

Republic of the Philippines  
LAND REGISTRATION AUTHORITY  
Register of Deeds of \_\_\_\_\_

IN RE: IN THE MATTER OF ADMINISTRATIVE RECONSTITUTION OF  
THE ORIGINAL COPY OF ORIGINAL/ TRANSFER CERTIFICATE OF  
TITLE NO/S \_\_\_\_\_  
IN THE REGISTRY OF DEEDS OF \_\_\_\_\_

\_\_\_\_\_  
Petitioner/s

x-----x

**P E T I T I O N**

COMES NOW the petitioner and before this Reconstituting Officer thru the Register of Deeds,  
respectfully states:

1. That the petitioner is of legal age, Filipino  single  married  widow and a residence of \_\_\_\_\_

2. That the petitioner is the  registered owner  mortgagee  
 owner/ co-owner  Others (please specify \_\_\_\_\_)

of a parcel of land covered by and described in the Original/Transfer Certificates of Title No/s. \_\_\_\_\_  
of the Registry of Deeds of \_\_\_\_\_.

3. That the original of the aforesaid Original/Transfer Certificates of Title on file with the Registry of Deeds of \_\_\_\_\_  
was lost or destroyed due to \_\_\_\_\_.

4. That submit herewith are the following papers in support of this petition;

- a. Owner's Duplicate Certificate of Title and Three (3) Xerox copies thereof, (if the owner's duplicate has been lost/destroyed/or is not available, then the co-owner's duplicate certificate of title and three (3) Xerox copies thereof should be submitted;
- b. Certified true copy of Real Estate Tax Clearance representing full payment of at least two (2) years prior to the filing of the petition;
- c. Three (3) certified true copy/copies of the latest Tax Declaration;
- d. Others.

**PRAYER**

WHEREFORE, it is respectfully prayed that the original of Original/Transfer Certificates of Title No/s. \_\_\_\_\_  
lost or destroyed in the files of the said Registry of Deeds be ordered reconstituted on the basis of the  
owner's/co-owner's duplicate certificate of title and in accordance with Republic Act No. 6732.

date: \_\_\_\_\_ place: \_\_\_\_\_

**VERIFICATION**

\_\_\_\_\_, after having been duly sworn to in accordance with law, depose and say that  
he/she caused the preparation of the foregoing petition; that he/she has read the contents and the facts stated herein  
are true and correct to his/her knowledge.

\_\_\_\_\_  
Petitioner

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_\_, affiant exhibited to me  
his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_  
Philippines.

\_\_\_\_\_  
Notary Public

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Republic of the Philippines)  
\_\_\_\_\_)

**A F F I D A V I T**

I, \_\_\_\_\_, Filipino of legal age, single/married/widow/other and a resident of \_\_\_\_\_ Province of \_\_\_\_\_, Philippines after having been sworn in accordance with the law depose and state;

- 1. That I am the
  - Registered owner
  - Owner/co-owner
  - Mortgagee
  - Others (please specify) \_\_\_\_\_

of the parcel of land covered by Original/Transfer Certificate of Title No/s. \_\_\_\_\_ of the registry of Deeds of \_\_\_\_\_, (Important: Please check appropriate box above)

- 2. That the original copy of the aforesaid Original/Transfer Certificate of Title on file with the Registry of Deeds of \_\_\_\_\_, was lost/destroyed due to \_\_\_\_\_.
- 3. That no deed of other instrument affecting the property has been presented for registration or if there be any, the nature thereof, the date of its presentation as well as the names of the parties and whether the registration of such deeds or instruments is still pending accomplishment;
- 4. That the owners duplicate certificate or co-owner's duplicate is in due form without any intentional alteration or erasures;
- 5. That the certificate of title is not the subject to litigation or investigation, administrative or judicial regarding its genuineness or due execution or issuances;
- 6. That the original certificate of title was in full force and effect at the time it was lost or destroyed;
- 7. That the certificate of title is covered by Tax Declaration regularly issued by the Assessor's Office;
- 8. That the real estate taxes have been fully paid up to at least two (2) years prior to the filing of the petition for reconstitution;
- 9. That the corresponding co-owner's duplicate copy of the said Original/Transfer Certificate of Title No/s. \_\_\_\_\_ was lost/destroyed in the possession of \_\_\_\_\_.

UNDER THE FOLLOWING CIRCUMSTANCE:  
(state below the circumstance)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note:

Par. 9 should be filled up only in case the co-owner's duplicate is to be made for reconstitution.

10. That the owner's duplicate certificate is being submitted as basis for administrative reconstitution pursuant to Rep. Act No. 6732;

11. That I am executing this affidavit in connection with my petition for administrative reconstitution of the Original/Transfer Certificate of Title No/s. \_\_\_\_\_.

Further affiant sayeth none.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_, issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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