

PSA Documents Checklist

Prices, which certificates you need and what to bring. Sources: PSA appointment system and PSAHelpline.ph (PSA's authorized partner).

PRICES PER COPY

DOCUMENT	WALK-IN (PSA OUTLET)	ONLINE, DELIVERED (PSAHELPLINE.PH)
PSA birth certificate	₱155	₱365 · ₱335 store pickup · ₱290 e-Certificate
CENOMAR	₱210	₱420
PSA marriage certificate	₱155	₱365
PSA death certificate	₱155	₱365

Online = PSA fee + ₱160 service + ₱50 courier. Delivery: next working day (Metro Manila), 3–8 working days (provinces).

WHICH DOCUMENTS DO YOU NEED?

FOR	PSA DOCUMENTS
Passport (first or old passport)	Birth certificate (+ marriage certificate if using your husband's surname)
Getting married (marriage license)	Birth certificate + CENOMAR
Fiancé or spouse visa	CENOMAR (check the embassy's list)
Insurance, SSS or estate claim	Death certificate

WALK-IN: BRING THESE

- ☐ **Free appointment**
PSA CRS Appointment System (crs-appointment.psahelpline.ph)
- ☐ **Valid ID**
Original
- ☐ **Exact details of the record**
Full name, date and place of the event, parents' names. The PSA search is exact
- ☐ **Getting someone else's certificate?**
Authorization letter + the owner's ID, unless you're their parent, spouse, direct descendant or guardian. Pay in cash and check your receipt

Validity: PSA certificates don't expire, but the DFA and embassies want a birth certificate, and most offices a CENOMAR, issued within the last 6 months.

No record or a mistake? No PSA copy until the birth is registered: file a late registration at the local civil registry office. Clerical errors and first-name changes are fixed by petition at the LCRO (RA 9048 / RA 10172): ₱1,000 clerical, ₱3,000 first name, day/month of birth or sex.

Guides: papelesph.com/psa-birth-certificate/ · papelesph.com/cenomar/ · Finder: papelesph.com/tools/psa-document-finder/