



Professional Regulation Commission

PETITION FOR CORRECTION OF ENTRIES/DATA

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

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

Passport size colored picture with name tag in plain white background taken within the last 6 months

NAME TO APPEAR IN THE DATABASE AND ON THE IDENTIFICATION CARD

Table with 3 columns: PERSONAL DETAILS, FROM, TO. Rows include 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 PSA copy of Certificate of Live Birth
b. Original PSA copy of Certificate of Marriage (for registered married name only)
c. Affidavit of Discrepancy (true and correct name)
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 PSA copy of Certificate of Live Birth
b. Original PSA copy of Certificate of Marriage (for registered married name only)
c. Affidavit of Discrepancy (true and correct name)
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 PSA copy of Certificate of Live Birth
b. Original PSA copy of Certificate of Marriage (for registered married name only)
c. Affidavit of Discrepancy (true and correct date of birth)
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 PSA copy of Certificate of Live Birth
b. Original PSA copy of Certificate of Marriage (for registered married name only)
c. Affidavit of Discrepancy (true and correct date of birth and name)
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 PSA copy of Certificate of Live Birth
  - b. Original PSA copy of Certificate of Marriage (for registered married name only)
  - c. Affidavit of Discrepancy (true and correct name)
  - 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 PSA copy of Certificate of Live Birth
  - b. Original PSA copy of Certificate of Marriage (for registered married name only)
  - c. Affidavit of Discrepancy (true and correct name)
  - 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 PSA copy of Certificate of Live Birth
  - b. Original PSA copy of Certificate of Marriage (for registered married name only)
  - c. Affidavit of Discrepancy (true and correct date of birth and name)
  - 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 PSA copy of Certificate of Live Birth
  - b. Original PSA copy of Certificate of Marriage with annotation on the decision of NULLITY
  - c. Original PSA copy of Certificate of Death (in case of death of spouse)
  - d. 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 PSA copy of Certificate of Live Birth
  - b. Original PSA copy of Certificate of Marriage with annotation on the decision of NULLITY
  - c. Original PSA copy of Certificate of Death (in case of death)
  - d. Original PSA copy of Certificate of Marriage (Subsequent Marriage)
  - e. 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 hereby give my consent to the collection and processing of my personal data in accordance thereto.

Documentary Stamp

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

\_\_\_\_\_  
Contact Number / E-mail Address

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**

**1. REGULATION DIVISION**

<b>Registered Name</b>	<b>Name in the Master List / Resolution</b>
<b>Profession</b>	<b>Exam Taken/ Date/ Rating</b>
<b>Date of Birth</b>	<b>Date of Birth</b> <span style="float: right;"><b>Verified by:</b></span>
<b>Registration No.</b> <span style="float: right;"><b>Registration Date</b></span>	<b>2. FINANCE AND ADMINISTRATIVE DIVISION – Cashier (Payment of Fees)</b>  <b>Fee:</b> <b>OR No.:</b> _____ <b>Date:</b> _____ <b>Amount:</b> _____  _____ (Signature over Printed Name)
<b>Year of Last Payment</b> ..... ..... .....  <b>Verified and assessed by:</b>  _____ (Signature over Printed Name)	

**PROCEDURES**

1. Fill out the petition form and have it notarized.
2. Proceed to the Regulation Division for verification of registered name, examination results, and assessment of fees.
3. Pay fees at any of the Cashier windows and get the Official Receipt.
4. Proceed to the Regulation Division and submit duly accomplished Petition Form together with the official receipt and other required documents.

**NOTE:** Non-professional must present any **valid government-issued ID and Special Power of Attorney (SPA)** duly executed individually by the petitioner. In case the authorized representative is a registered professional, he/she must present his/her **valid Professional Identification Card** and **authorization letter** duly signed individually by the concerned petitioner.

**For verification of the status of your petition,** please visit the PRC Website ([www.prc.gov.ph](http://www.prc.gov.ph)). If amendment desired is effected, proceed to apply online for your new or duplicate PRC ID, as the case may be.