



5. Filing Petition for Rep. Act No. 9048: Change of First Name (CFN), Correction of Clerical Error (CCE), R.A.10172 (Correction of Gender) and Migrant Petition.

Republic Act no. 9048 & Republic Act No. 10172 authorizes the city/ municipal civil registrar or the consul general to correct a clerical error or typographical error in an entry and/or change the first name or nickname in the civil register without need of a judicial order.

Office or Division:	Local Civil Registry Office
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen
Who may Avail:	All and of legal age, nearest of kin
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Document to be changed/corrected (Birth, Marriage, Death certificate) (original & 2 photocopies)	PSA Office or Outlet.
Baptismal Certificate (original & 2 photocopies)	Church where the applicant was baptized.
SSS/GSIS Records (original & 2 photocopies)	SSS/GSIS outlet offices.
Elem. Transcript/ Diploma (Original & 2 photocopies)	School attended in elementary
Voter's Registration Record (Original & 2 photocopies)	COMELEC office.
Marriage contract (if married) (Original & 2 photocopies)	PSA Office or Outlet/Municipality where Marriage was recorded.
NBI clearance (Change of First Name & R.A.10172) (original & 2 photocopies)	NBI outlet or office.
Police clearance (Change of First Name & R.A.10172) (Original & 2 photocopies)	Municipal Police Station where the client is residing.
Court clearance (Change of First Name & R.A.10172) (Original & 2 Photocopies)	Municipal Trial Court where the client is residing.
Employment Clearance (if employed) / Affidavit of no employment (Change of First Name & R.A.10172) (original & 2 photocopies)	Employer / Notary Public
Publication (Change of First Name & R.A.10172)	LCRO, Newspaper
Medical Certificate (R.A.10172) (original & 2 photocopies)	Municipal Health Officer/Government Physician.
Patient's Record or Affidavit stating therein that the person was not hospitalized ever (R.A.10172) (original, 2 photocopies)	Hospital, Diagnostic Center, Notary Public
Order of Payment (2 photocopies)	Municipal Civil Registrar's Office
Official Receipt / Certificate of Indigency (Original & 2 Photocopies)	Treasurer's Office, Municipal Social Welfare Development Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present problems and request for necessary corrections/changes.	1. Verify the document and advice on what type of correction is needed.	None	7 Minutes	<i>Municipal Civil Registrar</i> Local Civil Registry
2. Inquire for list of requirements.	2. Issue and explain the list of needed requirements that the client needed to provide.	None	10 Minutes	<i>Municipal Civil Registrar</i> Local Civil Registry
3. Comply and submit requirements.	3. Receive and check the submitted requirements.	None	7 Minutes	<i>Municipal Civil Registrar</i> Local Civil Registry
4. Apply and accomplish a petition paper.	4. Prepare the petition paper for the applicant's signature.	None	15 Minutes	<i>Municipal Civil Registrar</i> Local Civil Registry
5. Pay at the Treasurer's Office and secure Official Receipt.	5. Issue order of payment. The Treasurer's staff will issue an Official Receipt based on the order of payment.	Filing fee (CCE)- Php 1000.00 Filing fee (CFN)- Php 3000.00 Filing fee (R.A. 10172)- Php 3000.00 Service fee (Migrant petition CCE)- Php 500.00 Service fee (Migrant petition CFN)- Php 1000.00	10 Minutes	<i>Collection Clerk</i> Treasury Office Window 1, 2, 3, 4 or 5
6. Go back to LCRO and present the Official Receipt.	6. Get the Official Receipt and attach to documents of the client	None	4 Minutes	<i>Municipal Civil Registrar</i> Local Civil Registry



7. Get advice on the schedule of affirmed petition and annotated documents.	7. Post the petition for 10 days and act on it within 5 days. Mail it to PSA Legal Division. Applicant's will be informed after the PSA Legal Division affirmed and send the petition back to the MCR.	None	3 Minutes 10 Days posting/ 5 Days action by MCR 6-12 Months from PSA Legal	<i>Municipal Civil Registrar</i> Local Civil Registry / PSA Legal Division
8. Claim owner's copy of the Affirmed Petition, Finality and annotated document.	8. Give the copy and let the client check the data for errors on annotated document.	None	7 Minutes	<i>Office Staff</i> Local Civil Registry Office
TOTAL:		PHP4500	6-12 Months & 15 Days 1 hour & 3 Minutes	

(Filing Petition for Rep. Act No. 9048: Change of First Name (CFN), Correction of Clerical Error (CCE), R.A.10172 (Correction of Gender) and Migrant Petition) is covered under RA 9048 and RA10172.