



21. Request for Endorsement of negative result from PSA but registered at LCRO

Endorsement of the civil registry documents from the records of Local Civil Registry Office (LCRO) which has no record from Philippine Statistics Authority (PSA) forwarded to the office of the Civil Registrar General (OCRG) to have it available at PSA database.

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		
Negative Certification - (2) photocopies		Client		
Certified copy or Certification of civil registry documents issued to OCRG - (2) original copies		Office of the Municipal Civil Registrar		
Postal Money Order (PMO) - (1) original copy		Philippine Postal Corporation (PPC)		
Mailing envelope w/ prepaid - (1) original copy		JRS Airmail		
PSA result will be (3) three months more or less				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the civil registry documents at the receiving area	1. Receive, verify and review the civil registry documents	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
2. Prepare the copy for OCRG and endorsement	2.1. Issue a copy to the Office of the Civil Registrar General of the civil registry documents to be indorse	None	10 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar



	2.2. Prepare and encode the endorsement letter	None	5 Minutes	
3. Receive transmittal and mailing receipt	3. Endorse the civil registry documents to PSA, Quezon City thru JRS Airmail	None	10 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	TOTAL:	None	30 Minutes	

Request for Endorsement of negative result from PSA but registered at LCRO is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753