



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

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



	advise client the entries to be included in the Affidavit of Supplemental Report.			SALVA Administrative Aide IV
5. Presentation of the Documents with the Affidavit.	6. Receives and examines the documents and issue order of payment.		2 minutes	
7. Pay the required fees.	8. Receive payment and issue O.R.	See fees above.	10 – 20 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
9. Preparation of the Supplemental & Endorsement Present the O.R. and the Postal Money Order.	10. Receive the O.R. and PMO, record and prepares documents and endorsement to PSA.		10 – 20 minutes	ANDREA MILAGROS V. SALVA Administrative Aide IV
	11. Review and Approval. Review, approves and sign the documents.		2 – 3 minutes	MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
12. Release of Documents Signs the logbook.	13. Record and release the client's file copies.		1 minute	ANDREA MILAGROS V. SALVA Administrative Aide IV
	14. Transmit the endorsement to PSA.			
TOTAL		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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