

Supplemental Report

A supplemental Report for birth, marriage and death may be filed to supply information inadvertently omitted when the document was registered.

Office or Division:	Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Birth , Marriage and Death Certificate to be supplied (1 Original and 3 photocopy)		Philippine Statistics Authority		
Affidavit of Supplemental Report		Notary Public		
At least three (3) of the following documents:				
MCR copy of the Birth Certificate		Municipal Civil Registrar Office		
Baptismal Certificate (3 photocopy)		Church where baptized		
Marriage Certificate (if married)		Philippine Statistics Authority or Municipal Civil Registrar Office		
School Records (Form 137 elementary) (3 photocopy)		School where studied		
Voter Registration Record (3 photocopy)		COMELEC Office		
Government Issued Identification Card (3 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
Member Data Record (Philhealth) (3 photocopy)		Philhealth Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or staff and request for supplemental report	1. Verify if there is available record. If the record is available, advice the client to submit the requirements for supplemental report	None	3 Minutes	<i>Municipal Civil Registrar</i> <i>Administrative Aide</i> / Municipal Civil Registrar Office
2. Submit the requirements for verification	2. Receive and check the validity and completeness of the submitted documents.	None	3 Minutes	<i>Municipal Civil Registrar</i> <i>Administrative Aide</i> /
	2.1 Issue payment order		1 Minute	Office of the Municipal Civil Registrar



3. Client proceed to Municipal Treasury Office for the payment	3. Accept payment and issue official receipt	180.00	2 Minutes	<i>LTOO I Revenue Collection Clerk I Administrative Aide / Office of the Municipal Treasury</i>
4. Return to Office of the Municipal Civil Registrar to present official receipt. Review and sign the prepared document.	4. Process the supplemental report	None	10 Minutes	<i>Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar</i>
	4.1 The Municipal Civil Registrar review and sign the Supplemental Report.		2 Minutes	
5. Receive the owner's copy	5. Issue the owner's copy. 5.1 The Municipal Civil Registrar or staff endorsed the copy to PSA-Iligan for annotation	None	1 Minute	<i>Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar</i>
TOTAL:		Php 150.00	22 Minutes	