

27. Requesting Certified True Copies of Legal Instruments



Office or Division:	City Civil Registry Department - <b>Records Management and Archiving Division (Counters 9)</b>			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who can file:	Individuals/Parties who were born/married and the court is located in Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"><li>• Personal Copy of the Legal Instruments (if available)</li><li>• Marriage/ Birth Certificate with annotation (if available)</li><li>• 1 photocopy of valid ID of Document owner with 3 specimen signatures</li><li>• 1 original copy of Authorization Letter/Special Power of Attorney from the document owner (whichever is applicable)</li><li>• 1 photocopy of valid ID of the Representative with 3 specimen signatures</li></ul>		Client's Copy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry of the client	1. Client's copy of the document they are requesting for manual searching	N/A	5 Minutes	City Civil Registry Department - Counter 9
2. Advising the client with the process	2. Advising the client that once we found the document they will pay ₱50 per page	N/A	10 Minutes	
3. Searching of Documents	3. We will search the documents with the document that client provided through our referral books.			
4. Giving clients updates	<p>Giving clients updates with the search done:</p> <p>4.1 If found, we will inform them on how much it will cost per copy of the legal instrument.</p> <p>4.2 If not yet found, we will give a personal information stub for the client to fill out so that we can contact them once we found the document.</p>		10 Minutes	
5. The client will pay the necessary fees	5. Upon consulting with the client, and the client agrees and wants to pay for the document that she/ he is requesting, we will issue an order of payment.		10 Minutes	

6. Issuing of Claim Stub to Client	6. Upon receiving the receipt of payment, we will issue a claim stub to the client with a reference number and we will explain that the document will be released after 3 working days.	N/A	3 Working Days  5 Minutes	
<b>TOTAL:</b>		PHP 50.00 /page	3 Days and 40 Minutes	
<p>The requesting of certified true copies of documents (Annulment, Divorce, Foreign Divorce, Presumptive Death, Affidavit of Reappearance, Dissolution of properties, Correction of Entries, Adoption, Foreign Adoption, Administrative Adoption &amp; Foundling, Pre-nuptial Agreement, Naturalization and Renunciation) are qualified in many stages.</p> <p>Note: If the details and requirements in processing the document are incomplete, it will not be received and processed. The complete details and requirements are the documents that will be processed.</p>				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the document sought for correction/ change	1.1. Receiving clerk compares PSA and local copy for consistency of discrepancy.		10 Minutes	Interviewer/Processor City Civil Registry Department
	1.2. Issues list of applicable requirements.			
2. Initial Interview, state what entry/ies to be corrected. Submits requirements to processor.	2. Assess the document to be corrected, arrange and evaluate requirements. If requirements are in order, proceed to the final interview.		Duration of Interviews: 15 minutes	Interviewer/Processor City Civil Registry Department
3. On final interview, clarify what entry/ies to be corrected. Reevaluation requirements.	3. If the requirements are correct and complete, get the contact details and issues order of payment.		Preparation of petition: 45 minutes	
4. Pays at the City Treasurer’s Office, Trust Fund Section, the corresponding fees	4.1. Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in-fact, and gives contact numbers of the office for follow-up after 3 months.	Filing fee - PHP 3,000.00	10 Calendar Days Mandatory Posting Period	Collector City Treasurer's Office
		Publication - PHP 2,300.00		
		Additional fee for Migrant Petition, Date of Birth - PHP 1,000.00	2 Consecutive Weeks Publication	Interviewer/Processor City Civil Registry Department
				Receiving Clerk/Processor

	4.2. Upon receipt from PSA, annotate document, issue certificate of Finality with annotated copy. Release.	Legal Instrument fee (2 sets for regular petition) - PHP 670.00		PSA
				Processor / Releasing Clerk City Civil Registry Department
TOTAL:		For Regular Petition - PHP 5,970.00  For Migrant Petition - PHP 3,300.00	24 Days 1 Hour and 10 Minutes  (Processing time excludes Final Review/evaluation of the PSA Legal Division)	
R.A. 10172 - Petition for Correction of Sex and/or Day and/or Month in the Date of Birth are qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted Only documents with official receipts will be processed.				

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