

10. PROCESSING OF SUPPLEMENTAL REPORT ON CIVIL DOCUMENTS

Used to supply entries or information in the birth certificate, marriage certificate, death certificate and certificate of fetal death, which are inadvertently omitted when the document was registered.

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|--|---|------------------------|------------------------|---------------------------|
| Office or Division: | City Civil Registry Department | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | General Public (must be personal or his duly authorized representative) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Affidavit for supplemental report with affixed registry number of the affected document. • Certified copy of the document with omitted entry/ies. • Certified copy of the document bearing the effects of the supplemental report with remarks “with supplemental report”. • Certified copy of the marriage certificate of parents of the document owner, if the document affected is a certificate of live birth. • Baptismal certificate / ID / school records | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request & presentation of requirements. | 1. Verification of requirements submitted to merit registration of supplemental reporting. Issue Order of Payment | | 3 mins. | Reg. Officer II |
| 2. Payment of fees | 2. Receipt of Payment and issuance of Receipt | P200.00 | 5 mins | LTOO II (Treasury Office) |
| | 3. Registration of supplemental report on civil document. | | 5 min | Reg. Officer II |
| 4. Presents Official Receipt & accepts Certificate on Supplemental Report. | 4. The OR number, amount paid and name of requesting party is entered in the logbook for the day’s transaction | | 2 mins. | Legal Officer |

END OF TRANSACTION (Total Processing Time: 15 minutes)