




Republic of the Philippines

NATIONAL  
STATISTICS  
OFFICE  
Manila

Reference 04CRD00-015  
(Pls cite number in your reply)

**MEMORANDUM CIRCULAR No. 2004- 04**

**TO :** All City/Municipal Civil Registrars

**FROM :**   
**CARMELITA N. ERICTA**  
Administrator and Civil Registrar General

**SUBJECT :** Use of Black Ink in Filling Up the Civil Registry Forms and  
Amendment of General Instruction 2.1.h of the Instructions  
Manual of 1993

**DATE :** 4 March 2004

---

The conversion of the civil registry documents from paper to digital format is an on-going activity under the Civil Registry System-Information Technology Project (CRS-ITP). Conversion process involves quality checking of these documents before the scanning, indexing, and uploading to the CRS database.

In the scanning process of these documents, it has been observed that those that were filled up in red or blue ink resulted to blurred and illegible images compared those that were filled up using black ink. Documents with blurred and illegible images are excluded in the indexing and uploading stages. This explains the situation where NSO issues negative certifications from the database even if the paper documents are on file.

In view of this and to ensure better archiving system of quality documents, please be advised that, effective immediately, black ink or ribbon shall be used in filling up all civil registry documents, whether timely or late registered. Thus, general instruction 2.1.i of the *Instructions Manual: Civil Registry Forms (Accomplishments and Coding)* issued in 1993, to wit:

*In every case of delayed registration of birth, death, marriage and other registrable documents, the entry in the civil registry book and the registry number transcribed on the certificate of vital event shall be in red ink. The remarks "Delayed Registration" shall be written on the Remarks/Annotation portion of the certificate and the "Remarks" portion of the registry book.*

is partially superseded only as to the entries in the certificate of vital event is concerned. The entries in the civil registry book shall still be in red ink.

For your information and compliance.



1999 Recognition for Quality Commitment Recipient

P.O. Box 779 Manila, Philippines  
Cable Address: NSOPHIL  
E-mail: [C.Ericta@mail.census.gov.ph](mailto:C.Ericta@mail.census.gov.ph)  
Web: <http://www.census.gov.ph>  
Telephone: (632)713-7074 (632)716-0734