

6. Processing of Civil Registry Documents under Circular 91-6 (Physical Transfer of Document)

Circular No. 91-6 which was signed and issued on 18 November 1991 provides the guidelines in the physical transfer of civil registry documents that were registered other than the place of the occurrence of the vital events (birth, death, and marriage). This is in compliance with the general rule that the place of occurrence is the place of registration of a vital event.

CRMD processes documents subject for annotation under Circular No. 91-6.

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 yrs. old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter from the Local Civil Registry Office		Local Civil Registry Office (LCRO) of the place where the document has been physically transferred		
2. Certified photocopy of Annotated Civil Registry Documents				
3. Certified photocopy of Un-annotated Civil Registry documents				
4. Certified photocopy of the registry book				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Local Civil Registry Office endorse Civil Registry documents with annotation under Circular 91-6 to the PSA Central Office through courier and LCRCU	1. Receipt and control of endorsed Civil Registry documents (<i>with annotation on Circular No.91-6</i>) in the Central Office.	None	1 hour per batch of 75 documents.	<i>Unisys Associate and COSW, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</i> <i>Supervisor Registration Officer III DRCU 3rd Floor CRS Building</i> <i>Chief, CRMD</i>

				7 th Floor CRS Building
	2. Encode in RCC and print transmittal	None	1 hour per batch of 75 documents.	<i>Unisys Associate, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</i>
	3. Sign CRDs with remarks under Circular No. 91-6	None	1 hour per batch of 120 CRDs.	<i>Supervisor Registration Officer III DRCU 3rd Floor CRS Building</i>
	4. Transmit the documents with transmittal to Production and Maintenance Unit (PMU) for processing	None	20 minutes	<i>Unisys Associate, Document Receipt and Control Unit (DRCU) 3rd Floor CRS Building</i> <i>Supervisor Registration Officer III DRCU 3rd Floor CRS Building</i> <i>Chief, CRMD 7th Floor CRS Building</i>
PRODUCTION AND MAINTENANCE UNIT				
	5. Evaluation of the receipt CRDs with Circular No. 91-6 annotation <i>5.1 If passed, refer to Page 11 of PMU Process</i>	None		<i>Registration Office III and Registration Officer II, Production and Maintenance Unit (PMU)</i>

	<p>5.2 <i>If failed, draft communication letter to the concerned C/MCR</i></p>			<p>6th Floor CRS Building Chief, CRMD 7th Floor CRS Building</p>
<p>TOTAL ESTIMATED PROCESSING TIME FOR SERVICE: 7 WORKING DAYS</p>				