

## 11. Payment of Service/Filing Fee (Republic Act 9048)

Republic Act (RA) 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change the first name or nickname in the civil register without need of a judicial order.

<b>Office or Divisions:</b>	CITY TREASURER'S OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transactions:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Documents required by the City Civil Registrar Office.		1. City Civil Registrar		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment.  1.1 Issue the Official Receipt.	1. Change of First Name – Filing Fee P 3,000.00 2. Correction of Clerical Error- Filing Fee P 1,000.00 3. Migrant Petition for CFN- Service Fee P 1,000.00 4. Migrant Petition for	2 minutes	Carina Theresa Bulan Clerk II City Treasurer's Office  Albert Maddara RCC III City Treasurer's Office  Ruben S. Calimag RCC III

		<p>CCE-Service Fee P 500.00</p> <p>Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.</p>		City Treasurer's Office
2. Return to the Office of the City Civil Registrar and claim the requested documents.	2. Assist and instruct the client to return to the City Civil Registrar Office.	None	1 minute	<p>Carina Theresa Bulan Clerk II City Treasurer's Office</p> <p>Albert Maddara RCC III City Treasurer's Office</p> <p>Ruben S Calimag RCC III City Treasurer's Office</p>
	<b>TOTAL:</b>		3 minutes	