



REQUIREMENTS
PETITION FOR CORRECTION OF CLERICAL ERROR IN A
REPORT OF DEATH (ROD)

(note: all documents must be mailed to The Philippine Consulate General in San Francisco, Attn: Civil Registry Section, 447 Sutter Street, San Francisco, CA 94108)

1. Original Philippine Statistics Authority (PSA) and three copies of the death certificate to be annotated with the correct detail(s)
2. Three (3) original Notarized Forms for [Petition for Correction of Clerical Error in the ROD](#)
3. Three (3) copies of the US Death Certificate
4. Three (3) copies of passport of the deceased
5. Three (3) copies of two (2) or more valid IDs or documents reflecting the deceased's correct detail(s). Examples of these documents are the following:
 - 5.1. Baptismal certificate
 - 5.2. Voter's affidavit
 - 5.3. Employment record
 - 5.4. GSIS record
 - 5.5. SSS record
 - 5.6. Medical record
 - 5.7. Business record
 - 5.8. School record
 - 5.9. Driver's license
 - 5.10. Insurance
 - 5.11. Civil registry records of ascendants
 - 5.12. Land Titles
 - 5.13. Certificate of Land Transfer
 - 5.14. Bank Passbook
 - 5.15. NBI/Police Clearance
6. Cover letter addressed to the Consulate regarding the request, with the contact details (e-mail and phone) of the next of kin
7. One (1) Self-Addressed Stamped Return Envelope with appropriate stamps and tracking number (USPS Express or Priority Mail)
8. Processing Fee of \$50 made payable to "Philippine Consulate General" in money order, bank draft, certified check, or cashier's check. Please do not enclose cash. Personal checks are not accepted.