

## Issuance of Supplemental Report

A supplemental report for birth, death and marriage maybe filed to supply inadvertently omitted data when the document was registered.

Every Supplemental report shall contain the following items in the case of Certificate of Marriage wherein items (f) and (g) are not applicable.

- a. Province
- b. City/Municipality
- c. Registry Number
- d. Information inadvertently omitted in the original registration
- e. Name (of child, deceased or containing parties, as the case maybe)
- f. Informant (of the supplemental report)
- g. Prepared by
- h. Received at the Office of the Civil Registrar

<b>Office or Division:</b>	Office of the Municipal Civil Registrar	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. PSA - security paper, photocopy of the affected civil registry record (Birth, Death, Marriage)- 3 photocopies</li> <li>2. Supplemental Affidavit, executed by the document owner of legal age or by the parents if under age</li> <li>3. School Record/Baptismal/Voter Registration Record for Birth Certificate- 3 photocopies</li> <li>4. Death Certificate (church certification)</li> <li>5. Joint Affidavit of 2 disinterested persons</li> </ol>	<ol style="list-style-type: none"> <li>1. Philippine Statistics Authority</li> <li>2. Notary Public</li> <li>3. School last attended</li> </ol>

6. Marriage certificate (affidavit of husband and wife)		4. Church		
		5. Notary Public		
		6. Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present required documents	1. Verify and examine documents	none	10 minutes	<i>Municipal Civil Registrar MCR Office</i>
2. Proceed to Treasury Office for payment of Fees	2. Receive payment and issue official receipt	Birth Cert-P100  Marriage Cert-P100  Death Cert-P100	5 min	<i>RCC II/ Mun. Treasurer Treasury Office</i>
3. Present receipt at MCR Office	3. Prepare required documents	none	10 min	<i>Municipal Civil Registrar MCR Office</i>
4. Receive required documents	4. Release documents	none	3	<i>Municipal Civil Registrar MCR Office</i>
	<b>TOTAL</b>	Refer to step 2	28 min	