Processing Petition Under RA 9048 (Correction of Clerical or Change of Name or Nickname)

ABOUT THE SERVICES: Republic Act 9048 authorizes the Municipal Civil Registrar or the Consul General to correct a clerical or typographical error in an entry and/or change of first name or nickname in the Civil Registrar without need a judicial order. An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in her/his record.

CLIENT GROUPS: Whether it is for correction of clerical or typographical error, or for change of first name, the petition may be filed by a person of legal age who must have direct and personal interest in the correction of the error or in the change of first name in the civil registrar. (Document owner, owner’s spouse children, parents, brother, sisters and grandparents, guardian or any other person duly authorized by law or by the owner of the document.)
**For correction of Clerical Error:**
Mandatory Requirements:
• Birth Certificate on Security Paper
• With at least 2 supporting documents
  - Voter’s Affidavit
  - Employment Record
  - GSIS Record
  - SSS Record
  - Medical Record
  - Business Record
  - School Record
  - Driver’s License
  - Insurance
  - Civil Registry records of ascendants
  - Land Titles
  - Certificate of Land Transfer
  - NBI/Police Clearance

**For Change of First Name:**
Mandatory Requirements:
• Birth Certificate on Security Paper
  • Police Clearance
  • NBI Clearance
• Affidavit of Non-Employment or Employment Certificate and other documentary evidences
• Affidavit of Publication/Newspaper clippings Publication – local newspaper for 2 consecutive weeks national newspaper (publication shall be done only once) for Migrant Petition
• Supporting documents:
  - Baptismal Certificate
  - School Records
  - Identification Cards
  - Special Power of Attorney (SPA) if the Petitioner is not the owner of the document
| SERVICE SCHEDULE: | Monday to Friday  
| | 8:00 AM to 12:00 noon & 1:00 to 5:00 PM |
| TOTAL PROCESSING TIME: | 16 DAYS  
| | Note: Does not include postal delivery time of the Office of the Civil Registrar General |
| TOTAL FEES/CHARGES: | P 3,000.00 – Change of First Name  
| | P 1,000.00 – Correction of Clerical Error  
| | P 500.00 – Migrant Petition (Service Fee) |

For correction of Clerical Error

Step 1 >> 15 minutes
Secure checklist of documents at the Office of the Civil Registrar.

MCR Staff gives a briefing about the service

Step 2 >> 30 minutes
Submit all the required documents & provide the necessary information during the interview.

MCR Staff reviews documents and undertakes on the interview

Step 3 >> 10 minutes
Pay the corresponding fees at the treasury office.

RCC II/I (MTO) issues Official Receipt

Step 4 >> 5 minutes
Return to MCR and submit the official receipt.

MCR Staff informs client on the date of release in conformity with the required 10 days posting & 5 days for the decision

Step 5 >> after 15 working days
Return to MCR and claim the approved petition MCR level on the appointed date, sign the logbook as proof of receipt.

MCR Staff prepares the approved petition for mailing
Step 6 >> more or less 2 to 3 weeks
Mail the approved petition to the Office of the Civil Registrar General and keep the receipt of the forwarder/courier together with the duplicate copy of the mailed documents.

MCR Staff wait for the return of the Documents from OCRG Manila

Step 7 >> after 2 to 3 months
Follow up result at the MCR after 2 or 3 months for the issuance of the Certificate of Finality.

MCR Staff informs the client of the decision of the Civil Registrar General

Step 8 >> 30 minutes to 1 hour
If the petition is affirmed by the OCRG, mail to the OCRG the certificate of finality, record sheet, and annotated certificate of Live Birth together with the endorsement letter.

If OCRG affirms the petition, MCR Staff issues the certificate of finality record sheet and annotated COLB and endorsement letter

Step 9 >>
If petition is impugned file through the OCR’s office within 15 days from receipt of the impugned petition a motion for reconsideration to OCRG ad wait for the approval of the impugned petition.

If the petition is impugned receives the motion for reconsideration and transmits to the OCRG

Step 10 >>
Follow-up at NSO Manila the request for annotated COLB on security paper 3 days after mailing of present certified copy of the certificate of finality, record sheet and annotated COLB together with the endorsement letter and the receipt of
the mail.

**Change of First Name**

Step 1 >> 15 minutes
Secure checklist of the documents at MCR & secure proper instructions.

MCR Staff conduct briefing about the service and provides checklist to client & other instructions

Step 2 >> 30 minutes
Submit all the required documents and provide the necessary information during the interview.

MCR Staff receives/reviews documents and undertakes an interview

Step 3 >> 10 minutes
Pay the corresponding fees at the treasury office.

RCC II/I (MTO) issues Official Receipt

Step 4 >> 15 minutes
Return MCR and secure endorsement/notice for publication, present the official receipt and entrust all the documents for preparation & approval of the petition.

MCR Staff prepare the petition

Step 5 >> 10 minutes
After the termination of 2weeks publication period, submit to the MCR the certification of publication and secure the approval petition, signs the logbook as proof receipt.

Step 6 >> 30 minutes
Mail the approved petition to OCRG and keep the receipt of the forwarder, together with the duplicate copy of the mailed documents.
Step 7 >> after 2 to 3 months
Follow-up the approval of the petition results at the MCR after 2 – 3 months.

MCR Staff informs the client of the decision of the OCRG

Step 8 >> 30 to 1 hour
If the petition is affirmed, mail again to the NSO (Sta. Mesa Manila & QC) the certificate of finality record sheet and annotated COLB together with the endorsement letter.

If OCRG approves the petition, issues the certificate of finality, record sheet and annotated COLB & endorsement letter.

Step 9 >> With 15 days from receipt of the impugned petition
if the petition is impugned, file through the MCR a motion for reconsideration within 15 days from the receipt of the impugned petition and wait for the reconsideration and approval of the impugned petition.

If the petition is impugned, receives the motion for reconsideration and transmit to the OCRG.

Step 10 >>
Request authenticated COLB on security paper after 3 days from the date of mailing at NSO QC, Present copy of the Certificate of finality, record sheet and annotated COLB together with the receipt of the courier/forwarder.