

Petition for Correction of Clerical Error in the Sex and Date of Birth and Change of First Name or (RA 9048 and RA 10172) in the Civil Registry Documents (Birth, Marriage and Death)

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Birth , Marriage and Death Certificate to be supplied (1 Original and 2 photocopy)		Philippine Statistics Authority		
MCR copy of the Birth Certificate (2 photocopy)		Municipal Civil Registrar Office		
Baptismal Certificate (2 photocopy)		Church		
Marriage Certificate (if married)		Philippine Statistics Authority or Municipal Civil Registrar Office		
School Records (Form 137 elementary) (2 photocopy)		School		
Voter Registration Record (2 photocopy)		COMELEC Office		
Government Issued Identification Card (2 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
Member Data Record (Philhealth) (2 photocopy)		Philhealth Office		
Police Clearance (2 photocopy)		Philippine National Police Office		
National Bureau of Identification (2 photocopy)		NBI Office		
Employment Certificate or Affidavit of Non Employment (2 photocopy)		Employer or Notary Public		
Medical Record or Affidavit of No Medical Record (2 photocopy)		Hospital or Notary Public		
Medical Certificate issued by RHU (2 photocopy)		Municipal Health Office		
Affidavit of Publication (Original and 2 photocopy)		Publication		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or staff and submit the PSA Birth, Marriage or Death Certificate with error and the list of requirements for	1. Interview. Check if the list submitted requirements are complete.	None	3 Minutes	Municipal Civil Registrar Administrative Aide / Municipal Civil Registrar Office
	1.1 Issue payment Order		1 Minute	



verification.				
2. Client proceed to Municipal treasury office for the payment	2. Accept payment and issue official receipt	Php 1000.00 (CCE) Php 3000.00 (RA 10172 and Change of First Name Php 1000.00 (Service Fee for Migrant Petition for Change of First Name and R.A. 10172 Date of Birth) Php 500.00 (Service fee for CCE)	2 Minutes	<i>LTOO-I</i> <i>Revenue Collection Clerk I</i> <i>Administrative Aide I</i> Office of the Municipal Treasury
3. Return to Municipal Civil Registrar and present the official receipt.	3.1 Post the petition in a bulletin board.	None	1 Minute	<i>Municipal Civil Registrar</i> <i>Administrative Aide I</i> Office of the Municipal Civil
	3.2 Publish the petition in a newspaper of general circulation.		2 weeks	Office of the Publication
4. Sign the petition	4. Act on the petition and render a decision after completion of the posting requirements.		8 days	<i>Municipal Civil Registrar</i> <i>Administrative Aide I</i> Office of the Municipal Civil
	4.1 Advise the client to wait for the approval of the PSA		2 Minutes	
	4.2. Forward the petition to			



	PSA Manila			
TOTAL:			22 Days and 9 Minutes	