

1. Correction Of Entries In The Geographical Statistical Portion And/Or Registry Documents

Correction of the registry number of the Civil Registry document. (MC 2010-04)

Office or Division:		Office Local Civil Registry		
Classification:		Highly Technical		
Type of Transaction:		Government to community		
Who may avail:		All residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True Copy of document: Birth, marriage or death		Local Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants show documents	1.1 Receive and examine the presented document.	None	10 minutes	<i>Municipal Civil Registrar Office of the Local Civil Registrar Statistician I Office of the Local Civil Registrar</i>
2. MC 2010-04	2.1 Evaluate if the documents are authentic, complete and duly certified And shall determine the wrong entry in the geographic portion, statistical portion and/or registry number of the civil registry document.	None	5 minutes	<i>Municipal Civil Registrar Office of the Local Civil Registrar</i>
	2.2 Instruct owner of the document /or his/her representative to make a written request for the correction of the wrong entry in the			<i>Municipal Civil Registrar</i>

	geographical portion, statistical portion and/or registry number with the civil registry office.	None	10 minutes	Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
	2.3 Shall correct the civil registry document by placing the annotation in the remarks portion.	None	15 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
3. Client pays filing fee at the Treasurer's Office	3.1 Issue Order of Payment.	Endorsement - 200.00	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar <i>Statistician I</i> Office of the Local Civil Registrar
	3.2 The annotated registry document shall be endorsed to the OCRG.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	TOTAL	200.00	50 inutes	