SUPPLEMENTAL REPORT FOR BIRTH/MARRIAGE/DEATH

A process to supply information inadvertently omitted when document was registered.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Parents/guardian or the party concerned if of age

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Philippine Statistics Authority (PSA) copy of document such as Certificate of Live Birth, Marriage and Death	Philippine Statistics Authority (PSA)
Affidavit of supplemental report	1. Office of the Municipal Civil Registrar 2. Private/Public Lawyer
Certificate of Live Birth of the child/Certificate of Marriage/Certificate of Death	Philippine Statistics Authority (PSA)
Any two (2) of the following: 1. Baptismal Certificate 2. Voter's Certification 3. Certificate of Marriage 4. Elementary School Permanent Record (Form 137-E)	1. Religious Institution 2. COMELEC 3. Philippine Statistics Authority (PSA) 4. School from where the requesting party studies/ied

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all the requirements	1. Review the authenticity and completeness of the presented documents	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Pay corresponding fee	2.Prepare/accomplish the civil registrar forms for the Civil Registrar's signature	*Php 200.00	30 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Receive copy of the accomplished document.	3.Municipal Civil Registrar signs and submit to Philippine Statistics Authority (PSA) Manila	None	8 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
	TOTAL	Php 200.00	48 minutes	

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