



# Professional Regulation Commission

## PETITION FOR CORRECTION OF ENTRIES/DATA

### NATIONAL CAPITAL REGION

1 1/2 x 1 1/2  
PICTURE

THIS FORM IS NOT FOR SALE

TO BE ACCOMPLISHED PERSONALLY BY THE PETITIONER

I, \_\_\_\_\_, of legal age, married/single, born on \_\_\_\_\_ at \_\_\_\_\_, and a resident of \_\_\_\_\_, petitions for correction of entries/data in the records of the Board of / for \_\_\_\_\_ and the Commission.

I am a registered \_\_\_\_\_ with Registration Number \_\_\_\_\_ dated \_\_\_\_\_.

#### NAME TO APPEAR IN THE DATABASE AND ON THE IDENTIFICATION CARD

PERSONAL DETAILS	FROM	TO
LAST NAME		
FIRST NAME		
MIDDLE NAME		
DATE OF BIRTH		

The correction of data in the records of the Board and the Commission particularly refers to the:

1. **CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME** from \_\_\_\_\_ to \_\_\_\_\_, in order to conform to the true and correct spelling of Given Name / Middle Name / Surname as registered in the City / Municipal Civil Registry of \_\_\_\_\_, as supported by all the following documents:
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage (for registered married name only)
  - c. Personal Affidavit
  - d. Photocopy of PRC ID
2. **CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME** from \_\_\_\_\_ to \_\_\_\_\_, in order to conform to the Decision of the City / Municipal Civil Registry as affirmed by the Civil Registry General correcting the Given Name / Middle Name / Surname pursuant to R. A. No. 9048, as supported by all the following documents:
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage (for registered married name only)
  - c. Personal Affidavit
  - d. Photocopy of PRC ID
3. **CORRECTION OF DATE OF BIRTH** from \_\_\_\_\_ to \_\_\_\_\_, in order to conform to the true and correct date of birth as registered in the City / Municipal Civil Registry of \_\_\_\_\_, as supported by all the following documents:
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage (for registered married name only)
  - c. Personal Affidavit
  - d. Photocopy of PRC ID
4. **CORRECTION OF DATE OF BIRTH** from \_\_\_\_\_ to \_\_\_\_\_, in order to conform to the true and correct date of birth as registered in the City / Municipal Civil Registry of \_\_\_\_\_, as supported by all the following documents **WITH CORRECTION OF GIVEN NAME/ MIDDLE NAME/SURNAME** from \_\_\_\_\_ to \_\_\_\_\_, in order to conform to the true and correct spelling of Given Name / Middle Name / Surname as registered in the City / Municipality Civil Registry of \_\_\_\_\_
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage (for registered married name only)
  - c. Personal Affidavit
  - d. Photocopy of PRC ID

5. **CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME** from \_\_\_\_\_ to \_\_\_\_\_, in order to conform to the true and correct spelling of GIVEN NAME/MIDDLE NAME/ SURNAME as registered in the City / Municipal Civil Registry of \_\_\_\_\_, and the **CHANGE OF SURNAME** from \_\_\_\_\_ to \_\_\_\_\_ by reason of Marriage to \_\_\_\_\_ on \_\_\_\_\_ in \_\_\_\_\_, as supported by all the following documents:
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage (for registered married name only)
  - c. Personal Affidavit.
  - d. Photocopy of PRC ID
6. **CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME** from \_\_\_\_\_ to \_\_\_\_\_, in order to conform to the Decision of the City / Municipal Civil Registry as affirmed by the Civil Registry General correcting the Given Name / Middle Name / Surname pursuant to R. A. No. 9048 and the **CHANGE OF SURNAME** from \_\_\_\_\_ to \_\_\_\_\_ by reason of Marriage to \_\_\_\_\_ on \_\_\_\_\_ in \_\_\_\_\_, as supported by all the following documents:
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage (for registered married name only)
  - c. Personal Affidavit.
  - d. Photocopy of PRC ID
7. **CORRECTION OF DATE OF BIRTH** from \_\_\_\_\_ to \_\_\_\_\_, in order to conform to the true and correct date of birth as registered in the City/Municipal Civil Registry of \_\_\_\_\_ and the **CHANGE OF SURNAME** from \_\_\_\_\_ to \_\_\_\_\_ by reason of Marriage to \_\_\_\_\_ on \_\_\_\_\_ in \_\_\_\_\_ as supported by all the following documents:
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage (for registered married name only)
  - c. Personal Affidavit
  - d. Photocopy of PRC ID
8. **REVERSION TO THE USE OF MAIDEN NAME** from \_\_\_\_\_ to \_\_\_\_\_ and her Legal Status from MARRIED to SINGLE due to Death of Spouse or Annulment of Marriage / Presumptive Death of Absent Spouse, as supported by all the following documents:
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage with annotation on the Decision of NULLITY
  - c. Original and Photocopy of the PSA Certificate of Death (in case of death of spouse)
  - d. Certified True Copy of the Court's Decision (in case of annulment or presumptive death) and/or
  - e. Certificate of Finality or Entry of Judgment (in case of annulment or presumptive death)
  - f. Photocopy of PRC ID
9. **CHANGE OF MARRIED NAME TO ANOTHER MARRIED NAME** from \_\_\_\_\_ to \_\_\_\_\_, in view of Re-Marriage due to Death of former spouse or Annulment of Marriage / Presumptive Death of Absent Spouse, as supported by all the following documents:
- a. Original and Photocopy of the PSA Certificate of Live Birth
  - b. Original and Photocopy of the PSA Certificate of Marriage with annotation on the Decision of NULLITY
  - c. Original and Photocopy of the PSA Certificate of Death (in case of death), or
  - d. Certified True Copy of the Court's Decision (in case of annulment or presumptive death) and/or
  - e. Certificate of Finality or Entry of Judgment (in case of annulment or presumptive death)
  - f. Original and Photocopy of the PSA Certificate of Marriage (Subsequent Marriage)
  - g. Photocopy of PRC ID

I DO HEREBY CERTIFY that the information and statements in this petition including the documents/ exhibits submitted in support thereof are all true and correct of my own knowledge; and that I am fully aware that any false information or statement in this petition or in any of the documents/exhibits shall hold me administratively/criminally and/or civilly liable.

FURTHER, I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.

Documentary Stamp

\_\_\_\_\_  
Signature of Petitioner over Printed Name

\_\_\_\_\_  
Telephone / Cell phone Number

SUBSCRIBED and SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_, Petitioner exhibiting to me his/her valid government-issued ID with ID NUMBER \_\_\_\_\_ issued by the \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Administering Officer

**VERIFICATION  
DO NOT FILL THIS PORTION**

<b>1. LICENSURE AND REGISTRATION DIVISION - REGISTRATION SECTION</b>	<b>2. FINANCE AND ADMINISTRATIVE DIVISION - RECORDS SECTION</b>
Registered Name:	Name in the Master List / Resolution
Profession:	Exam Taken/ Date/ Rating
Date of Birth:	Date of Birth: Verified by:
Registration No.:                      Registration Date:	<b>3. Cash Division (Payment of Fees)</b>
Year of Last Payment: ..... ..... .....	<b>a. Fee:</b> OR No.: _____ Date: _____ Amount: _____ <b>b. Renewal / Dup. ID Fee</b> OR No.: _____ Date: _____ Amount: _____ Payment Received by: _____
Verified and Assessed by:  _____	_____
(Signature over Printed Name)	(Signature over Printed Name)

**PROCEDURES**

1. Fill out petition form
2. Proceed to the Licensure and Registration Division – Registration Section for verification of registered name
3. Pay fees at any of the Cashier windows and get the Official Receipt
4. Proceed to the Finance and Administrative Division – Records Section for verification of examination results
5. Proceed to the Customer Service Center for the documentary stamps
6. Submit duly accomplished Petition Form to the LEGAL DIVISION – NCR with the official receipt and other required Original and Photocopies of the documents/exhibits

**NOTE: ALWAYS bring the original PSA Documents for validation.**

You may log on to [www.prc.gov.ph](http://www.prc.gov.ph) for the status verification of your petition