

REQUIREMENT FOR THE CORRECTION OF BIRTH ORDER IN THE BIRTH CERTIFICATE OF THE DOCUMENT OWNER UNDER RA 9048

1. Latest Copy of Birth Certificate to be corrected (Local Copy and PSA Copy – Have it photocopy for one (1)
2. One original copy and one Xerox/photo copy of birth certificate of all brothers and sisters of the document owner (certified local copy or PSA)
3. Two latest copies of obstetrical record, medical record and pre natal record from the hospital and/or OB GYNE
4. Two Xerox copies of any document/s (GSIS, SSS, BIR, PHILHEALTH, PRIVATE INSURANCE, etc.) of the parents where all their children are indicated as their beneficiary and arrange accordingly
5. 2 Xerox copies of valid ID of the petitioner and the document owner or SPA (Special Power of Attorney), if the petitioner is not the document owner like auntie, uncle, Godparents, client, friend, officemate etc.

REMINDERS: NO INTERVIEW EVERY FRIDAY

1. All requirements (Civil document-birth and personal records) should conform with the correction sought to be corrected (lahat ng mga requirements na isusumite ay kailangan magtutugma sa itatamang dokumento)
 2. After the compliance of the requirements, please proceed to information counter and get a number for the pre-interview
 3. Follow-up of the Petition is after four (4) months. Will commence on the date the petition was received by this office
 4. Payments are as follows: Registration Fee (P 1,000.00)/Certified Xerox Copy (P320.00) and Transmittal Fee (P280.00)
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