

32. Processing of Pre-Nuptial Agreement/Marriage Settlement and any modification thereof (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. 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 Certificate of Renunciati on is being collected by the PSA CRS Outlet -	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

		East Avenue, Q.C.		
	2. Prepare transmittal of AFs and route to Legal Instruments Unit	None	5 minutes per request	<i>Team Lead (Associate) Microfilm Unit</i> <i>Registration Officer II Supervisor, Microfilm Unit</i> <i>Chief, CRMD CRS Building, Quezon City</i>
LEGAL INSTRUMENTS UNIT				
	3. Receipt and "Scan In" the AF from Microfilm Unit	None.	1 minute per request	<i>Uncon/MV Controller Legal Instruments Unit, CRMD, CRS Building, Quezon City</i> <i>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</i> <i>Chief, CRMD, CRS Building, Quezon City</i>
	4. Retrieve the set of documents from archives	None	3 days	<i>COSW Legal Instruments Unit, CRMD, CRS Building, Quezon City</i> <i>Supervisor Legal Instruments Unit, CRMD, CRS Building, Quezon City</i>

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

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