

ARCHDIOCESE OF SAN FERNANDO  
OFFICE OF THE NOTARY  
ARZOBISPADO DE PAMPANGA

REQUIREMENTS FOR CORRECTIONS

I. CORRECTION ON SPELLING OF CHILD'S NAME

- A. NSO ORIGINAL CERTIFICATE OF LIVE BIRTH
- B. IF PETITIONER DOES NOT HAVE NSO CERTIFICATE OF LIVE BIRTH
  - 1. ELEMENTARY AND HIGH SCHOOL FORM 137
  - 2. ELEMENTARY AND HIGH SCHOOL DIPLOMA
  - 3. PASSPORT
  - 4. 2 IDENTIFICATION CARDS

II. CORRECTION ON SPELLING OF PARENT'S NAME

- A. NSO ORIGINAL CERTIFICATE OF LIVE BIRTH
- B. IF PETITIONER DOES NOT HAVE NSO CERTIFICATE OF LIVE BIRTH
  - 1. PARENT'S MARRIAGE CERTIFICATE
  - 2. 2 IDENTIFICATION CARDS

III. CORRECTION ON DATE OF BIRTH

ONLY ORIGINAL NSO CERTIFICATE OF LIVE BIRTH WILL BE HONORED

LATE REGISTRATION CERTIFICATES WILL NOT BE ACCEPTED AS PROOF OF CLAIM

IV. ALL OTHER CORRECTIONS FOLLOW REQUIREMENT NO. I

V. CORRECTIONS ON CONFIRMATION CERTIFICATES, THE BAPTISMAL CERTIFICATE WILL SUFFICE AS A DOCUMENTARY PROOF

**NOTE: ALL REQUEST FORMS SHOULD BE CHanneled TO THE PARISH SECRETARY WHERE THE PETITIONER RESIDES**

## REQUIREMENTS FOR INCLUSION

I. IF NO RECORD IS FOUND IN THE PARISH REGISTRY BOOKS, THE PETITIONER MAY REQUEST FOR INCLUSION IF HE/SHE PRESENTS THE FOLLOWING TO PROVE HIS/HER CLAIM:

1. PICTURES TAKEN DURING THE OCCASION
2. AUTHENTICATED PARISH RECEIPT IF ANY
3. SWORN STATEMENT OF WITNESSES

II. INCLUSION OF FATHER'S NAME

1. NSO CERTIFICATE OF LIVE BIRTH
2. ACKNOWLEDGMENT OF PATERNITY

III. INCLUSION OF ADOPTIVE PARENTS NAME IN CASE OF ADOPTION

1. NSO CERTIFICATE OF LIVE BIRTH
2. WRIT OF DECISION BY THE COURT

NOTA BENE: REQUEST FOR REMOVAL OF FATHER'S NAME/FAMILY NAME WILL NOT BE HONORED.

FOR INQUIRIES CALL (045) 9610451 OR EMAIL [rolandmoraleja@yahoo.com](mailto:rolandmoraleja@yahoo.com)

PLEASE BE GUIDED ACCORDINGLY,

REV. FR. ROLAND MORALEJA

NOTARY ON CANONICAL BOOKS

ARCHDIOCESE OF SAN FERNANDO

OFFICE HOURS:

TUESDAY S AND THURSDAYS 9:00AM – 12NN; 2:00PM – 4:00PM

WEDNESDAYS AND FRIDAYS 8:00AM – 12NN

MONDAYS AND HOLIDAYS OFF