

## CIVIL REGISTRY SYSTEM (CRS) OUTLETS DIRECTORY

### Regional and Provincial Outlets

#### ILIGAN CITY

G/F Barnuevo Bldg.,  
Badelles St. Extension, Palao,  
Iligan City, Lanao del Norte  
(063) 221-3275 / (063) 221-6433

#### ILOILO CITY

J. Villanueva Building, Iznart Street,  
Iloilo City, Iloilo  
(033) 335-0316 / (033) 335-0907 /  
(033) 500-3053 / 09193644094

#### KALIBO

G/F Redepermavic Bldg.,  
North Capitol Site, Estancia, Kalibo, Aklan  
(036) 268-9217 / (036) 268-3373

#### LAOAG CITY

G/F Jomel III Corporate Bldg.,  
P. Acosta cor D. Samonte St., Brgy 14,  
Laoag City Ilocos Norte  
(077) 600-0631 / 09176293941

#### LEGASPI CITY

2nd Flr. Albay Capitol Building Annex 1,  
Old Albay District, Legaspi City, Albay  
(052) 201-9548 / (052) 480-1907

#### LIPA CITY

Ground Floor Bldg. C Fiesta World Mall,  
Marawoy, Lipa City, Batangas  
(043) 312-4815 / (043) 756-0412

#### LUCENA CITY

3rd Floor Pacific Mall, Brgy. 3,  
ML Tagarao St., Lucena City  
(042) 373-6832 / 09255117373

#### NAGA CITY

2nd Floor PSA Building,  
Panganiban Drive,  
Naga City, Camarines Sur  
(054) 871-5673 / (054) 871-5872

#### OLONGAPO CITY

#47 Gordon Avenue, Brgy. Pag-asa,  
Olongapo City, Zambales  
(047) 232-6289 / 09237396622

#### OZAMIS CITY

G/F, Gaisano Mall Southwing,  
Port Road cor. 15 de Noviembre St.,  
Ozamiz City, Misamis Occidental  
(088) 521-0901/(088) 564-0233

#### PUERTO PRINCESA CITY

Goldraz Bldg., Malvar St., Puerto Princesa City  
(048) 434-2092

#### TACLOBAN CITY

G/F Leyte SR Building, Cong. Mate Ave. Ext.,  
Abucay, Tacloban City, Leyte  
(053) 321-8389/09178626695/09364923284

#### TRECE MARTIRES CITY

1st Floor Government Center Building,  
Provincial Capitol Grounds,  
Barangay San Agustin, TMC, Cavite  
(046) 686-5728

#### SAN FERNANDO CITY, PAMPANGA

PSA RSSO 3 Bldg.,  
Diosdado Macapagal Government Center,  
Brgy Maimpis, San Fernando City, Pampanga  
(045) 981-0163/(045) 455-2552/  
09473361949/09189481193

#### SAN PABLO CITY

Maharlika Highway, Brgy. Bagong Bayan,  
San Pablo City, Laguna  
(049) 562-9605

#### SURIGAO CITY

G/F Yuipco Bldg., Navarro St.,  
Surigao City, Surigao del Norte  
(086) 231-7415/(086) 826-5036

#### VIGAN CITY

2nd Floor Amorin-Singson Bldg.,  
Mabini cor Del Pilar Sts., Barangay III,  
Vigan City, Ilocos Sur  
(077) 632-0905/(077) 604-0770

#### ZAMBOANGA CITY

Dagdag Bldg., San Jose Road, Baliwasan,  
Zamboanga City  
(062) 957-4636 local 103

#### For Door-to-door deliveries:

<https://www.psaserbilis.com.ph>  
<https://www.helpline.ph>

#### BREQS Partners Nationwide:

SM Business Centers Accredited  
Local Government Units (LGUs)

**Teleserve Hotline:** (02) 8737-1111

Brochure



REPUBLIC OF THE PHILIPPINES

**PHILIPPINE STATISTICS AUTHORITY**

## CIVIL REGISTRATION SERVICES

#### List of Services:

- COPY ISSUANCE
- AUTHENTICATION
- ANNOTATION
- CERTIFICATION

Birth - Marriage - Death  
Certificate of No Marriage  
(CENOMAR)  
Certificate of Marriage  
(CEMAR)

#### Basic Requirements:

Valid IDs (with picture & signature)/

Authorization Letter/Special Power of Attorney (SPA) as per PD 603  
and Data Privacy Act of 2012

- If the requester is the document owner, present original valid IDs
- If the requester is a representative:
  - a. Original valid IDs or photocopy of valid IDs of the document owner and original and photocopy of the valid IDs of the representative.
  - b. Authorization Letter/Special Power of Attorney (SPA) duly signed by document owner and indicating the following:
    - 1) Type of document;
    - 2) Number of requested document;
    - 3) Name of the document owner/s; and
    - 4) Complete details of requested documents.

For Authentication Request, **Certified True Copy (CTC)** of the document with fresh signature of authorized signatory from Local Civil Registry Office (LCRO).



<http://psa.gov.ph>



[ars.qvu1@psa.gov.ph](mailto:ars.qvu1@psa.gov.ph)  
[ars.qvu2@psa.gov.ph](mailto:ars.qvu2@psa.gov.ph)  
[ars.qvu3@psa.gov.ph](mailto:ars.qvu3@psa.gov.ph)



PhilippineStatisticsAuthority



(02) 8461 0500 loc. 702

## LIST OF VALID IDs / IDENTITY DOCUMENTS

- 1.) Philippine Identification (PhilID) Card issued by Philippine Identification System (PhilSys)
- 2.) Philippine Passport issued by the Department of Foreign Affairs (DFA)
- 3.) Driver's License issued by the Land Transportation Office (LTO)
- 4.) Professional Regulations Commission (PRC) ID
- 5.) Integrated Bar of the Philippines (IBP) ID
- 6.) Government Service Insurance System (GSIS) Unified Multi-Purpose ID/eCard
- 7.) Social Security System (SSS) Unified Multi-Purpose ID
- 8.) Home Development Mutual Fund (Pag-IBIG) Transaction / Loyalty Card
- 9.) Voter's ID issued by the Commission on Elections (COMELEC)
- 10.) Postal ID issued by Philippine Postal Corporation (PhilPost)
- 11.) Senior Citizen's ID Card issued by the Office of Senior Citizens Affairs (OSCA) and / or local government units (LGUs)
- 12.) OFW ID issued by the Department of Labor and Employment (DOLE)
- 13.) Overseas Workers Welfare Administration (OWWA) ID
- 14.) Seaman's/Seawoman's Book issued by the Maritime Industry Authority (MARINA)
- 15.) Diplomat/Consular ID issued by the Philippine Embassy
- 16.) National Bureau of Investigation (NBI) Clearance
- 17.) Philippine National Police (PNP) ID / Police Clearance
- 18.) Department of Social Welfare and Development (DSWD) Certification / 4Ps ID
- 19.) Barangay ID / Certification with picture and signature
- 20.) Person with Disability (PWD) ID issued by the National Council on Disability Affairs (NCDA) or its regional counterpart, Office of the Mayor, Office of the Barangay Captain, DSWD Office and other participating organization with Memorandum of Agreement with the Department of Health (DOH)
- 21.) IDs issued by National Government Offices (e.g. AFP, DAR, DENR, DOH, DOJ) including Government Owned and Controlled Corporations (GOCCs)
- 22.) IDs issued by the Offices of the Local Chief Executives (Governor, Vice-Governor, Mayor and Vice Mayor)
- 23.) Tax Identification Card (TIN) with picture and signature issued by the Bureau of Internal Revenue (BIR)
- 24.) School / Student ID for currently-enrolled students, 18 years old and above, issued by reputable schools/colleges/universities recognized by the Department of Education (DepEd) or Commission on Higher Education (CHED) signed by the principal or head of the academic institution
- 25.) Company IDs issued by private entities or institutions registered with, supervised or regulated by the Bangko Sentral ng Pilipinas (BSP), Securities and Exchange Commission (SEC) or Insurance Commission (IC)
- 26.) For foreign nationals, passport issued by foreign governments AND any of the following:
  - a) Alien Certification of Registration (ACR I-card);
  - b) Immigrant Certificate of Registration;
  - c) Special Resident Retiree Visa issued by the Bureau of Immigrations (BI) through the Philippine Retirement Authority.

## CIVIL REGISTRY SYSTEM (CRS) OUTLETS DIRECTORY

### Metro Manila Outlets

**EAST AVENUE, QUEZON CITY**  
CRS Building, PSA Complex,  
East Avenue, Quezon City  
(02) 8461-0500 loc 702, 201, 208

**MAKATI CITY**  
G/F Old. Bldg., Makati City Hall,  
J.P. Rizal St., Poblacion, Makati City  
(02) 8895-1418 / (02) 8870-1000

**MUNTINLUPA CITY**  
4th Floor Ayala Malls South Park,  
National Road, Alabang, Muntinlupa City  
(02) 8851-6302 / (02) 8851-6299

**PASAY CITY**  
Lifestyle I Bldg., Hobbies of Asia,  
#8 Diosdado Macapagal Avenue,  
Pasay City  
(02) 8833-8842 / (02) 8833-3780

**PASIG CITY**  
Pasig City Hall, Caruncho Avenue,  
Brgy. San Nicolas, Pasig City  
(02) 8292-0910

**VALENZUELA CITY**  
3rd Floor, COMELEC Building,  
C.J. Santos St., Malinta, Valenzuela City  
(02) 8372-0133

### Regional and Provincial Outlets

**BACOLOD CITY**  
G/F East Two Corp Center Bldg,  
Circumferential Rd. cor. Diola St,  
Brgy. Villamonte,  
Bacolod City, Negros Occidental  
(034) 708-1323

**BAGUIO CITY**  
1st floor. CTLL Bldg.,  
141 Abanao Extension, Baguio City  
(074) 244-0845

**BAYOMBONG**  
G/F Nueva Vizcaya Sports Complex,  
Bayombong, Nueva Vizcaya  
(078) 692-1397 / 09778430186

**BUTUAN CITY**  
Freeman Bldg., J.C. Aquino Avenue,  
Butuan City  
(085) 225-5219 / 09088186157

**CABANATUAN CITY**  
G/F NE Pacific Mall, H. Concepcion,  
Maharlika Highway,  
Cabanatuan City, Nueva Ecija  
(044) 940-1382

**CAGAYAN DE ORO CITY**  
B1-B4 Building,  
Pride Rock Business Park,  
Gusa, Cagayan de Oro City  
(088) 856-2679 / (088) 856-4778

**CALASIAO**  
2nd Floor MB Bldg., Nalsian Road,  
cor. De Venecia St.,  
Calasiao, Pangasinan  
(075) 632-5833 / (075) 633-8075

**CALAPAN CITY**  
Ground Floor, Emerald Building,  
J.P. Rizal St., Brgy. Camilmil,  
Calapan City, Oriental Mindoro  
09289105000

**CATBALOGAN CITY**  
G/F R. Tan Bldg, City Plaza,  
Catbalogan City, Samar  
09279133219 / 09495005403

**CEBU CITY**  
Gaisano Capital South Building,  
Colon Street, Cebu City,  
(032) 412-6794 / (032) 256-0592

**COTABATO CITY**  
PSA ARMM, Carumba Building,  
Jupiter Street, Cotabato City  
(064) 421-4064

**DAVAO CITY**  
Ango Building II,  
Cabaguio Avenue, Davao City  
(082) 224-1140 / (082) 221-3593

**DIPOLOG CITY**  
A4M Building Arellano Ext Miputak,  
Dipolog City, Zamboanga Del Norte  
(065) 918-0307

**DUMAGUETE CITY**  
Purple Building Valencia Road, Bagacay,  
Dumaguete City, Negros Oriental

**GENERAL SANTOS CITY**  
EJ Yomon Bldg., Santiago Blvd.,  
Lagao, General Santos City  
(083) 552-2502

Good work hard for



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

### Civil Registration Services

#### Basic Requirements:

#### List of Services:

- COPY ISSUANCE
- AUTHENTICATION
- ANNOTATION
- CERTIFICATION

Birth - Marriage - Death  
Certificate of No Marriage  
(CENOMAR)

Certificate of Marriage  
(CEMAR)

Valid IDs (with picture & signature)/Authorization Letter/  
Special Power of Attorney (SPA) as per PD 603 and  
Data Privacy Act of 2012

- If the requester is the document owner, present original valid IDs
- If the requester is a representative:
  - a. Original valid IDs or photocopy of valid IDs of the document owner and original and photocopy of the valid IDs of the representative.
  - b. Authorization Letter/Special Power of Attorney (SPA) duly signed by document owner and indicating the following:
    - 1) Type of document;
    - 2) Number of requested document;
    - 3) Name of the document owner/s; and
    - 4) Complete details of requested documents.

For Authentication Request, Certified True Copy (CTC) of the document with fresh signature of authorized signatory from Local Civil Registry Office (LCRO).

## VALID IDs/ IDENTITY DOCUMENTS

1. Philippine Identification (PhilID) Card issued by Philippine Identification System (PhilSys)
2. Philippine Passport issued by the Department of Foreign Affairs (DFA)
3. Driver's License issued by the Land Transportation Office (LTO)
4. Professional Regulations Commission (PRC) ID
5. Integrated Bar of the Philippines (IBP) ID
6. Government Service Insurance System (GSIS) Unified Multi-Purpose ID/eCard
7. Social Security System (SSS) Unified Multi-Purpose ID
8. Home Development Mutual Fund (Pag-IBIG) Transaction / Loyalty Card
9. Voter's ID issued by the Commission on Elections (COMELEC)
10. Postal ID issued by Philippine Postal Corporation (PhilPost)
11. Senior Citizen's ID Card issued by the Office of Senior Citizens Affairs (OSCA) and/or local government units LGUs)
12. OFW ID issued by the Department of Labor and Employment (DOLE)
13. Overseas Workers Welfare Administration (OWWA) ID
14. Seaman's/Seawoman's Book issued by the Maritime Industry Authority (MARINA)
15. Diplomat/Consular ID issued by the Philippine Embassy
16. National Bureau of Investigation (NBI) Clearance
17. Philippine National Police (PNP) ID / Police Clearance
18. Department of Social Welfare and Development (DSWD) Certification / 4Ps ID
19. Barangay ID / Certification with picture and signature
20. Person with Disability (PWD) ID issued by the National Council on Disability Affairs (NCDA) or its regional counterpart, Office of the Mayor, Office of the Barangay Captain, DSWD Office and other participating organization with Memorandum of Agreement with the Department of Health (DOH)
21. IDs issued by National Government Offices (e.g. AFP, DAR, DENR, DOH, DOJ) including Government Owned and Controlled Corporations (GOCCs)
22. IDs issued by the Offices of the Local Chief Executives (Governor, Vice-Governor, Mayor and Vice Mayor)
23. Tax Identification Card (TIN) with picture and signature issued by Bureau of Internal Revenue (BIR)
24. School / Student ID for currently-enrolled students, 18 years old and above, issued by reputable schools/colleges/universities recognized by the Department of Education (DepEd) or Commission on Higher Education (CHED) signed by the principal or head of the academic institution
25. Company IDs issued by private entities or institutions registered with, supervised or regulated by the Bangko Sentral ng Pilipinas (BSP), Securities and Exchange Commission (SEC) or Insurance Commission (IC)
26. For foreign nationals, passport issued by foreign governments AND any of the following:
27. Alien Certification of Registration (ACR I-card).
  - a.) Immigrant Certificate of Registration;
  - b.) Special Resident Retiree Visa issued by the Bureau of Immigrations (BI) through the Philippine Retirement Authority.

✉ [crs.qvu1@psa.gov.ph](mailto:crs.qvu1@psa.gov.ph)  
[crs.qvu2@psa.gov.ph](mailto:crs.qvu2@psa.gov.ph)  
[crs.qvu3@psa.gov.ph](mailto:crs.qvu3@psa.gov.ph)

f Philippine Statistics Authority



(02) 8461 0500 loc. 702



<http://psa.gov.ph>