

APPLICATION FORM FOR CORRECTION OF PERSONAL INFORMATION

I. Name _____
 II. Office _____
 III. Position _____
 IV. Home Address _____
 Contact #: _____

V. Information requested to be corrected:

Given Name From _____
 To _____

Family Name From _____
 To _____

Middle Name From _____
 To _____

Date of Birth From _____
 To _____

Place of Birth From _____
 To _____

VI. Reason or cause of discrepancy:

VII. Documents on file with the Commission where the information sought to be corrected is recorded:

Examination Records _____
 Examination taken _____
 Date taken _____
 Place of examination _____

Appointment Paper _____
 Position _____
 Date issued _____

PDS _____
 Date accomplished _____

VIII. Supporting documents:

Certificate of Live Birth (COLB)
 Date of registration _____
 Place of registration _____
 Name of child _____
 Date of birth _____
 Place of birth _____

Others _____

I declare under penalty of perjury that the information stated herein are true and correct.

Name (in print) _____
 Signature _____
 Date _____

REQUIREMENTS FOR CORRECTION OF PERSONAL INFORMATION:

- A. Original Certificate of Live Birth duly issued or authenticated by the National Statistics Office (now: Philippine Statistics Authority), or in its absence, a court order.
- B. Fully accomplished Application Form for Correction of Personal Information
- C. Personal Affidavit of Discrepancy
(Letter C should be duly notarized and must contain the deficiency that needs to be corrected)
- D. Photocopy of Document sought to be corrected;
 - D.1 Certificate of Eligibility / Exam records
 - D.2 Service Record card (for government employee only) from CSC-FO
 - D.3 Personal Data Sheet (for government employee only) from CSC-FO
- F. Photocopy of valid I.D. (original copy must be presented); and
- G. Processing fee of Php 760.00
- H. Other supporting documents, if necessary (i.e. Marriage Contract for Married Women)

In addition, the following documents shall be submitted for late registration of birth:

1. Baptismal certificate, unless it has been lost or destroyed during war, fire, natural calamity or any fortuitous event, in which case, a certification issued by the proper church authority must be submitted. If the requesting party was not issued any baptismal certificate or was not baptized, an affidavit attesting to such fact must be submitted. In both cases, other authentic and reliable documents which show the information or data requested to be corrected must also be submitted together with the request;
2. Other personal, school or employment records (i.e. Personal Data Sheet, Transcript of Records or NBI Clearance) which would support the entry reflected in the late registered birth certificate.

CIVIL SERVICE COMMISSION-NATIONAL CAPITAL REGION

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