

REQUIREMENTS FOR THE CORRECTION IN THE DAY AND MONTH IN THE DATE OF BIRTH UNDER RA 10172

1. One (1) latest certified machine copy and one (1) photo copy of the birth certificate to be corrected issued by the Manila Civil Registrar
2. One (1) latest PSA Copy and one (1) photo copy of the birth certificate to be corrected
3. One (1) Original and One (1) Photo copy of the following MANDATORY REQUIREMENTS:

-Elementary school record or school documents. In case the petitioner/document owner never entered school, an Affidavit attesting to the facts shall be submitted.

-Medical Records issued by the hospital or by a clinic where the document owner was born. In case where the petitioner/document owner has no medical records due to the fact that the hospital or the clinic is already closed, an Affidavit attesting to the facts shall be submitted.

-Baptismal certificate and other documents issued by religious authorities. In case where the petitioner/document owner has no baptismal certificate or similar documents, an affidavit attesting to the facts shall be submitted

-Certificate of Employment indicating that the document owner has no pending administrative case, if employed.

-Affidavit of Non-Employment indicating that the document owner has no pending civil or criminal case or no criminal record, if not employed at the time the filing of the petition.

-Affidavit of Self Employment indicating that the document owner has no pending civil criminal case or no criminal record, if self employed at the time the filing of the petition

-Certification of Good Moral Character issued by the school, if the document owner is 18 years old below.

-NBI and POLICE CLEARANCE – Purpose: for the Correction of the day and month in the date of birth for document owner ages 0 to 7 years old, not required

4. FOR MARRIED DOCUMENT- Latest PSA Copy or Certified machine copy of the marriage contract issued by the Local Civil Registrar.
5. Documents that will show proof of the correction being sought like Service Record, GSIS or SSS Record, Insurance Certificate and Income Tax Return
6. 2 photo copies of valid ID of the petitioner and the document owner
7. SPA(Special Power of Attorney), if the document owner is in abroad or physically or mentally incapacitated he/she can be represented by a lawyer or his/her nearest relative up to the third degree of consanguinity

REMINDERS:

1. After the compliance of the requirements, please proceed to the information counter and get a number for pre-interview and bring the original copies of the personal records of the document owner. Only with complete requirements are allowed for pre-interview
2. Publication of the petition for two (2) consecutive weeks in a newspaper of general and national circulation(List of newspapers will be provided during the final interview)
3. Steps to follow will also be provided during the Final Interview
4. Follow-up of the Petition is after four (4) months. Will commence on the date the petition was received by this office
5. Payments are as follows: Registration Fee (P3,000.00)/Certified Xerox Copy (320.00-Single Petition and P540.00 Double Petition) and Transmittal Fee (280.00-Single Petition and P400.00 Double Petition). Payment for the Publication and notary of the Petition form not included.

NO INTERVIEW EVERY FRIDAY