



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 21CRS02-04-0187

MEMORANDUM CIRCULAR NO. 2021-08

TO : ALL PSA REGIONAL DIRECTORS, PROVINCIAL STATISTICS OFFICERS, CITY/MUNICIPAL CIVIL REGISTRARS, OFFICERS-IN-CHARGE, AND PHILIPPINE FOREIGN SERVICE POST OFFICIALS AND STAFF

SUBJECT : Sample Forms of Affidavit for Supplemental Report

Date : 12 April 2021

Supplemental Report is used to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death, and Certificate of Fetal Death which are inadvertently omitted when the document was registered. In the processing thereof, one of the basic requirements is the Affidavit for Supplemental Report.

In this regard, to substantially comply with the required contents of the Affidavit for Supplemental Report and for easy reference, sample forms for the Affidavit for Supplemental Report for Certificate of Live Birth, Certificate of Marriage, Certificate of Death, and Certificate of Fetal Death are hereto attached.

For your information and guidance.

CLAIRE DENNIS S. MAPA, Ph.D.
Undersecretary
National Statistician and Civil Registrar General

DWSLMMB/G/RDF

Attachments:

1. *Affidavit for Supplemental Report for Certificate of Live Birth (Sample Form)*
2. *Affidavit for Supplemental Report for Certificate of Marriage (Sample Form)*
3. *Affidavit for Supplemental Report for Certificate of Death (Sample Form)*
4. *Affidavit for Supplemental Report for Certificate of Fetal Death (Sample Form)*



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

AFFIDAVIT FOR SUPPLEMENTAL REPORT
(Sample Form for Certificate of Live Birth)

I, _____, of legal age,
married/single/divorced/widow/widower, with residence and postal address at
_____, after having been
duly sworn in accordance with law, hereby depose and say that:

1. I am the applicant for the processing of the Supplemental Report of:

my Certificate of Live Birth registered in _____
on _____;

the Certificate of Live Birth of _____
registered in _____ on _____.

2. The original copy of my/his/her Certificate of Live Birth was forwarded to
Philippine Statistics Authority (PSA);

3. When a copy of my/his/her Certificate of Live Birth was secured from
 PSA Local Civil Registry Office of _____,
it was discovered that there is no entry under the following items:
(for example)

Geographical Location:

Province: _____
City/Municipality: _____

Place of Birth:

Province: _____
City/Municipality: _____

Child's Sex: _____

4. There was a failure to supply the said items due to

_____;

f

5. The entries to be indicated therein should be the following: (for example)

a. Geographical Location:

Province: LA UNION
City/Municipality: BANGAR

b. Place of Birth:

Province: LA UNION
City/Municipality: BANGAR

c. Child's Sex: MALE

6. I am requesting the concerned authorities to supply the omitted information in my/his/her Certificate of Live Birth; and

7. This Affidavit for Supplemental Report is voluntarily executed in order to attest to the truthfulness of the foregoing statements for all legal intents and purposes.

IN WITNESS WHEREOF, I am affixing my signature this _____ day of _____ in _____.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____ 2021 at _____ Philippines. Affiant exhibited to me his/her valid issued ID with No. _____ and issued on _____ in _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2021.

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REPUBLIC OF THE PHILIPPINES)
_____) S.S.

AFFIDAVIT FOR SUPPLEMENTAL REPORT
(Sample Form for Certificate of Marriage)

I, _____, of legal age,
married/single/divorced/widow/widower, with residence and postal address at
_____, after having been
duly sworn in accordance with law, hereby depose and say that:

1. I am the applicant for the processing of the Supplemental Report of:

my Certificate of Marriage registered in _____
on _____;

the Certificate of Marriage of _____
registered in _____ on _____.

2. The original copy of my/his/her Certificate of Marriage was forwarded to
Philippine Statistics Authority (PSA);

3. When a copy of my/his/her Certificate of Marriage was secured from
 PSA Local Civil Registry Office of _____,
it was discovered that there is no entry under the following items:
(for example)

Geographical Location:

Province: _____
City/Municipality: _____

Name of the Husband:

First Name: _____
Middle Name: _____

Husband's Place of Birth: _____

4. There was a failure to supply the said items due to

_____;

f

5. The entries to be indicated therein should be the following: (for example)

a. Geographical Location:

Province: LA UNION

City/Municipality: BANGAR

b. Name of Husband:

First Name: JOSELITO

Middle Name: MUPAS

c. Husband's Place of Birth: BRGY. ALZATE, BANGAR, LA UNION

6. I am requesting the concerned authorities to supply the omitted information in my/his/her Certificate of Marriage; and

7. This Affidavit for Supplemental Report is voluntarily executed in order to attest to the truthfulness of the foregoing statements for all legal intents and purposes.

IN WITNESS WHEREOF, I am affixing my signature this _____ day of _____ in _____.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____ 2021 at _____ Philippines. Affiant exhibited to me his/her valid issued ID with No. _____ and issued on _____ in _____.

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Page No. _____;
Book No. _____;
Series of 2021.

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REPUBLIC OF THE PHILIPPINES)
_____) S.S.

AFFIDAVIT FOR SUPPLEMENTAL REPORT
(Sample Form for Certificate of Death)

I, _____, of _____ legal age,
married/single/divorced/widow/widower, with residence and postal address at
_____, after having been
duly sworn in accordance with law, hereby depose and say that:

1. I am the applicant for the processing of the Supplemental Report of the
Certificate of Death of _____ registered in
_____ on _____.

2. The original copy of his/her Certificate of Death was forwarded to
Philippine Statistics Authority (PSA);

3. When a copy of his/her Certificate of Death was secured from
 PSA Local Civil Registry Office of _____,
it was discovered that there is no entry under the following items:
(for example)

Geographical Location:

Province: _____
City/Municipality: _____

Name:

Middle Name: _____

Sex: _____

4. There was a failure to supply the said items due to

_____;

5. The entries to be indicated therein should be the following: (for example)

a. Geographical Location:

Province: LA UNION
City/Municipality: BANGAR

f

b. Name:

Middle Name: CORPUZ

c. Sex: MALE

6. I am requesting the concerned authorities to supply the omitted information in his/her Certificate of Death; and
7. This Affidavit for Supplemental Report is voluntarily executed in order to attest to the truthfulness of the foregoing statements for all legal intents and purposes.

IN WITNESS WHEREOF, I am affixing my signature this ____ day of _____ in _____.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this ____ day of _____ 2021 at _____ Philippines. Affiant exhibited to me his/her valid issued ID with No. _____ and issued on _____ in _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2021.



REPUBLIC OF THE PHILIPPINES)
_____) S.S.

AFFIDAVIT FOR SUPPLEMENTAL REPORT
(Sample Form for Certificate of Fetal Death)

I, _____, of _____ legal age,
married/single/divorced/widow/widower, with residence and postal address at
_____, after having been
duly sworn in accordance with law, hereby depose and say that:

1. I am the applicant for the processing of the Supplemental Report of the Certificate of Fetal Death of _____ registered in _____ on _____.
2. The original copy of his/her Certificate of Fetal Death was forwarded to Philippine Statistics Authority (PSA);
3. When a copy of his/her Certificate of Fetal Death was secured from
 PSA Local Civil Registry Office of _____,
it was discovered that there is no entry under the following items:
(for example)

Geographical Location:

Province: _____
City/Municipality: _____

Sex: _____

Maiden Name of the Mother:

First Name: _____
Last Name: _____

4. There was a failure to supply the said items due to

_____;
5. The entries to be indicated therein should be the following: (for example)

a. Geographical Location:

Province: LA UNION
City/Municipality: BANGAR

f

b. Sex: MALE

c. Maiden Name of the Mother:

First Name: ARLENE
Last Name: MENDOZA

6. I am requesting the concerned authorities to supply the omitted information in his/her Certificate of Fetal Death; and
7. This Affidavit for Supplemental Report is voluntarily executed in order to attest to the truthfulness of the foregoing statements for all legal intents and purposes.

IN WITNESS WHEREOF, I am affixing my signature this ____ day of _____ in _____.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this ____ day of _____ 2021 at _____ Philippines. Affiant exhibited to me his/her valid issued ID with No. _____ and issued on _____ in _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2021.

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