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| --- | --- |
|  | **Professional Regulation Commission** |
| **PETITION FOR CORRECTION OF ENTRIES/DATA** |

Passport size colored picture with name tag in plain white background taken within the last 6 months

**I,** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of legal age, married/single, born on** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **and a resident of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **hereby petition for correction of entries/data in the records of the Board of/for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **and the** **Commission.**

**I am a registered** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **with Registration Number \_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **dated** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**THIS FORM IS NOT FOR SALE**

**TO BE ACCOMPLISHED PERSONALLY BY THE PETITIONER**

**NAME TO APPEAR IN THE DATABASE AND ON THE IDENTIFICATION CARD**

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | **FROM** | **TO** |
| LAST NAME |  |  |
| FIRST NAME |  |  |
| MIDDLE NAME |  |  |
| DATE OF BIRTH |  |  |

**The correction of data in the records of the Board and the Commission particularly refers to the:**

**1. CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to conform to the true and correct spelling of Given Name/Middle Name/Surname as registered in the City/Municipal Civil Registry of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as supported by all the following documents:**

**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage (for registered married name only)**

**c. Affidavit of Discrepancy (true and correct name)**



**d. Photocopy of PRC ID**

**2. CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to conform to the Decision of the City/Municipal Civil Registry as affirmed by the Civil Registry General correcting the Given Name/Middle Name/Surname pursuant to R. A. No. 9048, as supported by all the following documents:**



**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage (for registered married name only)**

**c. Affidavit of Discrepancy (true and correct name)**

**d. Photocopy of PRC ID**



**3. CORRECTION OF DATE OF BIRTH­ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to conform to the true and correct date of birth as registered in the City/Municipal Civil Registry of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as supported by all the following documents:**

**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage (for registered married name only)**

**c. Affidavit of Discrepancy (true and correct date of birth)**

d

**d. Photocopy of PRC ID**

**4. CORRECTION OF DATE OF BIRTH from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to conform to the true and correct date of birth as registered in the City/Municipal Civil Registry of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as supported by all the following documents WITH CORRECTION OF GIVEN NAME/ MIDDLE NAME/SURNAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to conform to the true and correct spelling of Given Name/Middle Name/Surname as registered in the City/Municipality Civil Registry of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage (for registered married name only)**

**c. Affidavit of Discrepancy (true and correct date of birth and name)**

d

**d. Photocopy of PRC ID**

**5. CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to conform to the true and correct spelling of GIVEN NAME/MIDDLE NAME/SURNAME as registered in the City/Municipal Civil Registry of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the CHANGE OF SURNAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by reason of Marriage to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as supported by all the following documents:**

**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage (for registered married name only)**

**c. Affidavit of Discrepancy (true and correct name)**

**d. Photocopy of PRC ID**

**6. CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to conform to the Decision of the City/Municipal Civil Registry as affirmed by the Civil Registry General correcting the Given Name/Middle Name/Surname pursuant to R. A. No. 9048 and the CHANGE OF SURNAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ by reason of Marriage to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_, as supported by all the following documents:**

**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage (for registered married name only)**

**c. Affidavit of Discrepancy (true and correct name)**

**d. Photocopy of PRC ID**

**7. CORRECTION OF DATE OF BIRTH from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to conform to the true and correct date of birth as registered in the City/Municipal Civil Registry of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the CHANGE OF SURNAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by reason of Marriage to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as supported by all the following documents:**

**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage (for registered married name only)**

**c. Affidavit of Discrepancy (true and correct date of birth and name)**

**d. Photocopy of PRC ID**

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**8. REVERSION TO THE USE OF MAIDEN NAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and her Legal Status from MARRIED to SINGLE due to Death of Spouse or Annulment of Marriage/Presumptive Death of Absent Spouse, as supported by all the following documents:**



**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage with annotation on the decision of NULLITY**

**c. Original PSA copy of Certificate of Death (in case of death of spouse)**

**d. Photocopy of PRC ID**



**9. CHANGE OF MARRIED NAME TO ANOTHER MARRIED NAME from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to** \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in view of Re-Marriage due to Death of former spouse or Annulment of Marriage/Presumptive Death of Absent Spouse, as supported by all the following documents:**

**a. Original PSA copy of Certificate of Live Birth**

**b. Original PSA copy of Certificate of Marriage with annotation on the decision of NULLITY**

**c. Original PSA copy of Certificate of Death (in case of death)**

**d. Original PSA copy of Certificate of Marriage (Subsequent Marriage)**

**e. Photocopy of PRC ID**

**I DO HEREBY CERTIFY that the information and statements in this petition including the documents/exhibits submitted in support thereof are all true and correct of my own knowledge; and that I am fully aware that any false information or statement in this petition or in any of the documents/exhibits shall hold me administratively/criminally and/or civilly liable.**

**FURTHER**, **I agree to the PRC Privacy Notice and hereby give my consent to the collection and processing of my personal data in accordance thereto.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Documentary Stamp**

**Signature of Petitioner over Printed Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number / E-mail Address**

**SUBSCRIBED and SWORN to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, petitioner exhibiting to me his/her valid government-issued ID with ID NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued by the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administering Officer**

|  |  |
| --- | --- |
| **VERIFICATION**  **DO NOT FILL THIS PORTION** | |
| **1. REGULATION DIVISION** | |
| **Registered Name** | **Name in the Master List / Resolution** |
| **Profession** | **Exam Taken/ Date/ Rating** |
| **Date of Birth** | **Date of Birth Verified by:** |
| **Registration No. Registration Date** | **2. FINANCE AND ADMINISTRATIVE DIVISION –**  **Cashier (Payment of Fees)**  **Fee:**  **OR No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Signature over Printed Name)** |
| **Year of Last Payment**  **...................................**  **...................................**  **.......................**  **Verified and assessed by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Signature over Printed Name)** |

**PROCEDURES**

1. **Fill out the petition form and have it notarized.**
2. **Proceed to the Regulation Division for verification of registered name, examination results, and assessment of fees.**
3. **Pay fees at any of the Cashier windows and get the Official Receipt.**
4. **Proceed to the Regulation Division and submit duly accomplished Petition Form together with the official receipt and other required documents.**

**NOTE**: Non-professional must present any **valid government-issued ID and Special Power of Attorney (SPA)** duly executed individually by the petitioner. In case the authorized representative is a registered professional, he/she must present his/her **valid Professional Identification Card** and **authorization letter** duly signed individually by the concerned petitioner.

**For verification of the status of your petition,** please visit the PRC Website ([www.prc.gov.ph](http://www.prc.gov.ph)). If amendment desired is effected, proceed to apply online for your new or duplicate PRC ID, as the case may be.