

REQUIREMENTS FOR CORRECTION OF DATE OF BIRTH, PLACE OF BIRTH AND FIRST NAME IN THE MARRIAGE CONTRACT UNDER RA 9048

1. Latest Copy of Marriage 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 the person that needs to be corrected (certified local copy or PSA copy)
3. **FOR CORRECTION ON FIRST NAME ONLY** – One original copy and one Xerox/photo copy of birth certificate of atleast two (2) children of document owner
4. 2 Xerox copies of personal Records *with date and place of birth. Please bring original copies*
 - Baptismal certificate
 - School records (F-137/138 or certification either Elem or HS) or College (TOR)
 - Voter's registration record/voter's affidavit (COMELEC)
5. Other documents in relation to no. 4: GSIS/SSS record, diploma (Elem., HS or College/Vocational), Medical Record, Business Record, Service record, Insurance, Certificate of Land bank title, Passbook, Billing etc.
6. 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 certificate 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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