



## Civil Registration Service Appointment Slip



### Booked

*Created on Tuesday, Mar 15, 2022 10:01 AM*

*As of Tuesday, Mar 15, 2022 10:02 AM*

### 2qQDMO

v1.1

#### Appointment Details

|                       |  |
|-----------------------|--|
| <b>First Name</b>     | Hermelito  |
| <b>Middle Name</b>    | Magulta  |
| <b>Last Name</b>      | Hamoc  |
| <b>Outlet</b>         | Cagayan de Oro City, Misamis Oriental  |
| <b>Outlet Address</b> | Ground Floor-Limketkai Module 2, BPO and Cyberpark Building Brgy 31, Cagayan de Oro City, 9000 |
| <b>Date</b>           | Thursday, Mar 17, 2022   |
| <b>Time</b>           | 09:00 AM   |

#### Certificates (2)

|           |                                  |
|-----------|----------------------------------|
| <b>#1</b> | BC:OT Prince Kille Pagador Hamoc |
| <b>#2</b> | BC:OT Morch Billy Pandalan Hamoc |

#### Important Reminders

1. Be at the PSA CRS Outlet at least 30 minutes BEFORE your appointment schedule.
2. Bring valid IDs (document owner/s and authorized representative) that match to the names encoded.
3. Basic Fees:  
Copy Issuance, Authentication and Annotation of Birth, Marriage and Death Certificates – P 155.00 per copy  
CENOMAR – P 210.00 per copy
4. Authorized representative is not allowed to delegate to another person his/her authority to request for civil registry documents.
5. An authorized representative is only allowed to request for 2 unrelated individuals.
6. MINORS are not allowed to book an appointment.
7. Securing an appointment is FREE OF CHARGE and CRS appointment slip is NON-TRANSFERABLE.
8. 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.

### **Reminder:**

Do not forget to bring an ID that is matched to the name you have encoded. Please be reminded that this appointment is non-transferable.