



## Supplemental Report for Birth, Marriage and Death Certificates

### ABOUT THE SERVICES

A supplemental report using the appropriate form (Certificate of Live Birth, Certificate of Death, Certificate of Fetal Death or Certificate of Marriage) maybe filed to supply information inadvertently omitted when the document was registered. However, the "Medical Certificate" in the Certificate of Death and Certificate of Fetal Death and all applicable certifications contained in the Certificate of Marriage should be accomplished correctly and completely before registration. Hence, no supplemental report having reference to the mentioned certificate is acceptable.

### FEES

|   |          |
|---|----------|
| Endorsement Fee   | P 300.00 |
| Filing Fee Supplemental Report                                  | 300.00   |
| Certified copy of Annotated Birth/Marriage/Death Certificate    | 150.00   |
| Certified copy of Un-annotated Birth/Marriage/Death Certificate | 100.00   |
| Postal Money Order for PSA (P155.00+ 41.00 S.C.)                | 196.00   |

| <b>Department / Office:</b>  |   | <b>CITY CIVIL REGISTRY OFFICE</b>  |                                  |  |
|--|---|--|----------------------------------|--|
| <b>Classification:</b>   |   | Simple   |                                  |  |
| <b>Type of Transaction:</b>  |   | G2C - Government to Citizens   |                                  |  |
| <b>Who may avail</b>   |   | Those who wish supply information to the omitted entries in their civil registry record. |                                  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |                                  |  |
| <ul style="list-style-type: none"> <li>Original PSA issued Birth/Marriage/Death Certificate with 2 photocopies</li> </ul>        |   | <ul style="list-style-type: none"> <li>Philippine Statistics Authority (PSA)</li> </ul>  |                                  |  |
| <ul style="list-style-type: none"> <li>Accomplished and Notarized Affidavit for Supplemental Report</li> </ul>                   |   | <ul style="list-style-type: none"> <li>Notary Public</li> </ul>                          |                                  |  |
| <ul style="list-style-type: none"> <li>Original/Certified copy of the Baptismal Certificate/Voter's Certificate</li> </ul>       |   | <ul style="list-style-type: none"> <li>Church &amp; COMELEC</li> </ul>                   |                                  |  |
| <ul style="list-style-type: none"> <li>Valid ID</li> </ul>   |   |  |                                  |  |
| <ul style="list-style-type: none"> <li>Other supporting documents as may be required by the concerned Civil Registrar</li> </ul> |   |  |                                  |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b>           | <b>PERSON RESPONSIBLE</b>                  |
| 1. Presentation of the Document<br><br>Present the documents   | Receive the documents   |  | 2 minutes                        | ANDREA MILAGROS V. SALVA<br>Admin. Aide II |
|  | 2. Verification<br><br>Verifies from the computer database for the availability of the record.<br><br>If not available in the computer database, a diligent manual search will be done. |  | 2-4 minutes<br><br>20-30 minutes | ANDREA MILAGROS V. SALVA<br>Admin. Aide II |
|  | 3. Examination & Recommendation<br>Examines the documents and   |  | 5 minutes                        | ANDREA MILAGROS V. SALVA                   |



|   |  |                |                       |  |
|---|--|----------------|-----------------------|--|
|   | advise client the entries to be included in the Affidavit of Supplemental Report |                |                       | Admin. Aide II   |
| 4. Presentation of the Documents with the Affidavit<br><br>Present all documents                    | Receives, examines the documents and issue order of payment                      |                | 2 minutes             | ANDREA MILAGROS V. SALVA<br>Admin. Aide II                     |
| 5. Payment of fees<br><br>Pay the required fees   | Receive payment and issue O.R.   | see Fees above | 10-20 minutes         | CITY TREASURER'S OFFICE or POST OFFICE                         |
| 6. Preparation of the Supplemental & Endorsement<br><br>Present the O.R. and the Postal Money Order | Receive the O.R. and PMO, record and prepares documents and endorsement to PSA   |                | 10-20 minutes         | ANDREA MILAGROS V. SALVA<br>Administrative Aide II             |
|   | 7. Review and Approval.<br><br>Review, approves and sign the documents           |                | 2-3 minutes           | MARIA DOLORES P. DE LOS REYES<br>CGDH I (City Civil Registrar) |
| 8. Release of Documents<br><br>Signs the logbook  | Record and release the client's file copies.                                     |                | 1 minute              | ANDREA MILAGROS V. SALVA<br>Admin. Aide II                     |
|   | 9. Transmittal to PSA<br><br>Transmit the endorsement to PSA                     |                |                       | ANDREA MILAGROS V. SALVA<br>Admin. Aide II                     |
| <b>TOTAL</b>  |  | P              | 1 hour and 27 minutes |  |

**CITY CIVIL REGISTRY OFFICE**

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur

For more information, please contact:

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