

REQUIREMENTS

❖ Delayed registration of Birth, Marriage, and Death Certificate

Birth

- PSA (NSO) – Negative Birth Result
- Baptismal Certificate
- Two (2) Valid ID's
- Affidavit of Two Disinterested Witnesses

(Additional: If parents are not married during time of birth)

- Affidavit of Delayed Registration of Illegitimate Child

Marriage

- Original Marriage Contract
- PSA (NSO) – Negative Marriage Result
- Affidavit of Two Disinterested Witnesses
- Affidavit of Delayed Registration of Marriage executed by both Spouses

Death

- PSA (NSO) – Negative Death Result
- Official Receipt from the Funeral Service
- Affidavit of Two Disinterested Witnesses
- Barangay Certification

❖ Legal Instruments

Legitimation

- PSA Birth Certificate
- Parents' Marriage Contract/Certificate
- Both Parents' CENOMAR (Certificate of No Marriage)
- Affidavit of Legitimation

R.A. 9255 (To use the Surname of the Father)

- PSA Birth Certificate of the Child
- Affidavit to use the Surname of the Father
- Father's Valid ID

Additional supporting documents will be required if:

From the birth certificate of the child, the father is unknown or have not signed the acknowledgement of paternity:

- Affidavit of Admission of Paternity
- Child's Baptismal Certificate indicating the name of the father
- Father's Valid ID

Supplemental Report

- PSA Birth, Marriage, & Death Certificate
- Affidavit of Supplemental Report

❖ **Marriage License**

- Both parties personal appearance
- Birth Certificate
- Cedula
- 2x2 picture

For 25 years old and 1 month above:	CENOMAR
For 18 years old to 25 years old:	Both Parent's Signature (Personal Appearance is required at the office)
For Previously Annulled:	PSA Marriage Contract with annotation of Annulment
For AFP Personnel:	Commander's Permit
For Foreign Applicants	<ul style="list-style-type: none">• Legal Capacity to Marry from their respective embassy (Manila, Philippines)• Passport
For Divorced:	Approved Divorce Paper
For Widow/Widower	Late Spouse's Death Certificate

❖ **Petition for Correction of Clerical Error and Change of First Name
(R.A. 9048 & R.A. 10172)**

- PSA BIRTH/MARRIAGE/DEATH CERTIFICATE
- Baptismal Certificate
- Marriage Certificate of Parents

- Birth Certificate of Siblings/Children
- NBI Clearance
- Police Clearance
- Form 137 (Elementary)
- Diploma
- Passport
- Government issued ID's
- Medical Certificate issued by a Government Physician
(For Correction of GENDER & DATE OF BIRTH ONLY)
- Employment Clearance (For Change of First Name)
- Affidavit of Publication
- Affidavit of Non-Employment
- Affidavit of Discrepancy

Note: The mentioned-above are the standard supporting documents, it may be less or more depending on the case of the document to be corrected. We recommend to inquire personally at the office for initial screening of the document.