Republic Act (RA) 10172 entitled “An Act Further Authorizing the City or Municipal Registrar or the Consul General to Correct Clerical or Typographical error in the Date and Month in the Date of Birth or Sex of a Person Appearing in the Civil Registrar without need of a Judicial Order.

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
Medical Certificate	Private Doctors; Municipal Health Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits/presents copy of the document to be corrected	1.1 Receive document and check the errors. 1.2 Give 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
2. 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	*Php 3,000.00 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
4. Comes back after the 10 days posting period	4. Municipal Civil Registrar signs the petition for approval/denial	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar

5. Proceed to newspaper publisher	5. Advise client to publish petition in local newspaper for 2 consecutive weeks	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
6. Returns	6. Check proof of publication: a) 2 newspaper clipping (for petition of RA 10172) b) Affidavit of publication (for petition of RA 10172)	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
7. Petitioner received granted/denied decision	7. Gives the granted petition and advice client to return after 2-3 months for PSA's decision	None	4-5 months 5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
8. Receive the annotated documents	8. 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	30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
9. 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. Prepared document and release copy of the signed petition	None	5 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	P3350.00	4-5 months 105 minutes	

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