



Republic of the Philippines


NATIONAL
STATISTICS
OFFICE
Manila

Reference No. 05NSO00-042

10 February 2005

OFFICE OF THE CIVIL REGISTRAR GENERAL
MEMORANDUM CIRCULAR No. 2005 -- 002

TO : All City/Municipal Civil Registrars

FROM : 
CARMELITA N. ERICTA
Civil Registrar General

Subject : Guidelines on Securing Copies of Documents
Affected by R.A. No. 9255 from the OCRG

The following guidelines are issued to ensure a standard procedure in securing copies of OCRG-annotated documents resulting from the provisions of R.A. No. 9255:

A. FOR PREVIOUSLY REGISTERED COLB

1. Applicants may be advised to file their requests for copies of annotated civil registry documents resulting from the provisions of R.A. No. 9255 at:

NSO-EDSA
Area A, Ground Floor, Vibal Building
EDSA corner Times Street
West Triangle, Quezon City

2. Requests may also be coursed through the NSO Regional/Provincial Office, which shall facilitate the filing of requests.
3. Requests filed at the NSO Regional/Provincial Offices should be forwarded together with the payment in Postal Money Order to the NSO Civil Registration Department with the following address:

Dir. Lourdes J. Hufana
Director III, Civil Registration Department
3/F Vibal Building
EDSA corner Times St.
West Triangle, Quezon City
Subject: RA 9255



1999 Recognition for Quality Commitment Recipient

P.O. Box 779, Manila, Philippines
Cable Address: NSOPHIL
Email: C.Ericta@mail.census.gov.ph
Web: <http://www.census.gov.ph>
Telephone: (632) 713-7074 (632) 716-0734
Fax: (632) 713-7073 (632) 715-6502

4. First time requests for annotated documents must be accompanied by the following documents:
 - a. Certified true copy of the unannotated COLB
 - b. Certified true copy of the annotated COLB
 - c. Certified true copy of the Public Document/Private Handwritten Instrument, if applicable
 - d. Certified true copy of the Affidavit to Use the Surname of the Father, if applicable
5. The above requirements need not be submitted for subsequent requests.
6. Requests for annotated documents under these rules, the applicant should indicate in the application form that the request concerns R.A. No. 9255.
5. The processing fee for a copy of annotated document from NSO is P125.

B. FOR NEWLY REGISTERED COLB

Newly registered COLBs affected by R.A. No. 9255, whether timely or delayed, are included in the regular submissions of the LCROs to NSO Provincial Offices

1. Requests for copies of these COLBs maybe filed at any Census Serbilis Outlets.
2. If the requested documents have not been enrolled in the CRS database, these will be treated as unconverted and will follow the same procedures for securing unconverted documents.

For your information and guidance.

cc: Civil Registration Department
All NSO Regional Directors and Provincial Statistics Officers
All NSO Department Directors
File