

CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

Tel.: (063) 224-5038 or 221-4308 email : ccr_iligancity@yahoo.com

Frontline service	:	A. CORRECTION OF CLERICAL ERROR (RA 9048)
Schedule of Availability of Service	:	Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM No noon break
Who May Avail of the Service	:	GENERAL PUBLIC
Requirements	:	a). PSA Copy of Birth, Marriage, Death Certificate to be corrected b). Baptismal Certificate (Child/Father/Mother/Husband/Wife) c). Birth Certificate (Father/Mother/Husband/Wife) d).Death Certificate (Father/Mother/Husband/Wife) e). Birth Certificate of two Brother or Sister showing correct entry f).Birth Certificate of Two Son/Daughter showing correct entry g). Voter's Affidavit (Applicant/Father/Mother/Husband/Wife) h). Passport (Applicant/Father/Mother/Husband/Wife) i).Insurance/ Land Title j).Postal I.D. /Driver's License k).SSS Form E-1/I.D. of GSIS Form No.307-14 of (Applicant/Father/Mother/Husband/wife) l). School Record (Transcript/Diploma/Form 137) m). NBI and Police Clearance n). Employment Clearance Affidavit of Non-employment o). Medical Records showing entry to be corrected p). Special Power of Attorney

Duration: 53 minutes

Fees: Correction of Clerical Error - P1,000.00

How To Avail of the Service:

A. CORRECTION OF CLERICAL ERROR (RA 9048)

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR office and presents PSA copy of the Birth, Marriage, or Death certificate to be corrected	Greets the client Interviews and determines if the petition is within the jurisdiction of the city. (birth/ marriage/ death is registered in the city).	20 minutes	Registration Officer		Checklist
		Gives requirement with some explanation Advises the client to come back after complying with the requirements.	10 minutes	Registration Officer		
2	Returns to CCR and submits the requirement and properly filled up application form	Validates the requirements Checks if application form and requirement are complete Gives Order of payment and advises client to proceed to treasury office for payment	5 minutes	Registration Officer		
3	Proceeds to treasury and present the order of payment	Receives the order of payment and issues Official Receipt	2 minutes	Cashier	Correction of Clerical Error (Spelling) P1, 000.00	Official Receipt
4	Proceeds to the CCR and submits the official receipt.	Receives the OR and prepares petition for signature of the client.	15 minutes	Registration Officer		
5	Signs the petition	Advises the client to follow up or call the office after 3 months. Tel No. (063) 221-4308	1 minute	Registration Officer		
END OF TRANSACTION						