

31. Processing of Option to Elect Philippine Citizenship (PSA CRS Outlet -East Avenue ONLY)

It is a statement that allows the child (those who were born before January 17, 1973, of Filipino mothers and of alien fathers) to choose or elect Philippine Citizenship upon reaching the majority. It is signed and sworn to by the party concerned before any officer authorized to administer oaths and shall be filed with the nearest Local Civil Registry Office. The said party shall accompany the aforesaid statement with the oath of allegiance to the Constitution and Government of the Philippines (Sec. 1 CA No. 625)

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. Affidavit of Election of Philippine Citizenship (one photocopy certified by the concerned LCRO)	Concerned Local Civil Registry Office (LCRO)			
2. Certificate of the Election of Philippine Citizenship (one original copy)				
3. Un-annotated Certificate of Live Birth (one photocopy certified by the concerned LCRO)				
4. Oath of Allegiance (one photocopy certified by the concerned LCRO)				
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	1 hour per batch of 500 Application Forms	<i>Librarian (Associate)</i> Microfilm Unit <i>Supervisor</i> Microfilm Unit

		Certificate of Renunciati on is being collected by the PSA CRS Outlet - East Avenue, Q.C.		<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</i> (Associate) Microfilm Unit <i>Registration Officer II</i> Supervisor, Microfilm Unit <i>Chief, CRMD</i> CRS Building, Quezon City
LEGAL INSTRUMENTS UNIT				
	3. Receipt and "Scan In" the AF from Microfilm Unit	None.	1 minute per request	<i>Uncon/MV Controller</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City <i>Supervisor</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City <i>Chief, CRMD,</i> CRS Building, Quezon City
	4. Retrieve the set of documents from archives	None	3 days	<i>COSW</i> Legal Instruments Unit, CRMD, CRS Building, Quezon City <i>Supervisor</i>

				<p>Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>
	5. Photocopy the set of documents	None	5 minutes	<p>COSW Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>
	6. Stamp the photocopied document with "Certified True Copy".		2 minutes	<p>COSW Legal Instruments Unit, CRMD, CRS Building, Quezon City</p> <p><i>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</i></p> <p><i>Chief, CRMD, CRS Building, Quezon City</i></p>
	7. Prepare transmittal and transmit the documents to the Authorize Signatory		5 minutes	<p>COSW 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>
	8. 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</i> CRS, CRMD</p>
	9. 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				