



16. Request for Advance Submission of newly registered civil registry documents to Philippine Statistics Authority (PSA).

Endorsement of newly registered civil registry documents to the office of the Civil Registrar General (OCRG) to request for advance downloading to PSA database to be available at PSA outlet.

Office or Division	Office of the Municipal Civil Registrar			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	All party concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
newly registered civil registry documents – (1) Original copy w/ attachment		Office of the Municipal Civil Registrar		
Mailing envelope w/ prepaid - (1) original copy		JRS Airmail		
Availability to PSA outlet will be (3) three months more or less				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Request for endorsement to the receiving area	1. Verify and review the civil registry documents	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar
	1.1 Prepare the documents and encode the endorsement	None	5 Minutes	
2. Receive transmittal and mailing receipt	2. Endorse the civil registry documents to PSA, Quezon City thru JRS Airmail	None	10 Minutes	Administrative Aide II Office of the Municipal Civil Registrar
TOTAL:		None	20 Minutes	

Request for advance submission of civil registry documents to PSA is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753