

REQUIREMENTS FOR PETITION FOR CORRECTION OF CLERICAL ERROR (CCE)

- ▶ **Present original copy of all documentary evidences** upon submission of the petition
- ▶ **SECURITY PAPER** of the document sought to be corrected from NSO, Davao City (Birth, Death or Marriage Certificate)

B. Provide at least 3 documentary evidences to support the correct entry of the following persons :

- ___ a. DOCUMENT OWNER (child, husband, wife)
 - if error is within the child's husband or wife name/entries
- ___ b. FATHER (father of child, husband of wife)
 - if error is within the father's name/entries
- ___ c. MOTHER (mother of child, husband or wife)

C. DOCUMENTARY EVIDENCES TO BE SUBMITTED

- ___ BIRTH and BAPTISMAL CERTIFICATE
- ___ MARRIAGE CONTRACT if married
- ___ BIRTH CERTIFICATE of 2 children
- ___ VOTER'S AFFIDAVIT/ VOTER'S REGISTRATION record
- ___ SCHOOL RECORD/Transcript of Record
- ___ DEATH CERTIFICATE

Additional documentar evidences (if available)

- ___ SSS/GSIS/BIR records or IDs
- ___ LAND TITLE/Cert. of TRANSFER OF TITLE
- ___ COLLEGE DIPLOMA
- ___ PASSPORT REQUIREMENT/other IDs
- ___ EMPLOYMENT/SERVICE RECORD or ID
- ___ BANK PASSBOOK
- ___ MEDICAL CERTIFICATE
- ___ OTHER DOCS. w/c the office may find important

D. Photocopy the documentary evidences in
- 2 copies each (for non-migrant petition)
- 3 copies each (for migrant petition)

E. Submission of the petition in 4 copies, prepared and notarized by an attorney, with the Xerox copies of documentary evidences

- RA 9048 Petition Form No. 1.1 (LCRO)
 - petition for correction/s in the birth certificate
- RA 9048 Petition Form No. 2.1 (LCRO)
 - petition for correction/s in the marriage certificate
- RA 9048 Petition Form No. 3.1 (LCRO)
 - petition for correction/s in the death certificate

F. Table 4 for billing and issuance of petition number

- G. FEES to be prepared
- ₱ 1,000.00 filing fee for non-migrant petition
 - money order of ₱ 1,000.00 as filing fee for migrant petition
 - ₱ 500.00 additional service fee for migrant petition
 - Money order of ₱ 400.00 as RKCR mailing for migrant petition
 - Mailing and photocopies including the SECPA REQUEST on non-migrant petition

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