

#### 4. REQUEST FOR CERTIFICATION OF NO RECORD AND/OR TRANSCRIPTION FROM THE REGISTRY BOOK

Issuance of certificates of no record and transcription of civil documents brought about by wear and tear and to be used for legal purposes.

<b>Office or Division:</b>	City Civil Registry Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	General Public (must be personal or his duly authorized representative)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Application for No Record:</b> <ul style="list-style-type: none"> <li>PSA Certification of No Record and upon thorough verification there is no existing record on the files of the CCRD.</li> </ul> <b>For Transcription from the Registry Book:</b> <ul style="list-style-type: none"> <li>PSA copy is not readable but there is an existing record on files in the CCRD.</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request and presentation of requirements	1.1 Verifies from records on file if document is available 1.2 Issue of Order of payment		3 mins.	Adm. Aide IV or AA III
	2. Preparation of No Record and/or Transcription to be signed by CCRD officers.		10 mins.	Civil Registrar ACCR RO IV &/or RO III
3. Payment of Fees	3. Receive Payment and issue Receipt	P200.00 for Transcription  P150.00 if No Record		Cashier of City Treasury
4. Presentation of Official Receipt and accepts the requested certification.	4. The OR number, amount paid and name of requesting party is entered in the logbook for the day's transaction.		2 mins.	Adm. Aide III and/or IV

**END OF TRANSACTION (Total Processing Time: Ten (10) minutes)**