



10. Request for Supplemental Report

A supplemental report using the appropriate form (Certificate of Live Birth, Certificate of Marriage or Certificate of Death) may be filed to supply information inadvertently omitted when the document was registered. The civil registrar shall accept only one supplemental report for not more than two (2) omitted information in any registered event.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and of legal age, nearest of kin			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registered Document (Birth, Marriage, Death certificate) (original & 2 photocopies)		LCRO, PSA Office or PSA Outlet.		
Affidavit of Supplemental Report (original & 2 photocopies)		Notary Public		
Baptismal Certificate (original)		Church where baptized		
Order of Payment (original)		Local Civil Registry Office		
Official Receipt (original)		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present problems and request for necessary supplemental report.	1. Verify the document and advise what supplemental report is needed.	None	10 Minutes	Office Staff Local Civil Registry Extension Office
2. Inquire for a list of requirements.	2. Give a list of requirements that the client needs to provide.	None	8 Minutes	Office Staff Local Civil Registry Extension Office
3. Comply and submit requirements.	3. Receive the requirements submitted.	None	8 Minutes	Office Staff Local Civil Registry Extension Office
4. Sign civil registry forms based on the request	4. Let the client sign on the civil registry form that is needed & Issue order of payment.	None	4 Minutes	Office Staff Local Civil Registry
5. Pay at the Treasurer's Office and secure Official Receipt.	5. Get payment and issue Official Receipt based on the order of payment	Certified true copy- Php 50.00 Documentary Stamp- Php 30.00	10 Minutes	Collection Clerk Treasury Office Window 1, 2, 3, 4 or 5



6. Go back to LCRO and present the Official Receipt.	6. Get the receipt and attach it to the documents of the client	None	4 Minutes	Office Staff Local Civil Registry Extension Office
7. Get advice and stub to claim the desired supplemented document.	7. Advise the client on when can he/she claim the supplemented document	None	3 Days 4 Minutes	Office Staff Local Civil Registry Extension Office
8. Go back to LCRO on the scheduled date and claim the owner's copy of the Document.	8. Show the document and let the client check the data for errors on supplemented document.	None	4 Minutes	Office Staff Local Civil Registry Office
TOTAL:		Php 80.00	3 Days and 52 Minutes	

(Request for Supplemental Report) is qualified for multi-stage processing.