

**Template 1. Petition for correction of entry/ies in the SSS record.**

Republic of the Philippines  
**SOCIAL SECURITY COMMISSION**  
Makati City

\_\_\_\_\_,  
Petitioner,

- versus -

**SSC CASE NO.** \_\_\_\_\_

**SOCIAL SECURITY SYSTEM,**  
Respondent.

x ----- x

# P E T I T I O N

**COMES NOW** Petitioner (*full name of petitioner*), by counsel, and unto this Honorable Court, most respectfully states that:

**1. PETITIONER**

- a. Name of Petitioner \_\_\_\_\_  
Sex \_\_\_\_ Age \_\_\_\_ Civil Status \_\_\_\_\_
- b. Petitioner's home address City \_\_\_\_\_  
Zip Code \_\_\_\_\_
- c. Province, if applicable \_\_\_\_\_  
Zip Code \_\_\_\_\_
- d. Telephone No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_
- e. Place of Work \_\_\_\_\_
- f. Telephone No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_

**If petitioner is assisted by counsel or law student pursuant to the requirements under this Commission's Revised Rules of Procedure**

- g. Petitioner's counsel/assisting law student Name \_\_\_\_\_
- h. Firm Name/Law school clinical legal education program \_\_\_\_\_
- i. Mailing Address \_\_\_\_\_
- j. Email Address \_\_\_\_\_
- k. Tel/Cel/Fax Nos. \_\_\_\_\_
- l. PTR No. \_\_\_\_\_ Date/Place of Issue \_\_\_\_\_  
Roll No. \_\_\_\_\_  
IBP No. \_\_\_\_\_  Lifetime  
 Date/Chapter \_\_\_\_\_
- MCLE  Compliance No. \_\_\_\_\_  
 Exemption \_\_\_\_\_
- Other Compliances \_\_\_\_\_

2. Respondent Social Security System is a corporate body created by law pursuant to RA 1161, as amended, with principal office located on East Avenue, Diliman, Quezon City, Metro Manila;
3. Petitioner had been a member of respondent Social Security System and was assigned with SS No. \_\_\_\_\_;
4. Petitioner was born on *(date of birth)* in *(place of birth)*, to parents *(name of father)* and *(name of mother)*, as shown in the copy of his/her birth certificate attached as Annex “\_\_” hereof;
5. However, petitioner discovered that the data appearing in his/her SSS records were supplied with inadvertent and unintentional ERRORS, to wit:
  - a. Petitioner’s date of birth was recorded as \_\_\_\_\_, instead of \_\_\_\_\_ which is his/her true and correct date of birth;
  - b. Petitioner’s name was recorded as \_\_\_\_\_, instead of \_\_\_\_\_ which is his/her true and name;
  - c. Others, specify: \_\_\_\_\_
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
6. The foregoing data in his/her SSS records should therefore be corrected to show and indicate his/her true and correct personal information, as evidenced by the following: *(Enumerate below documents supporting his/her request for correction of entry/ies and attached them in the petition)*
  - a. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. The above-stated error/s was/were unintentionally and inadvertently made and was in view of the fact that *(state reason/s, if any)*;

**P R A Y E R**

**WHEREFORE**, it is most respectfully prayed of this Honorable Commission that an Order be issued directing the Social Security System to make the following corrections and/or changes in petitioner’s SSS records, *viz*:

- a. The entry on petitioner’s name which appeared as ” \_\_\_\_\_ ” should be corrected and/or changed to ” \_\_\_\_\_ ”;
- b. The entry on petitioner’s date of birth, which appeared as ” \_\_\_\_\_ ” should be corrected and/or changed to ” \_\_\_\_\_ ”;

c. Others, specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Petitioner prays for such other reliefs as may be just and equitable in the premises.

(place signed), Philippines, (date signed).

*(Name of petitioner and his/her signature or name/s and signature/s of his/her counsel  
or the assisting law student and his/her supervising attorney)*

**VERIFICATION AND CERTIFICATION  
AGAINST FORUM SHOPPING**