



11. R.A. 9048 - Petition for Correction of Clerical OR Typographical Error (CCE)

This is the process of allowing the document owner to correct clerical or typographical error in his/her Civil Registration documents. (**Birth Certificate, Marriage Certificate, Death Certificate**).

Office or Division:	City Civil Registry Department - Counter 19 and 2 nd Floor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Parents/document owners/ Attorneys-in-Fact who have discrepancies in the Certificate of Live Birth, Marriage, and Death			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True Copy /Local Copy of the certificate sought to be corrected/changed (3 original)		City Civil Registry Department - Counter 1, 2, or 3		
Authenticated/Latest PSA Copy of the certificate sought to be corrected/changed (1 original, 3 photocopies should be in legal size paper)		PSA		
<p>Any three (3) of the following Supporting Documents showing the correct entry/entries upon which the correction shall be based. All must be presented in original/certified true copies to be submitted (3 photocopies - should be in legal size paper):</p> <ul style="list-style-type: none"> • Certificate of Live Birth (Wife/Husband, for Marriage Petition) • Baptismal Certificate • School Records • Voter's Affidavit • SSS/GSIS Records • NBI Clearance (latest) • Police Clearance (latest, 6 months validity) • Medical or Business Record • Certificate of Marriage • Certificate of Live Birth of Child/Children • Certificate of Live Birth of the Father, Mother, and Siblings • Certificate of Marriage of Parents • (2) Government-issued / Valid Identification Card/ CEDULA <p>*NOTE: A processor will determine applicable documents</p>		<p>PSA; School of Client; Comelec; SSS; GSIS; Hospital; NBI Police</p> <p>Company; BIR, SSS, GSIS, PAG-IBIG, LTO, PRC, DFA, Company ID, Post Office</p>		
Other relevant documents the Civil Registrar may require for the approval of the Petition		Depends on the documents required		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the document sought for correction/ change	1. Receiving clerk compares PSA and local copy for consistency of discrepancy.	Filing fee - PHP 1,000.00	10 Minutes/ petition	Interviewer / Processor City Civil Registry Department
	1.2. Dockets petition to determine schedule of interview, issues list of applicable requirements.		10 Days mandatory posting period	



2. On the scheduled interview, submits requirement to processor.	2. If requirements are in order, issues order of payment			
3. Pays at the City Treasurer's Office, Trust Fund Section, the corresponding fees	3. Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in-fact, and gives contact numbers for follow-up after 2 months.	Additional fee for Migrant Petition - PHP 500.00	4 Weeks (in PSA Legal Division) depending on the volume of transaction	<p style="text-align: center;"><i>Collector</i> City Treasurer's Office</p>
	3.1. Upon receipt from PSA, annotate document, issue certificate of Finality with annotated copy. Release.		*Time of interview: 9:00am-3:00pm	<p style="text-align: center;"><i>Interviewer / Processor</i> City Civil Registry Department</p>
				<p style="text-align: center;"><i>Receiving Clerk / Processor</i> PSA</p>
TOTAL:		PHP 1,000.00 For Migrant Petition - PHP 1,500.00	5 Months	

Petition for Correction of Clerical or Typographical Error is covered under R.A. 9048. Only the Civil Registrar has the quasi-judicial power or function to implement the law, which he/she cannot delegate. All incomplete date/requirements will not be accepted. Only documents with official receipt will be process.