



# Professional Regulation Commission

## PETITION FOR UPDATING OF PROFESSIONAL DATA/RECORD

DATE FILED: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last Name First Name Middle Name Suffix

MARRIED NAME: \_\_\_\_\_  
(IF APPLICABLE) Last Name First Name Middle Name Suffix

PROFESSION: \_\_\_\_\_

REGISTRATION NO.: \_\_\_\_\_ REGISTRATION DATE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

PERMANENT MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CONTACT NO.: \_\_\_\_\_

MARRIED TO: \_\_\_\_\_ DATE OF MARRIAGE: \_\_\_\_\_



### THE UPDATING OF DATA IN THE RECORDS OF THE COMMISSION PARTICULARLY REFERS TO THE:

#### TYPE OF REQUEST:

- CORRECTION/CHANGE OF GIVEN NAME/MIDDLE NAME/SURNAME/SUFFIX/SEX
- CORRECTION OF DATE OF BIRTH
- REVERSION TO THE USE OF MAIDEN NAME/CHANGE OF CIVIL STATUS (MARRIED TO SINGLE)
- CHANGE OF MARRIED NAME DUE TO REMARRIAGE
- CHANGE OF STATUS WITHOUT CHANGE OF REGISTERED NAME
- CHANGE OF STATUS AND REGISTERED NAME DUE TO MARRIAGE

### NAME TO APPEAR IN THE RECORDS OF THE COMMISSION AND PROFESSIONAL IDENTIFICATION CARD

PERSONAL DETAILS	FROM	TO
FIRST NAME		
MIDDLE NAME		
LAST NAME		
DATE OF BIRTH		
SUFFIX		
SEX		
CIVIL STATUS		

#### BASIC REQUIREMENTS:

- 1. Accomplished Online Application Form
- 2. Original PSA Copy of Certificate of Live Birth

#### ADDITIONAL REQUIREMENTS:

1. **CORRECTION/CHANGE OF GIVEN NAME/MIDDLE NAME/SURNAME/SUFFIX, DATE OF BIRTH, AND SEX:**
  - a. Original PSA Copy of Certificate of Marriage (for registered married name only)
  - b. Affidavit of Discrepancy, indicating the true and correct name/date of birth
2. **REVERSION TO THE USE OF MAIDEN NAME/CHANGE OF CIVIL STATUS (MARRIED TO SINGLE)**
  - a. Original PSA Copy of Certificate of Marriage with annotation on the decision of NULLITY of marriage or decision of presumptive death of spouse
  - b. Original PSA copy of Certificate of Death (in case of deceased spouse)
3. **CHANGE OF MARRIED NAME DUE TO REMARRIAGE**
  - a. Original PSA Copy of Certificate of Marriage with annotation on the decision of NULLITY of marriage or decision of presumptive death of spouse
  - b. Original PSA copy of Certificate of Death (in case of deceased spouse)
  - c. Original PSA copy of Certificate of Marriage (of the Subsequent Marriage)
4. **CHANGE OF STATUS WITHOUT CHANGE OF REGISTERED NAME**
  - a. Original PSA copy of Certificate of Marriage
  - b. Original PSA copy of Report of Marriage for marriages contracted abroad
5. **CHANGE OF STATUS AND REGISTERED NAME DUE TO MARRIAGE**
  - a. Original PSA copy of Certificate of Marriage
  - b. Original PSA copy of Report of Marriage for marriages contracted abroad
6. **OTHERS, please specify:**  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** In case of non-readable entry/ies in the Birth/Marriage/Death Certificate, the applicant must upload a copy of the said document/s acquired from the Local Civil Registry (LCR).

**A. PROCEDURES:**

1. Log in using LERIS account (online.prc.gov.ph).
2. Select the transaction and profession.
3. Encode the registration number and select the type of request.
4. Select processing place.
5. Encode the details of the requested change/s.
6. Upload the documentary requirements as separate PDF files.
7. Select payment option/channel, and pay the prescribed fee online.

**B. REMINDERS:**

1. If the petition is disapproved due to discrepancies or lacking documents, the applicant will receive an update through their LERIS account and/or registered and alternate email address. (Re-uploading of documents is not allowed and the processing fees that have already been paid are non-refundable.)
2. A copy of the approved Resolution will be sent through the applicant's LERIS account and/or registered and alternate email address.