



10. R.A. 9048 – Petition for Change of First Name (CFN)

This is the process of allowing the document owner to have his/her first name be changed in his/her Certificate Live Birth.

Office or Division:	City Civil Registry Department - Counter 19 and 2 nd Floor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Parents/document owners/ Attorneys-in-Fact who have discrepancies in the Certificate of Live Birth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified True Copy /Local Copy of the Certificate of Live Birth (3 original)		City Civil Registry Department - Counter 1, 2, or 3		
Authenticated/Latest PSA Copy of the Certificate of Live Birth (1 original, 3 photocopies should be in legal size paper)		PSA		
Mandatory requirements to be submitted (3 photocopies - should be in legal size paper): <ul style="list-style-type: none"> • Certification of Employment with no pending case (<i>if employed</i>); • Affidavit of Non-Employment (<i>if not employed</i>); • NBI Clearance (latest) purpose: For Change of First Name • Police Clearance (latest with 6 months validity) purpose: For Change of First Name 		Employer of Client; Public Attorney's Office, Law Offices, Hall of Justice; NBI; Police District Office		
Any three (3) of the following Supporting Documents showing the correct entry/entries upon which the correction shall be based. All must be presented in original/certified true copies to be submitted (3 photocopies - should be in legal size paper): <ul style="list-style-type: none"> • Baptismal Certificate • School Records • Voter's Affidavit • SSS/GSIS Records • Medical or Business Record • Certificate of Marriage (if applicable) • Certificate of Live Birth of Child • (2) Government-issued / Valid Identification Card or CEDULA *NOTE: The processor will determine applicable documents		Place of baptism; School of Client; Comelec; SSS; GSIS; Hospital; Company; BIR, SSS, GSIS, PAG-IBIG, LTO, PRC, DFA, Company ID, Post Office		
Other relevant documents the Civil Registrar may require for the approval of the Petition		Depends on the documents required		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the document sought for correction/change	1. Receiving clerk compares PSA and local copy for consistency of discrepancy.	Filing fee - PHP 3,000.00	10 Minutes/petition	<i>Interviewer / Processor</i> City Civil Registry Department



	1.2. Dockets petition to determine schedule of interview, issues list of applicable requirements.	Publication - PHP 2,300.00	10 Days mandatory posting period	
2. On the scheduled interview, submits requirement to processor.	2. If requirements are in order, issues order of payment			
3. Pays at the City Treasurer's Office, Trust Fund Section, the corresponding fees	3. Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in-fact and gives contact numbers for follow-up after 2 months.	Additional fee for Migrant Petition - PHP 1,000.00	2 Weeks, consecutive, publication	<i>Collector</i> City Treasurer's Office
			4 Weeks (in PSA Legal Division) depending on the volume of transaction	<i>Interviewer / Processor</i> City Civil Registry Department
	Interview time (15 minutes)			<i>Interviewer / Processor</i> City Civil Registry Department
			<i>Receiving Clerk / Processor</i> PSA	
	3.1. Upon receipt from PSA, annotate document, issue certificate of Finality with annotated copy. Release.			<i>Processor / Releasing Clerk</i> City Civil Registry Department
TOTAL:		PHP 5,300 For Migrant Petition- PHP 6,300	5 Months	

Petition for Change of First Name covered under R.A. 9048. Only the Civil Registrar has the quasi-judicial power or function to implement the law, which he/she cannot delegate. All incomplete date/requirements will not be accepted. Only documents with official receipt will be processed.