

Office	CITY CIVIL REGISTRY OFFICE			
Classification:	SUPPLEMENT REPORT FOR THREE (3) OR MORE ENTRIES			
Type of Transaction:	Complex			
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) ✓ Letter request for Supplemental Report ✓ Supporting document of omitted entry – ID/ Marriage Certificate (3 photocopies) ✓ Approval from National Statistics Civil Registrar General (NSCRG) ✓ Supplemental Report - Municipal Form 102/ 103/ 97 			PSA Lawyer Document owner/ parents PSA, Quezon City City Civil Registrar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements	Check all entries in documents for consistency & correctness	Supplemental Fee – 50.00 Certification	10 mins	Lalaine Benette Sijub Rhea Montesa
Pay fees at City Treasurer’s Office	Prepare the letter request for approval of supplemental report of three (3) or more entries.	Fee – 30.00 x 3= 90.00	20 mins	Montano Sabanal V
	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		5 mins	Lalaine Benette Sijub
Mail documents to PSA, Q.C.		Mailing Expense – 130.00 Stamp – 150.00		Rhea Montesa Montano Sabanal V
	Wait for the approval from NSCRG		2-3 months	
Upon Approval:				

Submit letter of approval from NSCRG and requirements to Civil Registry Office	Check all entries in documents for consistency & correctness	Cert Fee – 50.00 Cert Fee – 30.00 x 4 = 120.00	10 mins	Lalaine Benette Sijub Rhea Montesa Montano Sabanal V
	Prepare the annotated birth/ death/ marriage, supplemental report and stamp certified copy 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
Mail documents to PSA, Quezon City		Mailing Expense – 130.00	5 mins	Lalaine Benette Sijub Rhea Montesa Montano Sabanal V
Verify status of endorsed Supplemental Report with PSA Region X after 2 months. Once positive , request Security Paper at PSA Region X			Two(2) months	