

REQUIREMENTS FOR CORRECTION OF CLERICAL ERROR IN THE CHILD'S LAST NAME OR FATHER'S 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. One original copy and one Xerox/photo copy of birth certificate/death certificate of father and marriage contract of parents (certified local copy or PSA copy). If certification of no record was issued, birth certificate or marriage contract or death certificate of father's brother's or sister's, at least two (2) or birth certificate of document owner's brother or sister's, at least two (2)
3. 2 Xerox copies of personal records of the document owner and the father. Please bring original copies
 - Baptismal Certificate
 - School records (F-137/138 or certification either Elem. or HS) or college (TOR) or diploma (Elem. or HS or Vocational or college)
 - Voter's registration record/voters affidavit. (COMELEC)
4. Other documents in relation to no.3: GSIS/SSS record, medical Record, Business Record, Service Record, Insurance, Certificate of Land bank Title, Passbook, Billing etc.
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 documents-birth and death certificate and marriage contract 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 interview of the requirements, please proceed to the 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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