



## Civil Registration Service Appointment Slip



### Booked

Created on Thursday, Jul 21, 2022 02:43 PM  
As of Thursday, Jul 21, 2022 02:43 PM

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v1.1

#### Appointment Details

<b>First Name</b>	Maria Jessica
<b>Middle Name</b>	Gonzales
<b>Last Name</b>	Batralo
<b>Outlet</b>	Lipa City, Batangas
<b>Outlet Address</b>	PSA, Ground Floor Building C, Fiesta World Mall, Marawoy, Lipa City
<b>Date</b>	Monday, Aug 1, 2022
<b>Time</b>	03:30 PM

#### Certificates (1)

<b>#1</b>	BC:SF Maria Jessica Gonzales Batralo
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#### 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.