



22. R.A. 9048 - Petition for Correction of Clerical Error (CCE)

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

Office or Division:	City Civil Registry Department - Petition for Correction Section (Counter 19 and 2nd 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, 3, or 4		
Authenticated/Latest PSA Copy of the certificate sought to be corrected/changed (1 original, 3 photocopies should be in legal size paper)		PSA		
Any two (2) of the following <b>Supporting Documents</b> 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): <ul style="list-style-type: none"><li>• Certificate of Live Birth (Wife/Husband, for Marriage Petition)</li><li>• Baptismal Certificate</li><li>• School Records</li><li>• Voter's Affidavit</li><li>• SSS/GSIS Records</li><li>• NBI Clearance</li><li>• Police Clearance</li><li>• Medical or Business Record</li></ul> ***Additional Supporting Documents: <ul style="list-style-type: none"><li>• Certificate of Marriage</li><li>• Certificate of Live Birth of Child/Children</li><li>• Certificate of Live Birth of the Father, Mother, and Siblings</li><li>• Certificate of Marriage of Parents</li><li>• (2) Government-issued / Valid Identification Card/ CEDULA</li></ul> *NOTE: A processor will determine applicable documents		PSA; School of Client; Comelec; SSS; GSIS; Hospital; NBI Police  Company; BIR, SSS, GSIS, PAG-IBIG, LTO, PRC, DFA, Company ID, Post Office		
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	1.1. Receiving clerk compares PSA and local copy for consistency of discrepancy.	Filing fee - PHP 1,000.00	10 Minutes	Interviewer/ Processor City Civil Registry Department
	1.2. Issues list of applicable requirements.			

<p>2. Initial Interview, state what entry/ies to be corrected. Submits requirements to processor.</p> <p>3. On final interview, clarify what entry/ies to be corrected. Reevaluation requirements.</p>	<p>2. Assess the document to be corrected, arrange and evaluate requirements. If requirements are in order, proceed to the final interview.</p> <p>3. If the requirements are correct and complete, get the contact details and Issues order of payment.</p>	<p>Additional fee for Migrant Petition - PHP 500.00</p> <p>Legal Instrument fee (2 sets for regular petition):</p> <p>* Birth, Marriage, or Death Certificate - PHP 670.00</p>	<p>Duration of Interviews: 15 minutes</p> <p>Preparation of petition: 45 minutes</p>	
<p>4. Pays at the cashier the corresponding fees</p>	<p>4.1. Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in-fact, and give contact numbers of the office for follow-up after 2 months.</p>		<p>10 Calendar Days mandatory posting period</p>	<p><i>Collector</i> City Treasurer's Office</p>
	<p>4.2. Upon receipt from PSA, annotate document, issue certificate of Finality with annotated copy. Release.</p>			<p><i>Interviewer/ Processor</i> City Civil Registry Department</p>
				<p><i>Receiving Clerk/ Processor</i> PSA</p> <p><i>Processor/ Releasing Clerk</i> City Civil Registry Department</p>
<p><b>TOTAL:</b></p>		<p>* Birth, Marriage, or Death Certificate - PHP 670.00</p> <p>For Migrant Petition - PHP 500.00</p>	<p>10 Days 1 hour and 10 Minutes</p> <p><i>(Processing time excludes Final Review/ evaluation of the PSA Legal Division)</i></p>	
<p>R.A. 9048 - Petition for Correction of Clerical Error (CCE) are qualified for multi-stage processing.  Note: All incomplete data/requirements will not be accepted  Only documents with official receipts will be processed.</p>				

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