

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
AMBASSADE I REPUBLIKKEN FILIPPINERNE
COPENHAGEN, DENMARK**

**PETITION FOR CORRECTION OF CLERICAL ERROR IN CIVIL REGISTRY DOCUMENTS
REGISTERED AT THE PHILIPPINE EMBASSY PURSUANT TO REPUBLIC ACT NO. 9048 / 10172**

Republic Act (RA) No. 9048 authorizes the city/municipal civil registrar or the consul general to correct a clerical error or typographical error in an entry and/or change the first name or nickname in the civil registrar without need of a judicial order.

Republic Act (RA) No. 10172 authorized the city or municipal registrar or the consul general to correct clerical or typographical errors in the day and month in the date of birth or sex of a person appearing in the civil register without need of a judicial order (amending for this purpose RA No. 9048).

Who may file the petition? The petition may be filed by a person of legal age (eighteen years old and above) who must have a direct and personal interest (owner of the record, owner's spouse, children, parents, brothers, sisters, grandparents, guardian, or any other person duly authorized by law or by the owner of the document sought to be corrected) in the correction of the error or in the change of first name in the civil register.

Where should the petition be filed? For civil registry documents duly registered in Philippine Embassy in Copenhagen, the petition must be personally filed at the Embassy. However, in case the petitioner is a migrant or outside the jurisdiction of the Embassy, the petition may be filed in the nearest Local Civil Registry Office to the petitioner. The petition will be treated as a migrant petition.

Checklist of Requirements:

- One (1) duly accomplished application form for Report of Birth (ROB), Report of Marriage (ROM), or Report of Death (ROD)
- Original and a copy of the Philippine Statistics Authority (PSA) issued certificate of the ROM / ROB / ROD
- At least two (2) public or private documents and one (a) copy of each, showing the correct entry/entries upon which the correction or change shall be based, such as earliest school record or earliest school documents such as, but not limited to, medical records, baptismal certificate and other documents issued by religious authorities.
- A change in the entry involving correcting gender requires a certification issued by an accredited government physician attesting to the fact that the petitioner has not undergone sex change or sex transplant.
- Other documents which the consular officer may consider relevant and necessary for the approval of the petition.
- Service fee for the following services that may be applicable to you:
 - Petition for the correction of clerical or typographical error: DKK 400.00
 - Petition for the change of first name: DKK 1,200.00

If with a Danish bank account, payment via instant bank transfer is preferred. Payment instructions will be provided upon receipt of your appointment confirmation.

After the application

In case of change of first name or nickname and sex, the petition shall be published at least once a week for two (2) consecutive weeks in a newspaper of general circulation. An Affidavit of publication from the publisher and copy of the newspaper clippings should be attached to the petition as proof of publication. Furthermore, the petitioner shall submit a certification from the appropriate law enforcement agencies (NBI Clearance, Police clearance, clearance from the employer if employed, and other clearances as may be required by the Consular Officer) that he/she has no pending case or no criminal record.

Petitions filed at the Embassy will be forwarded to the Department of Foreign Affairs in Manila for onward submission to the Philippine Statistics Authority (PSA) for its consideration.