



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. CRMD-2020-09-1666

MEMORANDUM CIRCULAR NO. 2020- 23

TO : ALL PSA REGIONAL DIRECTORS/OICs
ALL PSA PROVINCIAL STATISTICS
OFFICERS/OICs
ALL CITY/MUNICIPAL CIVIL REGISTRARS/OICs
ALL SHARIA CIRCUIT REGISTRARS/OICs
ALL PHILIPPINE FOREIGN SERVICE POST
OFFICIALS AND STAFF

SUBJECT : Reiteration of Memorandum Circular No. 2010-03
Re: Authentication of Civil Registry Documents

DATE : 10 September 2020

Subject to the existing civil registration laws, rules, and regulations, the Philippine Statistics Authority is committed to provide, and issue the requested civil registry documents to its clients.

Hence, this is to reiterate and emphasize Memorandum Circular No. 2010-03 Re: Authentication of Civil Registry Documents dated 17 May 2010, which provides that, all requests for authentication from the local civil registry offices are to be treated as copy issuance requests and need to go through the Civil Registration System (CRS) process. Thus, if the result is positive, the document from the CRS database is issued and the civil registry document is returned to the client, without having been signature authenticated.

However, if the CRS result is negative, then the civil registry document is authenticated, and issued to the client with the corresponding negative certificate. Authentication is done by placing a stamp at the back page of the Local Government Unit-issued civil registry document and duly signed by the authentication officer. For the stamp at the back of the civil registry document, the following remarks shall appear:



Management
System
ISO 9001:2015
www.tuv.com
ID 9105640991



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

“This is to certify that this document was issued by a local civil registry personnel who is authorized to issue the same and whose authority was confirmed by the Civil Registrar General and the signature of the same local civil registry personnel, which appears on the document, is similar to the signature specimen officially submitted to and filed with this Office.”

The fee for the authentication is One Hundred Fifty-five Pesos (PhP155.00), and the processing period is two (2) hours.

For your information and proper guidance.



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

MLM/FSS/MBG/RDF