



The Chancery Department of the Roman Catholic Archbishop of Manila is the Secretariat of the diocese. One of its functions is to receive documents and authorize changes and corrections in the registers of baptism, confirmation and marriage. In addition, it is also tasked with reviewing documents and issuing dispensation for marriage banns, permits for mixed marriages, inter-church and inter-faith marriages, marriages between local and foreign nationals and other related documents falling within the competence of Chancellors.

This section describes the procedures and requirements for making record changes and reconstructions.

Procedure for Partial Changes and Full Reconstruction of Records

The following diagram shows the steps to follow when requesting for partial changes or full reconstruction of records. This applies to Parochial Books of Records of Baptism, Confirmation and Marriage.

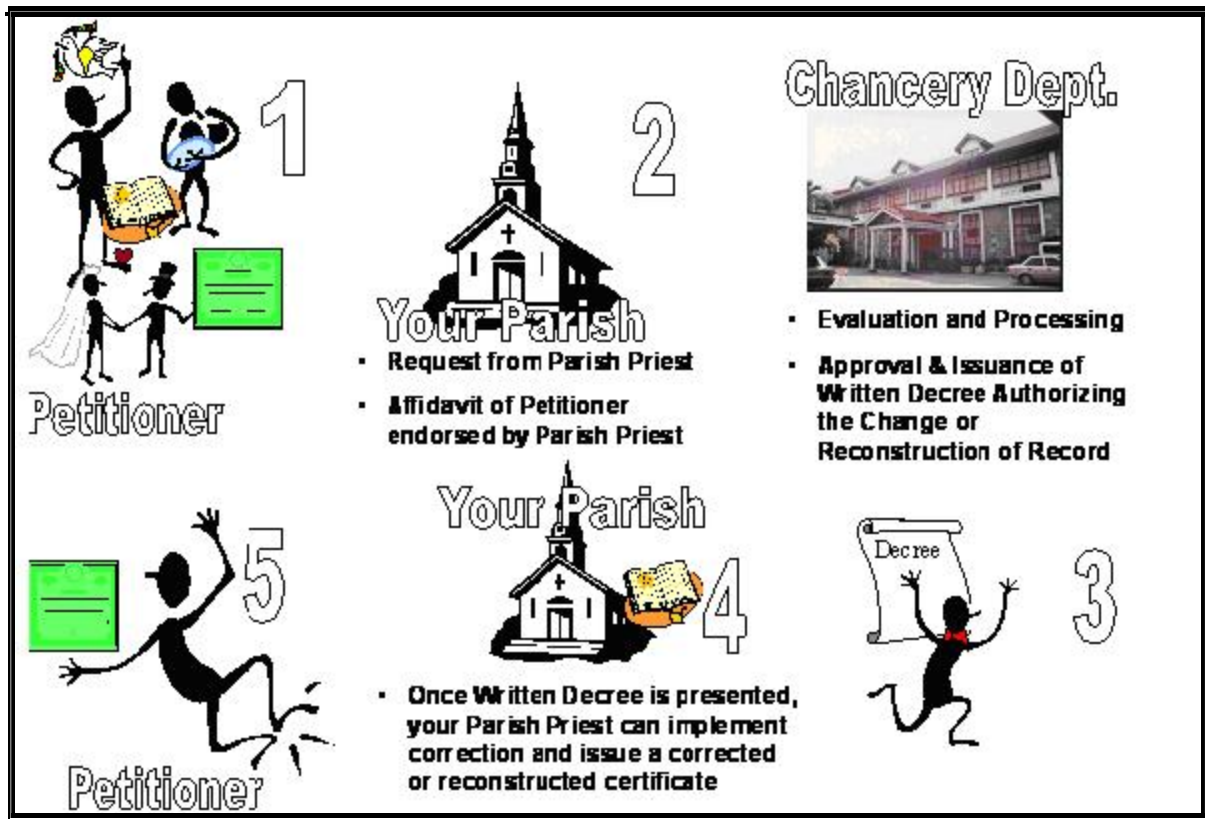


Figure 1-1: Diagram of Procedure for Partial Changes and Full Reconstruction of Records

RECORD CHANGES AND RECONSTRUCTION

1. For Partial Changes, secure the following from your parish:

- Request for Partial Changes of Parish Records - This is letter from the parish priest addressed to His Excellency Most Rev. Gaudencio B. Rosales, D.D., stating your request to make Partial Changes on your baptismal, confirmation or marriage record.
- Affidavit for Partial Changes of Parish Record - This is an affidavit executed by the petitioner, sworn before the Parish Priest stating the corrections and the purpose of the request.

2. For Full Reconstruction of Records, secure the following from your parish:

- Request for Full Reconstruction of Parish Records - This is a letter from the parish priest, addressed to His Excellency Most Rev. Gaudencio B. Rosales, D.D., stating your request to make the Full Reconstruction of your baptismal, confirmation or marriage record.
- Affidavit for Full Reconstruction of Parish Record - This is an affidavit executed by the petitioner, sworn before the Parish Priest stating the corrections and the purpose of the request.

3. Submit for EVALUATION the above documents to the Chancery Department, together with the following basic requirements:

- A copy of a newly issued birth certificate
- A copy of the baptismal, confirmation or marriage certificate that you wish to correct

4. Based on the EVALUATION, you may or may not be asked to submit additional requirements.

5. If there are no problems, your application for Partial Changes or Full Reconstruction will be immediately approved. A written decree will be issued by His Eminence, authorizing your parish priest to grant your request to correct or reconstruct your records.

6. Bring the written decree and attached documents to your parish to allow them to implement the correction and issue a corrected or reconstructed certificate.

7. Only the persons concerned or their parents may apply for Partial Correction or Full Reconstruction of records. Other representatives or agents are required to submit a Letter of Authorization if the concerned party is in Metro Manila; or a Special Power of Attorney, if the concerned party is in the province or abroad.

8. All the required documents are valid only for 6 months from the date of issuance. Application after the lapse of the validity would require newly issued requirements.

Checklists of Requirements for Full Reconstruction of Baptismal Records

- Certified true copy of newly issued birth certificate from the Local Civil Registrar's Office for those born in Metro Manila
- Certified true copy of newly issued birth certificate from the National Statistics Office for those born outside of Metro Manila
- Certified true copy of newly issued Parent's Marriage Contract from the Local Civil Registrar's Office for those married in Metro Manila
- Certified true copy of newly issued Parent's Marriage Contract from the National Statistics Office for those married outside of Metro Manila.
- Certified true copy of newly issued Church Marriage Certificate
- Form 137 (Elementary School Record); High School Record; Transcript of Record

For Cases without Birth Certificate and late Registry of Birth Certificate

- Certificate of "No Record" from the Local Civil Registrar's Office where person was born (for those born within Metro Manila)
- Certificate of "No Record" from the National Statistics Office for those born outside of Metro Manila
- Certified true copy of Hospital Records/Lying In Clinic Records
- Notarized affidavit explaining why birth was registered late or why there are no records

Accepted Proofs

- Memorandum of Baptism
- Pictures taken during the Baptism
- Confirmation Certificate
- Official Receipt issued by the Parish

For FULL RECONSTRUCTION of Baptismal Record when no proof is available

- Notarized Affidavits with details of the baptism of the person; Affidavits executed by (a) parents (b) witness/sponsor
- When picture is presented as evidence, a Notarized Affidavit identifying the picture is required.
- Certificate of "No Record" of Baptism from nearby Parishes.

Others

- SSS (E-1 or E-4)
- GSIS Membership Form
- Certified true copy of Hospital Records/Lying In Clinic Records

- Special Power of Attorney for representative if parents or baptized person is outside Metro Manila / Abroad.
- Authorization Letter in case a representative is sent to process the papers.
- Alien Certificate of Residency (ACR)
- Immigrant Certificate of Residency (ICR)

Checklist of Requirements for Full Reconstruction of Confirmation Records

- Certified true copy of newly issued birth certificate from the Local Civil Registrar's Office for those born in Metro Manila.
- Certified true copy of newly issued birth certificate from the National Statistics Office for those born outside of Metro Manila.
- Certified true copy of newly issued Parent's Marriage Contract from the Local Civil Registrar's Office for those married in Metro Manila.
- Certified true copy of newly issued Parent's Marriage Contract from the National Statistics Office for those married outside of Metro Manila.
- Certified true copy of newly issued Church Marriage Certificate.
- Form 137 (Elementary School Record); High School Record; Transcript of Record.
- Newly issued Baptismal Certificate

For Cases without Birth Certificate and Late Registry of Birth Certificate

- Certificate of "No Record" from the Local Civil Registrar's Office where person was born (for those born within Metro Manila)
- Certificate of "No Record" from the National Statistics Office for those born outside of Metro Manila.
- Certified true copy of Hospital Records/Lying In Clinic Records
- Notarized affidavit explaining why birth was registered late or why there are no records.

Accepted Proofs

- Memorandum of Confirmation
- Pictures taken during the Confirmation
- Official Receipt issued by the Parish

**For FULL RECONSTRUCTION of Confirmation Record when
NO PROOF IS AVAILABLE**

- Notarized Affidavits with details of the Confirmation of the person; Affidavits executed by (a) parents (b) witness/sponsor
- When picture is presented as evidence, a Notarized Affidavit identifying the picture is required.
- Certificate of "No Record" of Confirmation from nearby Parishes

Others

- SSS (E-1 or E-4)
- GSIS Membership Form
- Certified true copy of Hospital Records/Lying In Clinic Records.
- Special Power of Attorney for representative if parents or baptized person is outside Metro Manila / Abroad.
- Authorization Letter in case a representative is sent to process the papers.
- Alien Certificate of Residency (ACR)
- Immigrant Certificate of Residency (ICR)

**Checklist of Requirements for Full Reconstruction
of Marriage Records**

- Certified true copy of newly issued birth certificate of Bride and Groom from the Local Civil Registrar's Office for those born in Metro Manila
- Certified true copy of newly issued birth certificate of Bride and Groom from the National Statistics Office for those born outside of Metro Manila
- Certified true copy of newly issued Parent's Marriage Contract from the Local Civil Registrar's Office for those married in Metro Manila
- Certified true copy of newly issued Parent's Marriage Contract from the National Statistics Office for those married outside of Metro Manila
- Baptismal Certificate both Bride and Groom.
- Form 137 (Elementary School Record); High School Record; Transcript of Record

**For Cases Without Birth Certificate and Late
Registry of Birth Certificate**

- Certificate of "No Record" from the Local Civil Registrar's Office where person was born (for those born within Metro Manila)
- Certificate of "No Record" from the National Statistics Office for those born outside of Metro Manila
- Certified true copy of Hospital Records.
- Notarized affidavit explaining why birth was registered late or why there are no records

Accepted Proof

- Pictures taken during the Marriage
- Old Marriage Contract
- Wedding Invitation
- Official Receipt issued by the Parish

**For Full Reconstruction of Marriage Record WHEN NO
PROOF IS AVAILABLE**

- Notarized Affidavits with details of the baptism of the person. Affidavits executed by (a) the bride and groom (b) witness
- When picture is presented as evidence, a Notarized Affidavit identifying the picture is required

Others

- SSS (E-1 or E-4)
- GSIS Membership Form
- Certified true copy of Hospital Records
- Special Power of Attorney for representative if parents or baptized person is outside Metro Manila / Abroad
- Authorization Letter in case a representative is sent to process the papers
- Alien Certificate of Residency (ACR)
- Immigrant Certificate of Residency (ICR)

**Checklist of Requirements for Partial Change of
Baptismal, Confirmation and Marriage Church
Records**

- Certified true copy of newly issued birth certificate from the Local Civil Registrar's Office for those born in Metro Manila
- Certified true copy of newly issued birth certificate from the National Statistics Office for those born outside of Metro Manila
- Certified true copy of newly issued Parent's Marriage Contract from the Local Civil Registrar's Office for those married in Metro Manila
- Certified true copy of newly issued Parent's Marriage Contract from the National Statistics Office for those married outside of Metro Manila
- Certified true copy of newly issued Church Marriage Certificate
- Form 137 (Elementary School Record); High School Record; Transcript of Record

**For Cases Without Birth Certificate & Late Registry of
Birth Certificate**

- Certificate of "No Record" from the Local Civil Registrar's Office where person was born (for those born within Metro Manila)
- Certificate of "No Record" from the National Statistics Office for those born outside of Metro Manila.
- Certified true copy of Hospital Records./Lying In Clinic Records
- Notarized affidavit by the parents explaining why birth was registered late or why there are no records.

For Complicated Cases

- Notarized affidavit by the parents explaining discrepancies

For Adoption Cases

- Certified true copy of the Court's Decision on the Adoption
- Certified true copy of Finality
- Un-amended Birth Certificate
- Amended Birth Certificate

Others:

- SSS (E-1 or E-4)
- GSIS Membership Form
- Certified true copy of Hospital Records
- Special Power of Attorney for representative if parents or baptized person is outside Metro Manila / Abroad
- Authorization Letter in case a representative is sent to process the papers
- Alien Certificate of Residency (ACR)
- Immigrant Certificate of Residency (ICR)