



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

**MEMORANDUM CIRCULAR 2017 - 08**

**TO** : ALL CITY/MUNICIPAL CIVIL REGISTRARS(C/MCRS)/  
OFFICERS-IN CHARGE (OICS), SHARI'A DISTRICT AND CIRCUIT  
REGISTRARS

**SUBJECT** : Full Implementation on the Use of 2007 Revised Civil Registry Forms

**DATE** : 9 June 2017

Effective 1 July 2017, the use of the 2007 Revised Civil Registry forms is hereby implemented.

Section 2 of Act No. 3753 mandates the Civil Registrar General (CRG) to prepare and issue regulations for carrying out Act No. 3753 (The Civil Registry Law) and to prepare and order printed necessary forms for its proper compliance by city/municipal civil registrars.

On 28 October 2010, Memorandum Circular 2010-15 issued by the Civil Registrar General enjoined all C/MCRs to use the 2007 Revised Civil Registry Forms as follows:

1. Certificate of Live Birth
2. Certificate of Marriage
3. Certificate of Death
4. Certificate of Fetal Death
5. Birth Attachment
6. Marriage Attachment
7. Death Attachment
8. Certificate of Foundling
9. Application for Marriage License
10. Conversion to Islam
11. Certificate of Divorce
12. Statement of Revocation of Divorce
13. Certificate of Dissolution of Marriage
14. Statement of Revocation of Dissolution of Marriage

Memorandum Circular 2010-15 provides the guidelines in making orders and distribution of civil registry civil registry forms at the PSA-Provincial offices. To facilitate the distribution of the ordered civil registry forms, the Provincial Offices of the PSA were authorized and designated as distribution centers where local civil registrars, attendants-at-birth/death, and other stakeholders may file orders and purchase of civil registry forms. The guidelines took effect in January 2011.

It has been six (6) years since the CRG gave instructions for the full implementation of the Revised Civil Registry Forms (January 2007) but until today, the Office receives vital events which are registered using the old civil registry forms (i.e. Municipal Form Nos. 102, 103 and 97, Revised 1993).

The Office of the Civil Registrar General (OCRG) revised the civil registry forms in 2007 to conform to new laws, policies, and rules and regulations related to civil registration. The OCRG also provided standard location and ample space for Remarks/Annotations. To ensure accuracy of data in the civil registry forms, write-in entries on items were included such as Sex, Birth order, Type of Delivery, among others.



Therefore, the use of old civil registry forms is no longer acceptable. There are new items and revisions included in the 2007 Revised Civil Registry Forms that are not present in the old forms.

Civil registry documents submitted by the C/MCRs not using the prescribed 2007 Revised Civil Registry Forms shall not be accepted for scanning by PSA. These submitted monthly reports using the old forms will be returned to the concerned Local Civil Registry Office for replacement using 2007 Revised Civil Registry Forms.

For strict compliance.

*Lisa Grace S. Bersales*

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