



PREMIUM ANNOTATION CHECKLIST OF REQUIREMENTS



CLIENTS STEP AND BASIC REQUIREMENTS

1. Printed or electronic copy of valid CRS Appointment Slip (1 copy) bearing the name of the client that will transact in the PSA Civil Registry System Outlet.

Reminder. If the client is an authorized representative the CRS Appointment Slip should be in his/her name.

2. Queue Ticket Number (QTN) (1 copy) Completely filled-up Application Form (AF) accomplished in PRINTED LETTERS (1 copy)
a) Birth Certificate (White Form);
b) Death Certificate (Yellow Form); or
c) Marriage Certificate (Pink Form).

3. Proceed to the screening area. Present the AF and the required documents to the Screener for completeness check.

4. Proceed to the corresponding collecting officer for premium annotation, for payment and checking of the documents.

Reminder. The client or his/her representative must have in hand the set of documents ready for the process of annotation.

5. The CRS Collecting Officer will check and verify the completeness of documents presented before the acceptance of payment; if the set of documents are incomplete, a feedback will be issued to the client for compliance.

6. If the application and supporting documents are complete, Official Receipt (OR) will be issued to the client.

7. A prepaid pouch for courier of the documents to PSA Central Office is needed OR the client may opt to ship the documents provided that he/she will email the tracking number to crslipaoutlet@psa.gov.ph for monitoring.

8. For the release of document under **Premium Annotation**, the client will be notified through the provided contact number upon application.

Once the annotation is done, the annotated document can be subsequently requested from any PSA CRS outlet nationwide.

Note: For Detailed Requirements per type of Requester and type of documents including attachments, please refer to the Citizens Charter for external services at PSA website psa.gov.ph

WHERE TO SECURE?

Designated Queue Ticket Number (QTN) Issuing Station at the PSA Civil Registry System Outlet.

Application Form dispenser at the PSA CRS OUTLET or at the CRS Appointment System

**PREPAID POUCH MUST
BE PROVIDED FOR THE
COURIER OF THEIR
DOCUMENTS,
ADDRESSED TO:**

Ms. Marizza B. Grande
Assistant National Statistician
Philippine Statistics Authority
3rd Floor, CRS Building,
PSA Complex East Avenue,
Diliman, Quezon City

PSA CRS LIPA OUTLET

Available from Monday to Friday | 07:30 am to 03:00 pm
For inquiries: Telephone No. (043) 312-4815
Email Address: crslipaoutlet@gmail.com

