



# Professional Regulation Commission

## PETITION FOR UPDATING OF PROFESSIONAL DATA/RECORD

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

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

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

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

REGISTRATION NO: \_\_\_\_\_ REGISTRATION DATE: \_\_\_\_\_  
mm/dd/yyyy

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_  
mm/dd/yyyy

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

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

Passport size colored picture with name tag in plain white background taken within the last 6 months

### 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		

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

REQUEST FOR UPDATING OF DATA	FROM	TO
<input type="checkbox"/> CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME/SUFFIX:		
<input type="checkbox"/> CORRECTION OF DATE OF BIRTH:		
<input type="checkbox"/> REVERSION TO THE USE OF MAIDEN NAME:		
<input type="checkbox"/> CHANGE OF MARRIED NAME DUE TO REMARRIAGE:		

### DOCUMENTARY REQUIREMENTS FOR THE FOLLOWING:

#### 1. CORRECTION OF GIVEN NAME/MIDDLE NAME/SURNAME/SUFFIX AND DATE OF BIRTH:

- a. Original PSA copy of Certificate of Live Birth
- b. Original PSA copy of Certificate of Marriage (for registered married name only)
- c. Affidavit of Discrepancy (true and correct name/date of birth)
- d. Photocopy of PRC ID / Proof of e-PIC
- e. One (1) Passport size colored picture with name tag in plain white background taken within the last 6 months

#### 2. REVERSION TO THE USE OF MAIDEN NAME:

- a. Original PSA copy of Certificate of Live Birth
- b. Original PSA copy of Certificate of Marriage with annotation on the decision of NULLITY or presumptive death
- c. Original PSA copy of Certificate of Death (in case death of spouse)
- d. Photocopy of PRC ID / Proof of e-PIC
- e. One (1) Passport size colored picture with name tag in plain white background taken within the last 6 months

#### 3. CHANGE OF MARRIED NAME DUE TO REMARRIAGE:

- a. Original PSA copy of Certificate of Live Birth
- b. Original PSA copy of Certificate of Marriage with annotation on the decision of NULLITY or presumptive death
- c. Original PSA copy of Certificate of Death (in case death of spouse)
- d. Photocopy of PRC ID / Proof of e-PIC
- e. Original PSA copy of Certificate of Marriage (Subsequent Marriage)
- f. One (1) Passport size colored picture with name tag in plain white background taken within the last 6 months

I DO HEREBY CERTIFY that the information and statements in this petition including the documents/exhibits submitted in support thereof are all true and correct of my own knowledge; and that I am fully aware that any false information or statement in this petition or in any of the documents/exhibits shall hold me administratively/criminally and/or civilly liable.

FURTHER, I agree to the PRC Privacy Notice and hereby give my consent to the collection and processing of my personal data in accordance thereto.

\_\_\_\_\_  
Signature of Petitioner over Printed Name

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ affiant exhibiting to me his/her ID \_\_\_\_\_ issued/expires on \_\_\_\_\_.

Documentary Stamp Tax

FOR PRC PROCESSING	
<b>CASHIER</b>	<b>REGULATION DIVISION</b>
Amount Paid:	Registered Name:
O.R. No. :	Profession:
O.R. Date:	Date of Birth:
Issued by:	Registration No: <span style="float:right">Registration Date:</span>
<b>Remarks:</b>	Verified and Processed by:
	_____ (Signature over Printed Name)

**A. PROCEDURES:**

1. Access the PRC official website (<http://online.prc.gov.ph>) and log-in using your account;
2. Select an appointment place and date for the application for petition for updating of data and payment option;
3. Download and print application form with reference number and pay the corresponding Statutory Fee of Php225.00 thru any of the available payment options/channels;
4. On the appointment date, proceed to the appointment place and submit the duly signed accomplished and notarized Petition Form and all documentary requirements to PRC Regional Office – Regulation Division for verification and processing of documents.
5. In case of non-readable entry/ies in the Birth/Marriage Certificate, submit copy of the document/s from the Local Civil Registry (LCR).

**B. ADDITIONAL REQUIREMENTS:**

1. **For Authorized Representative:**
  - a.) Non-registered professional must present any valid government-issued ID and Special Power of Attorney (SPA) duly executed by the petitioner, and
  - b.) Registered professional must present his/her valid Professional Identification Card (PIC) or e-PIC and authorization letter duly signed by the concerned petitioner.

**C. REMINDER:**

- For verification of the status of your petition, please visit the PRC Website ([www.prc.gov.ph](http://www.prc.gov.ph)). If amendment desired is effected, proceed to apply online for the renewal or duplicate PRC ID, as the case may be.