

## 8. Request for Endorsement of Registry Records

Endorses documents which resulted negative from PSA data base but available in our office file.

<b>Office or Division:</b>	Office of Local Civil Registry			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to community			
<b>Who may avail:</b>	All residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PSA Negative Result Certification (2 copies)		Philippine Statistic Authority		
Owner's copy of birth certificate of child, marriage contract or death certificate, if available (2 copies)		From the applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicants show documents	1.1 Receives the negative certificate of any vital events.	None	5 minutes	<i>Senior Administrative Asst. II</i> Office of the Local Civil Registrar
	1.2 Verifies the availability from our archives and registry book.	None	15 minutes	<i>Senior Administrative Asst. II</i> Office of the Local Civil Registrar <i>Process Server</i> Office of the Local Civil Registrar

2. Client will go to the Treasurer's Office	2.1 Issue Order of Payment.	Electronic Endorsement - 200.00	5 minutes	<i>Process Server</i> Office of the Local Civil Registrar
	2.2 Prepares document for endorsement.	None	5 minutes	<i>Senior Administrative Asst. II</i> Office of the Local Civil Registrar
	2.3 MCR signs the document.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	2.4 Instructs the client to mail the documents to PSA, Manila and to follow-up after three(3) months.	None	5 minutes/90 days	<i>Process server</i> Office of the Local Civil Registrar
	2.5 Release document to PSA MANILA.	None	5 minutes	<i>Process server</i> Office of the Local Civil Registrar
	2.6 Request client to answer Client Satisfaction Survey and drop it in the feedback box.	None	10 minutes	<i>Process server</i> Office of the Local Civil Registrar
	<b>TOTAL</b>	200.00	60. Minutes/90 Days	