

Office or Division:	CITY CIVIL REGISTRY OFFICE – CDLI DIVISION			
Classification:	Judicial Recognition of Divorce issued by Foreign Court			
Type of Transaction:	Complex			
Who may avail:	Document Owners / Petitioners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Divorce Certificate issued by Foreign Court Certified by the Civil Registrar in Manila City (4 sets) 2. Certificate of Registration 3. Certificate of Authenticity 4. Marriage Contract – PSA copy 5. Judicial Recognition of Divorce issued by RTC ( Note: Clients are advised to register first the Divorce Certificate at the LCRO of Manila City before filing a Petition for Recognition in Phil. Court.) 6. Certificate of Finality		City Civil Registrar – Manila City  - Same – - Same – Philippine Statistics Office (PSA)  RTC in Philippines  RTC in Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all documents	1.Register Court Decisions 2.Issue 4 copies each: Cert. of Authenticity Cert. of Registration 3. Certify all pages of Court Decision & its integral parts 4. Annotate Marriage Certificate 5. Prepare letter request for an annotated Security Paper to PSA, QC. 6. Instruct client on next step	P 350.00  P 50.00/copy P 50.00/copy  P 30.00/page  P 50.00/copy	90 mins.	<u>CDLI Division</u> Lalaine Benette Sijub Rhea Montesa Montano Sabanal  Maribel M. Guzman – Asst. CCR
Mail docs to PSA, Q.C.				
Check status at PSA , email add: ons@psa.gov.ph	7.Check status of request from PSA email add: ons@psa.gov.ph		Within 30-45 days after mailing to PSA	Rhea Montesa

Request copy at PSA, once positive				
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