

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

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. PSA – security paper, photocopy of the affected civil registry record (Birth, Death, Marriage)- 3 photocopies 2. Supplemental Affidavit, executed by the document owner of legal age or by the parents if under age 3. School Record/Baptismal/Voter Registration Record for Birth Certificate- 3 photocopies 4. Death Certificate (church certification) 5. Joint Affidavit of 2 disinterested persons 6. Marriage certificate (affidavit of husband and wife) 		<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Notary Public 3. School last attended 4. Church 5. Notary Public 6. Notary Public 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE

1. Present required documents	1. Verify and examine documents.	None	10 minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i>
	1.1 Issue order of payment			<i>MCR Office</i>
2. Proceed to Treasury Office for payment of Fees	2. Receive payment and issue official receipt	Supplemental Fees: Birth- P500.00 Marriage- P500.00 Death- P500.00	5 min	<i>TERRY V. ABELLADA</i> <i>(MTO)</i> <i>EDISON V. QUEZADA</i> <i>(RCC)</i> <i>Treasury Office</i>
3. Present receipt at MCR Office	3. Prepare required documents	none	10 min	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
4. Mail documents to PSA Manila	4. Assist in mailing documents to PSA Manila	none	10 minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
	TOTAL	Refer to step 2	35 minutes	