



MEMORANDUM CIRCULAR NO. 2020 – 22

TO : ALL LOCAL GOVERNMENT UNIT (LGU) OFFICIALS

SUBJECT : Guidelines in Filing for a Request for Copy Issuance/ Certification/ Authentication of Civil Registry Documents from an LGU Official in LGU-Hosted CRS Outlet

DATE : 04 September 2020

To standardize the process of filing request for copy issuance/ certification/ authentication of civil registry document from a local government unit (LGU) official, the following guidelines MUST be strictly implemented:

1. Request from a LGU official shall be limited ONLY to the document owner or his/her immediate family member, as follows:
 - a) His/her spouse;
 - b) His/her own children; and
 - c) His/her parents.
2. Each Application Form (AF) must be approved, and signed by the designated City Official, and must be supported by original, and photocopy of valid ID.
3. There must be a designated Liaison Officer, authorized to file the request, who must have a proper endorsement letter signed by the designated City Official.
4. There must be a Transmittal Letter containing the names/details of the document owners (Name, Place/Date of Event, Type of Request, Quantity and Amount Paid).
5. Filing of request shall be at the office of the Outlet Supervisor.



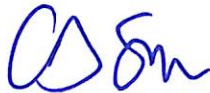
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6. The LGU employees may file at the regular lane for his/her own documents, and that of his immediate family members (first degree) ONLY.

For guidance, and strict compliance.



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

MLM/FSS/TPK