

N. 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 of 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	<ol style="list-style-type: none"> 1.1 Verify the documents submitted 1.2 Issue order of payment 1.3 Prepare the document to be forwarded to PSA Manila via courier <p>Note: The applicant /requestor shall bear the courier fee</p>	Supplemental Fees: Birth- P500.00 Marriage- P500.00 Death- P500.00	20 minutes	Norma P. Legaspi MCR
2. Proceed to Treasury Office for payment of Fees, then	<ol style="list-style-type: none"> 2.1 Receive payment and issue official receipt 		5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison



present the OR to the MCR Office				Quezada RCCII Leonora Lubid Ticket Checker
3 Request for the annotated document from PSA	Note: PSA processing time not included and may vary depending on their workloads)			Norma P. Legaspi MCR
	TOTAL		35 minutes	