

CORRECTION OF CLERICAL ERROR/S AND CHARGE OF FIRST NAME LAW UNDER REPUBLIC ACT NO. 9048

. Requirements - Correction of Clerical Erroe/s

1. NSO - copy of the document to be corrected
 2. Documents relative to the error/s like:
 - Birth Certificate
 - Baptismal Certificate
 - School Records
 - Voter Registration Record
 - Marriage Certificate
 - SSS/GSIS/BIR
 - Death Certificate
 - Land Titles
 - Community Tax Certificate of the Petitioner
 - Others
- Ten days posting period upon completion of all the requirements

- * all Documents should be in three xerox copies each
- Please bring originals

CORRECTION OF CLERICAL ERROR/S AND CHARGE OF FIRST NAME LAW UNDER REPUBLIC ACT NO. 9048

. Requirements - Change of First Name

1. NSO - copy of the Birth Certificate
2. Documents relative to the error like:
 - Baptismal Certificate
 - School Records
 - Marriage Certificate
 - Voter Registration Record
 - Community Tax Certificate of the Petitioner
 - Others
 - Barangay, Police and NBI Clearance
 - Employment clearance (if employed)
 - Affidavit of non employment (if not employed)
 - Publication (2 consecutive weeks in a newspaper of National Circulation)
 - Ten days posting period (LCRO Bulletin Board)

- * all Documents should be in three xerox copies each
- Please bring originals

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
* Republic Act No. 9048 (Correction of Clerical Error/s and Change of First Name . Presentation/review of documents	Filomena G. Dela Cruz Municipal Civil Registrar	20 mins	
- Petition for Correction of Clerical Error/s	Filomena G. Dela Cruz Municipal Civil Registrar	20 mins	Filing fee P 1000.00 Registration fee P 150.00 Issuance of Finality and Certification Fee P 100.00 True/Xerox copy P 400.00 Certification fee P 50.00 Service fee (2) P 50.00 Endorsement Fee P 150.00
- Change of First Name	Filomena G. Dela Cruz Municipal Civil Registrar	20 mins	Filing fee P 3000.00 Registration fee P 150.00 Issuance of Finality and Certification Fee P 100.00 True/Xerox copy P 400.00 Certification fee P 50.00 Service fee (2) P 50.00 Endorsement Fee P 150.00
* Change of Gender/Sex Correction of Day/Month of Birt Under R.A. 10172	Filomena G. Dela Cruz Municipal Civil Registrar	20 mins	Filing fee P 3000.00 Registration fee P 150.00 Issuance of Finality and Certification Fee P 100.00 True/Xerox copy P 400.00 Certification fee P 50.00 Service fee (2) P 50.00 Endorsement Fee P 150.00
* Preparation/Registration/ Submission (NSO for approval)			
- Typing of Petition/Notices Registry Number/Recording	Lorena B. Mendoza Leilani E. Macapagal	1 hr.	
- Posting (10 days posting)	Lorena B. Mendoza Leilani E. Macapagal	5 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Petitions/Approval	Filomena G. Dela Cruz MCR	10 mins	
* Affirmed Petition . Preparation Cert. of Finality/ Endorsement/Annotated Documents			
- Typing	Lorena B. Mendoza Leilani E. Macapagal	20 mins	
- Recording	Lorena B. Mendoza Leilani E. Macapagal	10 mins	
- Annotation of the Documents	Lorena B. Mendoza Leilani E. Macapagal	10 mins	
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz MCR	10 mins	