

**REQUIREMENTS FOR SUPPLEMENTAL REPORTING  
FIRST NAME ENTRIES WITH BABY BOY, BABY GIRL, BLANK (NO NAME):**

TO DO:

1. Request for a Certified True Copy of Birth Certificate and Affidavit of Supplemental Report from the Local Civil Registrar (LCR) of birthplace.
2. Present Supplemental Report to the NSO provincial office in your area and seek for **Indorsement** of the document to the Office of the Civil Registrar General (OCRG).
3. Send through JRS/LBC/DHL.
4. Get Official Receipt (OR) of forwarder (JRS/LBC/DHL).
5. Attach OR to your personal copy.
6. After 3 days, proceed to Area A, Ground Floor, Vibal Bldg., National Statistics Office, EDSA corner Times St., Quezon City.

Requirements:

1. Get Official Receipt (OR) of forwarder (JRS/LBC/DHL).
2. Personal copy of Supplemental Report
3. Birth Certificate

**REQUIREMENTS FOR CORRECTION OF ENTRY / CHANGE OF NAME / CANCELLATION OF ENTRY TO BE SUBMITTED TO NSO PRIOR TO THE ISSUANCE OF ANNOTATED BIRTH / MARRIAGE / DEATH CERTIFICATE**

1. **COURT DECREE OF CORRECTION OF ENTRY/CHANGE OF FIRST NAME/CANCELLATION OF ENTRY (original or certified Xerox/machine copy).** This is the Decision/Order rendered by a competent court.
2. **CERTIFICATE OF FINALITY (original or certified Xerox/machine copy).** This is in the form of a certification issued by the court which rendered the decision/order. It serves as a proof that the court decision/order has become final and executory.
3. **CERTIFICATE OF REGISTRATION (original or certified Xerox/machine copy).** This is issued by the Local Civil Registrar (LCR) of the place where the court decree of Correction of Entry/Change of Name/Cancellation of Entry was registered. It serves as a proof that the court decree has been registered or recorded in the Registry Book of Court Decrees and Legal Instruments. Take note that the place of registration of the court decree is at the Local Civil Registrar's Office (LCRO) of the place where the court is situated/located.

*(NOTE: This certification is not the birth / marriage / death certificate but rather a certification stating that the Court Decree of Correction of Entry/Change of Name/Cancellation of Entry has been properly registered or recorded in the Registry Book of Court Decrees and Legal Instruments under a specific Registry Number.)*

4. **CERTIFIED XEROX/MACHINE COPY OF ANNOTATED BIRTH / MARRIAGE / DEATH CERTIFICATE OR CERTIFIED TRUE COPY OF BIRTH / MARRIAGE / DEATH CERTIFICATE** with the appropriate annotation. This is issued by the LCR of the place where the birth / marriage / death certificate was registered.

*(NOTE: NSO will verify and retrieve its file copy of the birth / marriage / death certificate from its archives and in case NSO has no copy of said document, the requesting party shall request for an **ENDORSEMENT** of the document from the LCR of the place where the record was registered. The endorsed document shall be officially transmitted to NSO through mail. **HANDCARRIED document is NOT ALLOWED.**)*

## REQUIREMENTS FOR ADOPTION TO BE SUBMITTED TO NSO PRIOR TO THE ISSUANCE OF AMENDED BIRTH CERTIFICATE

1. **COURT DECREE OF ADOPTION (original or certified Xerox/machine copy).** This is the Decision/Order rendered by a competent court.
2. **CERTIFICATE OF FINALITY (original or certified Xerox/machine copy).** This is in the form of a certification issued by the court which rendered the decision/order. It serves as a proof that the court decision/order of Adoption has become final and executory.
3. **CERTIFICATE OF REGISTRATION (original or certified Xerox/machine copy).** This is issued by the Local Civil Registrar (LCR) of the place where the court decree of Adoption was registered. It serves as a proof that the court decree has been registered or recorded in the Registry Book of Court Decrees and Legal Instruments. Take note that the place of registration of the court decree of Adoption is at the Local Civil Registrar's Office (LCRO) of the place where the court is situated/located.

*(NOTE: This certification is not the certificate of live birth of the child but rather a certification stating that the Court Decree of Adoption has been properly registered or recorded in the Registry Book of Court Decrees and Legal Instruments under a specific Registry Number.)*

4. **AMENDED BIRTH CERTIFICATE.** This is prepared and issued by the Local Civil Registrar of the place where the birth certificate was registered. This amended birth certificate shall not bear any annotation or any remark that will disclose the facts of adoption.

***NOTE:** NSO will verify and retrieve its file copy of the birth certificate (birth certificate prior to adoption) from its archives and in case NSO has no copy of the said document, the requesting party shall request for an **ENDORSEMENT** of the document from the LCRO of the place where the original birth certificate was registered. The endorsed document shall be officially transmitted to NSO through mail. **HANDCARRIED document is NOT ALLOWED.***

## REQUIREMENTS FOR LEGITIMATION TO BE SUBMITTED TO NSO PRIOR TO THE ISSUANCE OF ANNOTATED BIRTH CERTIFICATE

1. **AFFIDAVIT/DEED OF PATERNITY/ ACKNOWLEDGEMENT (original copy or certified Xerox/machine copy).** This Affidavit/Deed may be executed in any place but shall be registered at the Local Civil Registrar's Office (LCRO) where the birth of the child was registered (not required for illegitimate children born on or after August 31, 1983).
2. **JOINT AFFIDAVIT OF LEGITIMATION (original copy or certified Xerox/machine copy).** This Affidavit may be executed in any place but shall be registered at the Local Civil Registrar's Office (LCRO) where the birth of the child was registered.
3. **CERTIFICATE OF REGISTRATION OF AFFIDAVIT OF LEGITIMATION (original copy or certified Xerox/machine copy).** This is issued by the Local Civil Registrar of the place where the birth record was registered. This serves as a proof that the Affidavit of Legitimation was registered as a LEGAL INSTRUMENT.

*(NOTE: This certification is not the certificate of live birth but rather a certification stating that the Affidavit of Legitimation has been registered or recorded in the Registry Book of Court Decrees and Legal Instruments under a Registry Number.)*

4. **CERTIFIED XEROX/MACHINE/TRUE COPY OF THE BIRTH CERTIFICATE OR A CERTIFIED TRUE COPY OF THE BIRTH CERTIFICATE** with the appropriate annotation. This is issued by the LCR of the place where the birth of the child was registered.

*(NOTE: NSO will verify and retrieve its file copy of the birth certificate from its archives and in case NSO has no copy of the said document, the requesting party shall request for an **ENDORSEMENT** of the document from the LCRO where the birth was registered. The endorsed document shall be officially transmitted to NSO through mail. **HANDCARRIED document is NOT ALLOWED.**)*

\*\*\*The marriage contract of the parents must be attached therein. This will be used for the verification of whether or not the child will be qualified for legitimation. The child conceived and born outside of marriage is qualified provided that at the time of conception of the child, the parents were not disqualified by any LEGAL IMPEDIMENTS to marry each other. If found there is, LEGITIMATION cannot be acted upon.

**REQUIREMENTS FOR ANNULMENT OF MARRIAGE TO BE SUBMITTED TO NSO  
PRIOR TO THE ISSUANCE OF ANNOTATED MARRIAGE CERTIFICATE**

1. **COURT DECREE OF ANNULMENT (original or certified Xerox/machine copy).** This is the Decision/Order rendered by a competent court.
2. **CERTIFICATE OF FINALITY (original or certified Xerox/machine copy).** This is in the form of a certification issued by the court which rendered the decision/order. It serves as a proof that the court decision/order has become final and executory.
3. **CERTIFICATE OF REGISTRATION (original or certified Xerox/machine copy).** This is issued by the Local Civil Registrar (LCR) of the place where the court decree of Annulment was registered. It serves as a proof that the court decree has been registered or recorded in the Registry Book of Court Decrees and Legal Instruments. Take note that the place of registration of the court decree is at the Local Civil Registrar's Office (LCRO) of the place where the court is situated/located.

*(NOTE: This certification is not the marriage certificate but rather a certification stating that the Court Decree of Annulment has been properly registered or recorded in the Registry Book of Court Decrees and Legal Instruments under a specific Registry Number.)*

4. **CERTIFIED XEROX/MACHINE COPY OF ANNOTATED MARRIAGE CERTIFICATE OR CERTIFIED TRUE COPY OF MARRIAGE CERTIFICATE** with the appropriate annotation. This is issued by the LCR of the place where the marriage certificate was registered.

**(NOTE:** NSO will verify and retrieve its file copy of the marriage certificate from its archives and in case NSO has no copy of the said document, the requesting party shall request for an **ENDORSEMENT** of the document from the LCR of the place where the record was registered. The endorsed document shall be officially transmitted to NSO through mail. **HANDCARRIED document is NOT ALLOWED**)