

30. Processing of Administrative Naturalization (PSA CRS Outlet – East Avenue ONLY)

Office or Division:	Civil Register Management Division			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens(G2C)			
Who may avail:	All clients of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Naturalization		Department of Foreign Affairs (DFA) Special Committee on Naturalization (SCN) Bureau of Immigration (BI)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
MICROFILM UNIT				
Client requests a Certified Photocopies of attachments at CRS Central Outlet	1. Print and Sort AF by date of release, type of document, by year, province, and municipality	None Note: Processing fee for copy issuance of the PSA copy of the Certificate of Renunciatio n is being collected by the PSA CRS Outlet - East Avenue, Q.C.	1 hour per batch of 500 Application Forms	<i>Librarian (Associate)</i> Microfilm Unit <i>Supervisor</i> Microfilm Unit <i>Chief, CRMD</i> CRS Building, Quezon City
	2. Prepare transmittal of AFs and route to Legal Instruments Unit	None	5 minutes per request	<i>Team Lead (Associate)</i> Microfilm Unit <i>Registration Officer II</i> Supervisor, Microfilm Unit <i>Chief, CRMD</i> CRS Building, Quezon City
LEGAL INSTRUMENTS UNIT				

	1. Receipt and "Scan In" the AF from Microfilm Unit	None.	1 minute per request	<p><i>Uncon/MV Controller</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	2. Retrieve the set of documents from archives	None	3 days	<p><i>COSW</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	3. Photocopy the set of documents	None	5 minutes	<p><i>COSW</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	4. Stamp the photocopied document with "Certified True Copy".		2 minutes	<p><i>COSW</i> Legal Instruments Unit, CRMD,</p>

				<p>CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	5. Prepare transmittal and transmit the documents to the Authorize Signatory		5 minutes	<p><i>COSW</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
	6. Sign the documents and forward the documents the Releasing of the CRS Central Outlet		1 day	<p><i>Registration Officer III and Registration Officer II CRS, CRMD</i></p>
	7. Logged out as "completed" in the system		1 minute	<p><i>Uncon/MV Controller</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD,</i> CRS Building, Quezon City</p>
TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS				