

## **REQUIREMENTS FOR CORRECTION OF CLERICAL ERROR IN THE FIRST NAME OF DOCUMENT OWNER (NOT MARRIED) UNDER RA 9048**

1. Latest Copy of Birth Certificate to be corrected (Local Copy and PSA Copy – Have it photocopy for one (1))
2. 2 Xerox copies of Personal records. Please bring original copies
  - a) Baptismal certificate
  - b) School records (F-137/138 or certification either Elem. or HS) or College (TOR) or Diploma (Elem. or HS or Vocational or College)
  - c) Voter's registration record/voters affidavit (COMELEC)
3. Other documents in relation to no.2: GSIS/SSS record, Medical Record, Business record, Service Record, Insurance, Certificate of land bank Title, Passbook, Billing etc.
4. 2 latest original copy and one (1) Xerox/photo copy-NBI Clearance and PNP Clearance-(purpose: FOR CORRECTION OF NAME)
5. 2 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 the information counter and get a number for 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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