









**CORRECTION OF CLERICAL ERROR/CHANGE OF FIRST NAME PURSUANT TO  
RA 9048 AND CORRECTION OF GENDER, BIRTH DATE AND BIRTH MONTH  
PURSUANT TO RA 10172**

As mandated by RA 9048 and RA 10172, wrong spelling in the civil documents can be corrected without judicial orders by the Civil Registrar as well as change of name, correction of gender, birth month and birth date.

<b>Office or Division:</b>	City Civil Registry Department	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Citizen	
<b>Who may avail:</b>	General Public (Must be personal or his duly authorized representative)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Correction of Clerical Error</b> <ul style="list-style-type: none"> <li>Original PSA copy and two (2) photocopies of civil document (Birth, Marriage or Death Certificate) to be corrected</li> <li>Original copy and two (2) photocopies of at least three (3) legal documents listed below</li> </ul>		PSA  Client/Document owner

showing the information that needs to be corrected:

-  Certificate of Baptism
-  School records (Diploma/Transcript of Records etc.)
-  Medical Certificate
-  Certificate of Employment
-  PSA copy of Birth Certificate (father, mother, siblings, wife, husband)
-  PSA copy of Marriage Contract (parents/petitioner)
-  Any government records
-  Affidavit of Discrepancy

- Valid government issued ID
- If representative, SPA and valid government issued ID

Client/Document owner  
Client/Document owner

**For Change of First name/Correction of Gender, Birth Date and Birth Month:**








- Original PSA copy and two (2) photocopies of Birth Certificate
- Original copy and two (2) photocopies of NBI Clearance (new)
- Original copy and two (2) photocopies of Police Clearance (new)
- Original copy and two (2) photocopies of at least three (3) legal documents listed below showing the information that needs to be corrected:

PSA



NBI

Police Station (place of residence)

Client/Document owner

-  Certificate of Baptism
-  School Records (Form 137 – elementary record)
-  Medical Certificate
-  Original PSA copy of Marriage Contract (if married)
-  Certificate of Employment
-  Any government records
-  Valid government issued ID

- Additional requirements for correction of entry on Gender:

-  Ultrasound Report
-  Medical Certificate

- Affidavit of Publication
- If representative, SPA and valid government issued ID

Hospital/Clinic/Laboratory  
San Juan City Medical Officer  
Newspaper Publication  
Client/Document owner

*\* Personal appearance of the document owner is required for correction of gender in the birth certificate*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents.	1.1 Verify and receive the requirements presented. 1.2 Issue order of payment.		10 minutes	Administrative Aide IV
2. Pay the required fee at the Treasury Office.	2. Receive the payment and issue OR.	P 3000.00 Correction of First Name Fee P 1000.00 Correction Fee (Additional P 500 for migrant petition)	10 minutes	Local Treasury Operations Officer
3. Return to CCRD and present OR.	3. Accept OR and prepare Petition for Correction to be notarized.		15 minutes	Administrative Aide IV
4. Accept the Petition for Correction to be notarized at the Legal Office.	4. Notarize the Petition for Correction.		15 minutes	City Legal Officer
5. Return to CCRD and present the duly notarized Petition for Correction.	5.1 Receive the complete requirements. 5.2 Inform the client that the petition is subject to ten (10) days posting before submission to PSA Main Office. 5.3 Instruct the client to follow up on filed petition		5 minutes	Administrative Aide IV

	after two (2) to three (3) months.			
6. Wait for two (2) to three (3) months before the PSA's approval on the filed petition.	6.1 Sign the filed petition after compliance to ten (10) days posting. 6.2 Submit the necessary documents to PSA Main Office and wait for two (2) to three (3) months before the PSA's approval on the filed petition.		5 minutes	City Civil registrar

**END OF TRANSACTION (Total Processing Time: 60 minutes with compliance to 10 days posting, subject to 2 to 3 months for PSA affirmation)**