

Center for National Documents and Records Agency

Customer Service Center

Requirements for Services

Registration of Deeds (All Types)

- ✓ Tax Clearance
- ✓ 3 photocopy of Finance Revenue Receipt with original Deed
- ✓ Photo ID or take photo (No cost)
- ✓ Letter of Administration (If proxy)
- ✓ Power of Attorney (If proxy)

Preparation of Certified copy of Deeds

- ✓ Affidavit of Ownership
- ✓ Letter of Administration
- ✓ Photo ID or take photo (No cost)

Registration of Legal Instruments (Excluding Deeds & Lease Agreements)

- ✓ Provide original copy of Legal Instrument
- ✓ Letter of Administration (If proxy)
- ✓ Power of Attorney (If proxy)

Research

(Deeds, Marriage, Title Documents & Other Information)

- ✓ Filled in Research Request or FOI Form

New Marriage Certificate

- ✓ One medical certificate for each couple
- ✓ Filled in application form
- ✓ Need to take photo (No cost)
- ✓ Apply at least 10 days prior to wedding

Certified Copy of Marriage Certificate

- ✓ Provide Information on Date of marriage
- ✓ Provide Information on couple names
- ✓ Photo ID or take photo (No cost)

Bachelor/Spinster Certificate

- ✓ Application Form
- ✓ Need to take photo (No cost)

OFFICE HOURS: MONDAY - FRIDAY, 10:00AM - 3:00PM