



Internal/External

12. SERVICENAME: CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS IN THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX IN THE CERTIFICATE (RA10172)

Description of the Service: The process of rectifying or amending inaccurate or erroneous information recorded in the original birth, Death and marriage certificate.

Office or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>DAY AND MONTH OF BIRTH Requirements : Present original copies and submit 2 photocopies</p> <ul style="list-style-type: none"> • Document to be corrected (PSA & LCR Copies) • Baptismal Certificates issued by religious authorities. • Earliest school Record (Form 137) • NBI Clearance • Police Clearance • Voter’s Registration (if married) • Affidavit of Publication of Clippings • Employers Clearance with no pending case (if employed) • Affidavit of non-employment (if not employed) • Medical Certificates issued by Government/ Private Hospital <p>GENDER OR SEX (Personal Appearance)</p>	<p>PSA</p> <p>Church COMELEC School NBI Hospital / Clinic GSIS Law Office</p> <p>Treasury Office</p>



- Document to be corrected (PSA & LCR Copies)
- Baptismal Certificates Issued by religious authorities.
- Earliest School Records (Form 137)
- NBI Clearance
- Police Clearance
- Employers Clearance (if employed)
- Affidavit of non- employment (if not employed)
- Certificate of Authenticity issued by CCR
- Medical Certification (CCR Form)
- Affidavit Of Publication or clippings

Xerox copies of Official Receipt w/ the original

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Online Application for Administrative Petition for Correction Automated System via QR code Submit original and photocopy of requirements to Counter 2	Accept and verify online application and requirements Prepare the document.	None	15 Minutes	Twinkle S. Toralba DEMO-I Frances S. Aggabao Admin Aide I Glen J. Gollaba Admin. Aide- I Atty. Syra M. Miguel - Miranda City Civil Registrar



2. Pay the required fee at the City Treasury Office.	Ask for official receipt	Change of 1 st name filing fee- P3,000.00 Service Fee (Migrant Petitioner- P1,000.00) Correction of Clerical Error Filing Fee P1,000.00 Service Fee of Migrant Petitioner- P500.00	5 Minutes	CTO
3. Present official receipt to Counter 5	Accomplish and sign the document	None	1 Minute	Twinkle S. Toralba DEMO-I Frances S. Aggabao Admin Aide I Glen J. Gollaba Admin. Aide- I
4. Claim/Receive the accomplished document. Note : Publish petition in a local	Release the document	None	1 Minute	Twinkle S. Toralba DEMO-I Frances S. Aggabao Admin Aide I



<p>newspaper of general circulation for changed of first name</p> <p>Get certified copy of affirmed petition w/ certificate of finality from the CCRO after decision from the OCRG.</p> <p>Second Endorsement to PSA- Tuguegarao</p>				<p>Glen J. Gollaba <i>Admin. Aide- I</i></p> <p>Atty. Syra M. Miguel - Miranda <i>City Civil Registrar</i></p>
TOTAL				27 Minutes