

Office or Division:	CITY CIVIL REGISTRY OFFICE – CDLI DIVISION			
Classification:	Court Decision – Declaration of Nullity of Marriage or Annulment of Marriage			
Type of Transaction:	Complex			
Who may avail:	Document Owner / Petitioner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Court Decision – 4 sets 2. Certificate of Finality 3. Entry of Final Judgment 4. Decree 5. Cert. of Authenticity 6. Cert. of Registration 7. Cert. of Marriage – PSA copy <p>Note: Items # 1-3 also certified by LCR of the place where the court sits</p>		<p>Regional/Municipal Trial Court Regional/Municipal Trial Court Regional/Municipal Trial Court Regional/Municipal Trial Court LCRO of the place of Marriage LCRO of the place of Marriage PSA</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Case 1 – Court Decision- issued in CDO</p> <ol style="list-style-type: none"> 1.Submit documents 2.Send by mail the documents to the LCRO of the place of marriage (if not in CDO) 3.Bring docs to RTC & request for issuance of a decree 4.Submit decree 	<ol style="list-style-type: none"> 1.Register Court Decision 2.Certify all documents 3.Issue : <ol style="list-style-type: none"> a. Certificate of Authenticity b. Certificate of Registration 4.Prepare transmittal to PSA 5.Prepare transmittal to the LCR where the Marriage Cert. is filed (if not in CDO) 6.Instruct client of the next steps 7.Register Decree 	<p>P 350.00</p> <p>P 30.00/page</p> <p>P 50.00/copy</p> <p>P 50.00/copy</p>	<p>40 mins.</p> <p>40 mins.</p>	<p><u>CDLI Division</u></p> <p>Lalaine Benette Sijub Rhea Montesa Montano Sabanal</p> <p>Maribel S. Guzman- Asst.CCR</p>

<p>5.Send/Mail documents to LCRD or to PSA</p> <p>6.Check status at PSA Email: ons@psa.gov.ph</p> <p>7.Request copy at PSA outlet, once positive</p>	<p>8.Issue:</p> <p>a. Certificate of Authenticity</p> <p>b.Certificate of Registration</p> <p>c.Annotated Cert. of Marriage (skip if marriage is outside CDO)</p> <p>9.Prepare transmittal to PSA (if marriage is in CDO) or Prepare transmittal to LCRO where marriage is filed</p> <p>10.Instruct client of the next steps</p> <p>11.Check status of request to PSA email</p> <p>12.Inform client, if positive</p>	<p>P 50.00/copy</p> <p>P 50.00/copy</p> <p>P 50.00/copy</p>		<p>Lalaine Benette Sijub Rhea Montesa Montano Sabanal</p> <p>Maribel S. Guzman-Asst. CCR</p>
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