

OFFICE OF THE CITY CIVIL REGISTRAR

G/F, New City Hall, Apokon, Tagum City
Tel: 084-216-9367 Local 111-113/ CP: 0927-531-3475

1 Petition for CORRECTION OF CLERICAL ERRORS in the Birth, Marriage or Death Certificate (Pursuant to RA No. 9048)

Republic Act No. 9048 is an act that authorizes the Local Civil Registrar to correct clerical or typographical errors in the birth, marriage or death certificate without the need for a Judicial Order.

WHAT ARE COVERED UNDER RA NO. 9048?

Petition to correct mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that are harmless, innocuous, visible to the eyes or obvious to understanding, and can be corrected only by reference of other existing records.

However, mistakes that involve change of **Nationality/Citizenship, Status** and **Age** (birth year in the Birth Certificate only) are excluded in the coverage of this law. To correct these mistakes, a petition shall be filed with the proper court.

WHO MAY FILE THE PETITION?

1. Document owner
2. Document owner's spouse, children, parents, brothers, sisters, grandparents or guardian, or any other person duly authorized by law or by the document owner in a Special Power of Attorney

WHERE TO FILE THE PETITION?

As a general rule, the petition shall be filed with the Office of the Civil Registrar where the birth, marriage or death certificate is registered and kept.

But when the document owner or the petitioner had already migrated to another place within the Philippines, a migrant petition may be filed with the Office of the Civil Registrar of the place where he/she is presently residing or domiciled. The petition will be transmitted to the Office of the Civil Registrar where the birth, marriage or death certificate is registered and kept.

WHAT ARE THE REQUIREMENTS?

1. **Birth/Marriage/Death Certificate** sought to be corrected (PSA and Local Copy)
2. **Petition** subscribed by any person authorized to administer an oath
 - a. **RA 9048 Form No. 1.1** (Birth Certificate)
 - b. **RA 9048 Form No. 2.1** (Marriage Certificate)
 - c. **RA 9048 Form No. 3.1** (Death Certificate)
3. **At least two (2) public/private documents** showing the correct entry upon which the correction shall be based. These documents may be of the document owner, parents, siblings or children such as:
 - a. *Baptismal Certificate*
 - b. *School Records /Form 137/TOR/Diploma*
 - c. *Marriage Certificate*
 - d. *Birth Certificate*
 - e. *Voter's Registration Record/ID*
 - f. *SSS/GSIS/PhilHealth/BIR/Pag-Ibig IDs/Records*
 - g. *Passport/Land Title/Bank or Pass Book*
 - h. *Any documents that can establish the correct entry*

4. **Express Pouch** , Phil Post Office or **Prepaid Pouch**, private courier (*Optional*)
5. **Postal Money Order** (Payment for the annotated Birth, Marriage or Death Certificate in Security Paper or SECPA)
 - a. *Amount: P140.00*
 - b. *Payee: Philippine Statistics Authority, Quezon City*
 - c. *Payor: Flordeliza J. Zulueta, City Civil Registrar, Tagum City*
6. **PSA's Application Form** (Birth/Marriage/Death Certificate)

(Note: For migrant petition, please submit requirements 1-4 only.)

HOW MUCH ARE THE FEES AND CHARGES?

(Please refer Fees at the back.)

IMPORTANT TIPS/INFORMATION:

1. It is highly recommended that the birth, marriage or death certificate sought to be corrected will be initially assessed by the Front Desk Officer (Tables 5, 6 or 7) to properly guide the document owner or petitioner on the appropriate remedy or action to be taken.
2. During the assessment, please bring pertinent public or private documents (see Requirement 3) for accurate and efficient assessment.
3. When the petition is received by our office, it will be posted for ten (10) days before the City Civil Registrar will grant or deny the petition. It will be endorsed to the Office of the Civil Registrar General, Philippine Statistics Authority, Quezon City for affirmation of the petition. When affirmed, our office will issue a Certificate of Finality and will prepare the annotation in Birth, Marriage or Death Certificate. If impugned, a Motion for Reconsideration will be filed.
4. For migrant petition, it will be posted also for ten (10) days before the petition will be transmitted to the receiving Office of the Civil Registrar.
5. To avoid complications in the assessment and filing of petition, **FIXERS ARE NOT ALLOWED.**
6. Our office observes **"NO-NOON BREAK"** Policy.

HOW TO AVAIL OF THE SERVICE:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEE	FORM
1	Get a priority number and wait to be called	Give a priority number and advise client to wait	5 minutes	Ann Janet O. Calzado	No Fees	Priority Number
2	When the priority number is called, go to the Front Desk Officer (Table 5,6 or 7) and present the requirements	Checks the petition, supporting documents and requirements Advise the client to pay at the City Treasurer's Office-License Division	15 minutes	Nancy B. Balaga Ingrid P. Cabarron	No Fees	Requirements Billing
		Review completeness and appropriateness of petition, supporting documents and requirements	10 minutes	Editha G. McCartney Jovelyn L. Duallo		
3	Go to the City Treasurer's Office-License Division and pay the corresponding fees	Receive payment and issue Official Receipt Advise the client to go back to City Civil Registrar's Office	5 minutes	City Treasurer's Office Revenue Collection Officer	<p>Php 1,240.00 Php 290.00 (Document owner born in Tagum)</p> <p>Php 740.00 (Document owner born outside Tagum)</p> <p>(Note: There will be fees and charges to be imposed by the Receiving Local Civil Registrar. Fees and charges vary depending on their Tax Code.)</p>	Official Receipt
4	Go back to the City Civil Registrar Office and present original and photocopy of Official Receipt to the Front Desk Officer (Table 5,6 or 7)	Check Official Receipt and receive the petition	15 minutes	Nancy B. Balaga Ingrid P. Cabarron	No Fees	Received Copy of the Petition/ Claim Stub
END OF TRANSACTION						

