21. **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 - **Petition for Correction Section** *(Counter 19 and 2nd 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 or 2
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)*: ● Certification of Employment with no pending case *(if employed)*; ● Affidavit of Non-Employment (*If not employed*); ● NBI Clearance (current with 6 months validity) *purpose:* **For Change of First Name** ● Police Clearance (current with 6 months validity) *purpose:* **For Change of First Name**	Employer of Client; Public Attorney's Office, Private Law Offices, Hall of Justice; NBI; Police District Office
Any two (2) 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): ● Baptismal Certificate ● School Records ● Voter's Affidavit ● SSS/GSIS Records ● Medical or Business Record ***Additional Supporting Documents:* ● Certificate of Marriage (if applicable) ● Certificate of Live Birth of Child ● Two (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	1.1 Receiving clerk compares PSA and local copy for consistency of discrepancy.	Filing fee - PHP 3,000.00	10 Minutes	*Interviewer/ Processor* City Civil Registry Department

	1.2. Issues list of applicable requirements.	Publication - PHP 2,300.00		
2. Initial Interview, state what entry/ies to be corrected. Submits requirements to processor. 3. On final interview, clarify what entry/ies to be corrected. Reevaluation requirements.	2. Assess the document to be corrected, arrange and evaluate requirements. If requirements are in order, proceed to the final interview. 3. If the requirements are correct and complete, get the contact details and Issues order of payment.		Duration of Interviews: 15 minutes Preparation of petition: 45 minutes	
4. Pays at the cashier the corresponding fees	4.1 Upon receipt of Official Receipt, process the petition, assign petition number, signed by the petitioner/ attorney-in- fact and gives contact numbers of the office for follow-up after 3 months.	Legal Instrument fee (2 sets) - PHP 670.00 Additional fee for Migrant Petition - PHP 500.00		*Collector* City Treasurer's Office
			10 Calendar Days mandatory posting period 2 Consecutive Weeks (Publication)	*Interviewer/ Processor* City Civil Registry Department
	4.2 Upon receipt of Decision from PSA Legal Division, annotate document, issue certificate of Finality with annotated copy. Release.			*Interviewer/ Processor* City Civil Registry Department
				Receiving Clerk/ Processor PSA
				Processor/ Releasing Clerk City Civil Registry Department
TOTAL:		PHP 5,970.00 For Migrant Petition - PHP 2,800.00	24 Days 1 Hour and 10 Minutes *(Processing time excludes Final Review/ evaluation of the PSA Legal Division)*	

R.A. 9048 - Petition for Change of First Name (CFN) are qualified for multi-stage processing.
Note: All incomplete data/requirements will not be accepted
Only documents with official receipts will be processed.

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