

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 Redepermarvic 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.helpine.ph>

BREQS Partners Nationwide:

SM Business Centers Accredited
Local Government Units (LGUs)

Teleserve Hotline: (02) 8737-1111



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).



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

Board would hand for



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Civil Registration Services

Basic Requirements:

List of Services:

- **COPY ISSUANCE**
- **AUTHENTICATION**
- **ANNOTATION**
- **CERTIFICATION**

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 - 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
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✉ crs.qvu1@psa.gov.ph
crs.qvu2@psa.gov.ph
crs.qvu3@psa.gov.ph

f Philippine Statistics Authority



(02) 8461 0500 loc. 702



<http://psa.gov.ph>