Area on the scheduled date and time of release.
7. Present and submit the OR, valid IDs, Authorization Letter/SPA and all supporting documents to the Releasing Officer.
8. Check the correctness and completeness of the received document.

Notes

- Do not forget to bring an ID that is matched to the name you have encoded. Be reminded that this appointment is non-transferable.
- Please monitor your email account regularly for any announcements regarding your appointment.
- PSA accepts cashless payment transactions via GCash and Maya
- You may also get a copy of your documents online (psaserbilis.com.ph and psahelpline.ph) and Batch Request System (BREQS) at SM Business Centers and Local Government Units
- You may also use your PhilID/e-PhilID to request a document even without an appointment
- Do not forget to wear face mask
- Please bring your own alcohol or hand sanitizer
- Please observe social distancing
- Please leave immediately after your transaction to make way for other applicants
- Please bring your own ballpen.