

**THIS FORM IS TO BE ACCOMPLISHED AND SIGNED BY THE PETITIONER
HERSELF AND TO BE SUBMITTED IN ONE COPY**

REQUIREMENTS:

1. Duly accomplished and notarized Petition Form
2. Philippine Statistics Authority (PSA)-issued Certificate of Marriage whichever of the following is applicable:
 - A. Original PSA copy of Certificate of Marriage
 - B. Original PSA copy of Report of Marriage for *marriages contracted abroad*
3. One (1) passport-sized ID pictures in white background with full name tag
4. Statutory fee of P225.00
5. One (1) metered documentary stamp
6. Photocopy of PRC ID

PROCEDURES:

1. Fill out the **Petition Form**.
2. Proceed to the **Regulation Division** for verification of registered name, examination results, and assessment of fees.
3. Proceed to any **Cashier Window** for payment of fees.
4. Proceed to the **Regulation Division** and submit duly accomplished Petition Form together with the Certificate of Marriage in PSA security paper and a photocopy of PRC ID Card. **Should there be any discrepancy** in the entries of the Certificate of Marriage and other verifications, submit a **Certificate of Live Birth in PSA security paper and an Affidavit of Discrepancy**.

REMINDERS:

- For those professionals applying for any **CORRECTION/S, REVERSION AND CHANGE OF NAME DUE TO RE-MARRIAGE**, accomplished the **Petition for Correction of Entries/Data Form** then proceed directly to the **Regulation Division** for assistance.
- Please bring the Original Copies of the required PSA documents for validation and further verification.
- 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)**. If amendment desired is effected, proceed to apply online for your new or duplicate PRC ID, as the case may be.