



**Internal/External**

**12. SERVICENAME: PAYMENT OF SERVICE FEE (BREQS)**

**Description of the Service:** The BREQS is a scheme where PSA authorizes a partner to receive requests for PSA-issued copies and certifications of civil registry documents from the public and issue the documents to its clientele.

<b>Office or Division:</b>	CITY TREASURER'S OFFICE
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Public

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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1. Documents required by the City Civil Registrar Office.	1. City Civil Registrar
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment.  1.1 Issue the Official Receipt.	P 125.00  Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.	2 minutes	Lyka A. Dupo Admin. Aide I  Ruben S. Calimag RCC III



2. Return to the Office of the City Civil Registrar and claim the requested documents.	2. Assist and instruct the client to return to the City Civil Registrar Office.	None	1 minute	Lyka A. Dupo Admin. Aide I  Ruben S. Calimag RCC III
TOTAL			3 minutes	