CORRECTION OF CLERICAL ERROR

Republic Act (RA) 9048 authorizes the city or Municipal Civil Registrar or the Consul General to Correct Clerical or Typographical error in an entry and/or change the first name or nickname in the civil register without need of a judicial order.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Any citizen who wish to avail of assistance

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Live Birth, Marriage and/or Death to be corrected	Philippines Statistics Authority (PSA)
Either of the following: 1. Baptismal Certificate 2. Voter's Certification 3. Certificate of Marriage 4. Elementary School Permanent Record (Form 137-E) 5. Police Clearance 6. NBI Clearance 7. Posting and Publication of the Petition of Change of First Name	1. Religious Institution 2. COMELEC 3. Philippine Statistics Authority (PSA) 4. School from where the requesting party studies/ied 5. Magalang Police Station 6. NBI 7. Any news publication
Valid Identification Card	Any recognized government agency, school and or company
Affidavit of Non-employment	Law Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits/presents copy of the document to be corrected	1.1Receive document and check the errors. 1.2Give requirements to support the intended correction.	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
1. Submits requirements and pay corresponding filing fee	2. Check and review the submitted documents and if complete advice client to pay at the Treasury Office	*Php1,000.00 Filing fee *Php 350.00 Processing fee	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Signs the petition	3. Prepare petition for the client to sign	None	30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Comes back after the 10 days posting period	4. Municipal Civil Registrar signs the petition for approval / denial	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar

5. Returns	5. Check proof of publication: 2 a) newspaper clipping (for petition of Change of First Name) Affidavit of b) publication (for petition of Change of First Name)	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
6. Petitioner received granted/denied decision	6. Local Civil Registrar Office will forward the petition with decision to PSA East Avenue, Manila	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
7. Receive the annotated documents	7. Philippine Statistic Authority (PSA) East Avenue, Manila will return the affirmation of the petition to Local Civil Registrar Officer and will annotate document upon receipt of PSA's affirmed decision and process certificate of finality and gives to the Local Civil Registrar Officer for signature	None	4-5 mos. 30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
8. Receives affirmed petition with certificate of finality and annotated document and proceed to PSA for endorsement of the document to the Office of the Civil Registrar General	9. Signs prepared document and release copy of the signed petition	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL		4-5 mos. 116 minutes	

**Fees mandated by the Local Revenue Code of 2001 Section 4B of Magalang, Pampanga*