



Civil Registration Service Appointment Slip



Booked

Created on Tuesday, Mar 28, 2023 03:44 PM
As of Tuesday, Mar 28, 2023 03:45 PM

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v1.1

Appointment Details

First Name	Jennifer
Middle Name	Simbajon
Last Name	Cajegas
Outlet	Tagbilaran Outlet
Outlet Address	Uptown IT Hub, 2F JLU Centre Bloc, Rajah Sikatuna Avenue, Tagbilaran City, Bohol
Date	Wednesday, Apr 5, 2023
Time	11:00 AM

Certificates (1)

#1	BC:SF Jennifer Simbajon Cajegas
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Important Reminders

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.

Please monitor your email account regularly for any announcements regarding your appointment.