



Civil Registration Service Appointment Slip



Booked

Created on Friday, Jan 5, 2024 10:19 PM
As of Friday, Jan 5, 2024 10:19 PM

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v1.4

Appointment Details

First Name	Basil John
Middle Name	Calamongay
Last Name	Mañabo
Purpose	Others, specify Copy of Birth Certificate
Outlet	Ozamiz
Outlet Address	Gaisano Southwing Mall, Ozamiz City, Misamis Occidental
Date	Tuesday, Jan 9, 2024
Time	02:00 PM

Certificates (1)

#1	BC:SF Basil John Calamongay Mañabo
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Important Reminders

1. Be at the PSA CRS Outlet at your chosen appointment schedule. Appointment is non-transferable only names booked in the system can transact to the office.
2. Clients must provide all needed information in the application forms, incomplete or missing details will not be processed.
3. Bring valid IDs (document owner/s and authorized representative) that match to the names encoded. Authorization letter must contain details on the complete name of the authorized representative, type of document requested, number of copies, relationship and name of document owner (ex. ...my son Juan dela Cruz)
4. For Legal Guardian requesting a document of a minor:
 1. Court decision as Guardian
 2. Valid ID of the GuardianOR
 1. Affidavit of Guardianship (state whereabouts of parents)
 2. Barangay Certification that the minor is in custody of the GuardianOR. School records reflecting the name of the Guardian
 3. Valid ID of the Guardian
5. Authorized representative is not allowed to delegate to another person his/her authority to request for civil registry documents.
The name of the authorized representative must be the same name reflected in the booked appointment.
6. An authorized representative is only allowed to request for 2 unrelated individuals.
For related individuals, please provide documentary evidence.
7. MINORS are not allowed to book an appointment.
8. Securing an appointment is FREE OF CHARGE and CRS appointment slip is NON-TRANSFERABLE.
9. For concerns and inquiries, transact with authorized PSA personnel only.
10. All of the above mentioned reminders are non-negotiable.
11. Be at the PSA CRS Outlet at least 30 minutes BEFORE your appointment schedule.
12. Bring valid IDs (document owner/s and authorized representative) that match to the names encoded.
13. Basic Fees:
Copy Issuance, Authentication and Annotation of Birth, Marriage and Death Certificates – P 155.00 per copy
CENOMAR – P 210.00 per copy
14. Authorized representative is not allowed to delegate to another person his/her authority to request for civil registry documents.
15. An authorized representative is only allowed to request for 2 unrelated individuals.
16. 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

Mahahalagang Paalala

1. Magtungo sa PSA CRS Outlet tatlumpong minuto bago ang nakatakdang appointment.
2. Dalhin ang ang printed o digital copy ng CRS Appointment Slip at mga valid ID (mula sa may-ari ng dokumento at ng authorized representative) na tugma sa mga pangalang na-encode kalakip ang iba pang mga kailangang dokumento.
3. Halagang babayaran:
Copy Issuance at Authentication ng Birth, Marriage at Death Certificates – P 155 kada kopya
CENOMAR/Advisory on Marriages at CENODEATH/Advisory on Deaths – P 210 kada kopya
Premium Annotation – P 255 kada kopya
Viewable Online ng Birth, Marriage, at Death Certificate – P 135 kada request
Viewable Online ng CENOMAR/Advisory on Marriages at CENODEATH/Advisory on Deaths – P 180 kada request
DocPrint – P 80 kada kopya
4. Ang Authorized Representative ay hindi maaring magtalaga ng ibang tao sa pagkuha ng mga civil registry documents.
5. Ang Authorized Representative ay maaari lamang kumuha ng hanggang dalawang (2) dokumento ng magkaibang tao.
6. Ang mga batang wala pa sa hustong gulang ay hindi maaaring mag-book ng appointment
7. Libre ang pagbook ng appointment at ang CRS appointment slip ay hindi puwedeng ipagamit sa iba.
8. Makipagtransaksyon lamang sa mga awtorisadong tauhan ng PSA para sa mga alalahanin at katanungan.
9. Para sa mga sumusunod na CRS Outlets sa Metro Manila, may karagdagang bayad alinsunod sa ordinansa ng Sangguniang Bayan o Lungsod: Caloocan, Makati, Muntinlupa, Pasig, at Valenzuela City.

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.

Mga Pamamaraan sa Aplikasyon

1. Ipakita ang CRS Appointment Slip (naka-print o digital na kopya) sa Information Marshal para sa mga layunin ng pagpapatunay.
2. Sumunod sa mga Health and Safety Protocols
3. Kumuha ng Application Form (AF) at Queue Ticket Number (QTN).
4. Ipakita sa Screener ang QTN, napunan na AF, valid IDs, Authorization Letter/ Special Power of Attorney at mga kailangang dokumento at magtungo sa Collecting Officer para sa kaukulang bayad
5. Suriin kung tama ang Opisyal na Resibo (OR), at bilangin ang sukli, kung mayroon man.
6. Magtungo sa Releasing Area sa nakatakdang araw at oras ng release ng dokumento
7. Ipakita at isumite ang OR, valid ID, Authorization Letter/SPA at lahat ng mga kailangang dokumento sa Releasing Officer
8. Suriin kung wasto at kumpleto ang natanggap na dokumento

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

Paalala

- Ang appointment slip ay maari lamang gamitin sa nakatakdang araw.
- Huwag kalimutang magdala ng ID na tumutugma sa pangalan na iyong na-encode.
- Mangyaring paalalahanan na ang appointment na ito ay hindi puwedeng ipagamit sa iba.
- Mangyaring laging subaybayan ang iyong email account para sa anumang mga anunsyo tungkol sa iyong appointment.
- Tumatanggap ang PSA ng mga cashless payment transaction sa pamamagitan ng GCash at Maya
- Maari din kumuha ng dokumento sa online (psaserbilis.com.ph at psahelpline.ph) at Batch Request System (BREQS) sa mga SM Business Centers at Local Government Units
- Maari din gamitin ang PhilID/e-PhilID para makapag request ng dokumento kahit walang appointment

- Huwag kalimutang mag suot ng face mask
- Mag dala ng sariling alcohol o hand sanitizer
- Panatilihin ang social distancing
- Umalis agad oras na matapos ang iyong transaction upang makapag bigay lugar sa iba pang aplikante