



2. Application for Correction of Clerical Error under RA 9048

An Act Authorizing the City or Municipal Civil Registrar or the Consul General to correct a clerical error or typographical error in an entry and/or Change of First Name or Nickname in the Civil Register without need of a Judicial Order, Amending for this purpose Articles 376 and 412 of the Civil Code of the Philippines.

Office or Division	Office of the Municipal Civil Registrar			
Classification	Highly Technical			
Type of Transaction	G2C-Government to Citizen			
Who may avail	All party concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Civil Registry Documents to be corrected - (LCRO/PSA copy) - (3) photocopies)		Client		
At least (2) or more of the following:				
Baptismal Certificate		Client		
School Records		Client		
Voters Certification		Client		
Others, authentic documents w/c support the correct entries		Client		
Official Receipt		Municipal Treasurer's Office (Windows 1-6)		
Note: Free filing fee for Indigent Petitioner, Certificate of Indigency		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all the requirements at the receiving area	1. Receive, verify and review all the requirements or	None	5 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Civil Registrar



	1.1 Check for the completeness of all attached requirements that supports the Correction of Clerical Error and record to assign a petition number	None	5 Minutes	
	1.2 Issue the order of payment	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	PHP 1,000.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1. Prepare and encode the Petition for Correction of Clerical Error to the computer operated format	None	10 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Civil Registrar
	2.2. Posting of 10 days (start posting a day after filing and end with a working day)	None	10 Days	
	2.3. Issue a Notice of Posting (issued (1) day after filing)	None	5 Minutes	
	2.4. Issue a Certificate of Posting (issued (1) day after Notice of Posting)	None	5 Minutes	
	2.5. Issue MCR's decision (issued (1) day after Certificate of Posting)	None	5 Minutes	



3. Receive transmittal and mailing receipt	3. Indorse the Petition to PSA, Legal Service, Quezon City (endorsement is done for the next day after the issuance of MCR's decision thru JRS Airmail 1 pounder w/ pre-paid return mail)	None	10 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
	TOTAL:	PHP 1,000.00	10 Days and 55 Minutes	

Application for Change of First name is under Republic Act No. 9048 and its Implementing Rules and Regulations (IRR)