

<p>Mail documents to Legal Services, PSA, QC for affirmation</p> <p>Once result is positive, request for annotated SECPA at PSA Region X</p>	<p>Follow up PSA Legal upon affirmation, prepare 1) Certificate of Finality 2) Annotated document 2) Endorsement to PSA Region for upgrading in database & issuance of annotated Security Paper</p>	<p>P 50.00 /copy</p>	<p>After 30 days</p>	<p>Agar Puza</p>
<p>Case 2 – Born outside CDO</p> <p>Follow same requirements</p> <p>Make payment at City Treasurer’s Office</p> <p>Buy Postal Money Order</p> <p>Sends documents to the Civil Registrar of the place of Birth</p> <p>Once positive, claim the copy of the Birth</p>	<p>Follow – up C/MCR of the place of birth</p> <p>Inform client</p>	<p>Service fee – P500.00 Certification fee- P 30.00 per page of supporting documents</p> <p>P1,000.00 P500.00</p>	<p>10 days posting</p>	

Certificate with remark as petitioned				
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