

Office	CITY CIVIL REGISTRY OFFICE			
Classification:	SUPPLEMENT REPORT 1-2 omitted entries only			
Type of Transaction:	Simple			
Who may avail:	Document owner/ parents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ✓ PSA copy of birth/ marriage/ death (5 photocopies) ✓ Affidavit of Supplemental Report (1 orig & 2 photocopies) ✓ Supporting document of omitted entry – ID/ Marriage Certificate (3 photocopies) 			PSA Lawyer	
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements	Check all entries in documents for consistency & correctness	Supplemental Fee – 50.00 Cert Fee 30 x 3 = 90.00	10 mins	Lalaine Benette Sijub Rhea Montesa Montano Sabanal V
Pay fees at the City Treasurer’s Office	Prepare the annotated supplemental report and stamp certified copy in all documents.		20 mins	
	CCR or signatory will review documents and affix signature		5 mins	Evangeline C Tapangan Maribel S. Guzman Alice Theresa Gil Perle Joy T Lee Aeneas Vicente Akut
	Record transaction and give owner’s copy to client		10 mins	Lalaine Benette Sijub Rhea Montesa Montano Sabanal V
Verify status of Supplemental Report with PSA Region X after 1 month			30 days	
	Submit supplemental report to PSA, Region 10			Michael Nino Eduarte