



Republic of the Philippines
Professional Regulation Commission
Manila

This FORM IS NOT FOR
SALE
TO BE ACCOMPLISHED
PERSONALLY BY THE
PETITIONER

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with complete
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PETITION FOR CORRECTION OF ENTRIES/DATA

I, _____, of legal age, married/single, born on _____ at _____, and a resident of _____, petitions for correction of entries / data in the records of the Board of / for _____ and the Commission.

I am a registered _____ with Registration Number _____ dated _____.

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. Certificate of Live Birth in NSO security paper,
 - b. Certificate of Marriage in NSO security paper (for registered married names only),
 - c. Personal Affidavit.
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. Certificate of Live Birth in NSO security paper,
 - b. Certificate of Marriage in NSO security paper (for registered married names only),
 - c. Personal Affidavit.
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. Certificate of Live Birth in NSO security paper,
 - b. Certificate of Marriage in NSO security paper (for registered married names only),
 - c. Personal Affidavit.
4. 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. Certificate of Live Birth in NSO security paper,
 - b. Certificate of Marriage in NSO security paper (for registered married names only),
 - c. Personal Affidavit.
5. 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. Certificate of Live Birth in NSO security paper,
 - b. Certificate of Marriage in NSO security paper (for registered married names only),
 - c. Personal Affidavit.

6. 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. Certificate of Live Birth in NSO security paper,
 - b. Certificate of Marriage in NSO security paper (for registered married names only),
 - c. Personal Affidavit.
7. Reversion to the use of Maiden Name from _____ to _____ and her Legal Status from _____ to _____ due to Death of Spouse or Annulment of Marriage / Presumptive Death of Absent Spouse, as supported by all the following documents:
- a. Certificate of Live Birth in NSO security paper,
 - b. Certificate of Death in NSO security paper (in case of death), or
 - c. Certified True Copy of the Court's Decision (in case of annulment or presumptive death), or
 - d. Certificate of Finality or Entry of Judgment (in case of annulment or presumptive death)
8. Reversion to the use of Maiden Name from _____ to _____ in view of Arts. 364 and 370 of the New Civil Code, as supported by all the following documents:
- a. Certificate of Live Birth in NSO security paper,
 - b. Certificate of Marriage in NSO security paper (for registered married names only),
 - c. Personal Affidavit.
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. Certificate of Live Birth in NSO security paper and
 - b. Certificate of Death in NSO security paper (in case of death), or
 - c. Certified True Copy of the Court's Decision (in case of annulment or presumptive death), or
 - d. Certificate of Finality or Entry of Judgment (in case of annulment or presumptive death), or
 - e. Certificate of Marriage in NSO security paper (of subsequent marriage).

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.

Metered Documentary
Stamp

(Signature of Petitioner over Printed Name)

Telephone /Cell phone Number

SUBSCRIBED and SWORN to before me this ____ day of _____ 20__ at _____, Petitioner exhibiting to me his/her Community Tax Certificate No. _____ issued at _____ on _____.

Notary Public

I. B. P. No. _____
P. T. R. No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____

VERIFICATION DO NOT FILL THIS PORTION	
1. Registration Division	2. Records Section
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:	3. Cash Division (Payment of Fees)
Year of Last Payment: ----- ----- -----	a. Fee: OR No.: _____ Date: _____ Amount: _____ b. Renewal/Dup. ID Fee OR No.: _____ Date: _____ Amount: _____
Verified and Assessed by: _____	Payment Received by: _____
(Signature over Printed Name)	(Signature over Printed Name)

PROCEDURES

1. Fill-up petition form
2. Proceed to Registration Division (G/F Main Building for verification of registration. For Professional Teachers, please proceed to the Office for Professional Teachers (3/F Annex Building). For Marine Deck and Engineer Officers, please proceed to Marine Deck/Engineer Division (4/F Annex Building).
3. Proceed to Records Section (G/F Annex Building) for verification of examination records.
4. Pay fees at any of the Cashier windows and get Official Receipt.
5. Proceed to the Customer Service Center for Notarization of Petition and Documentary Stamp.
6. Submit duly accomplished Petition Form to the REGULATIONS OFFICE, 2ND Floor, Main building together with the official receipt and other required documents/exhibits.



ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the Petition for Correction of Entries/Data filed by _____ before the Board of/for _____ this _____ of _____, 20____.

(Signature over Printed Name)