

5. CHANGE OF FIRST NAME, NICKNAME & FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR (CCE/CFN) RA9048	
Description of the Service: The process of rectifying or amending inaccurate or erroneous information recorded in the original birth, Death and marriage certificate.	
Office of Division	Office of the City Civil Registrar
Classification	Simple
Type of Transaction	G2C
Who may avail	All Clients
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Civil Registry documents from Philippine Statistics Authority Office <u>Change of First Name (CFN)</u> <i>Requirements:</i> Present original copies and submit 2 photocopies a. Certificate of live Birth from PSA b. Certificate of Baptism or School Records (Form 137, diploma) c. Police Clearance d. NBI Clearance e. Employer's Clearance with no Pending Administrative Case, if employed or Affidavit of Unemployment, if not employed. f. Voter's Registration g. Record/ID or any Valid ID h. Driver's License, if applicable i. Marriage Contract j. Birth Certificate of Children k. Business Permit, if self employed l. School Clearance with no pending Administrative case, if student <u>Correction of Clerical Error (CCE)</u> a. <i>Certificate of Live Birth</i> b. Certificate of Live Birth from PSA c. Certificate of Baptism School Records(form 137, diploma) d. Marriage Contract, if applicable e. Birth Certificate of children, if applicable <i>Additional requirements for Correction of Parents' name</i> a. <i>Birth Certificate of Father or Mother</i> b. <i>Marriage Contract of Parents</i>	PSA Church COMELEC School NBI Hospital / Clinic GSIS Law Office Treasury Office

c. Birth Certificate of at least 2 Siblings of father and mother d. Voter Registration Record or valid ID's e. Certificate of Death of father or mother <i>f. Certificate of Marriage</i> g. Certificate of Marriage from PSA h. Certificate of Live Birth from PSA i. Certificate of Baptism j. Birth Certificate of at least 2 Siblings k. School Records (Form 137, diploma) l. Affidavit of discrepancy(if applicable) <i>m. Certificate of Death</i> n. Certificate of Death from PSA o. Certificate of Live Birth in PSA Security Paper p. Certificate of Death from Hospital q. Certificate of Burial Rites from Church r. Certificate of Baptism				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform Civil Registrar and/or staff of problems in your registry record.	Accept and Verify the Documents and requirements	Change of 1 st name filing fee- P3,000.00	15 Minutes	Grace S. Maddara Sup. Admin Offr
2. Fill up the petition from & submit the required documents for review.	Prepare the Documents For correction	Service Fee (Migrant Petitioner) P1,000.00	13 Minutes	Glen J. Gollaba Admin Aide I
3. Pay the required fees.		Correction of Clerical Error	5 Minutes	Frances S. Aggabao <i>Admin. Aide- I</i>
4. Present proof of payment		Filing Fee P1,000.00	2 Minutes	Syra M. Miguel - Miranda <i>OIC City Civil Registrar</i>
5. Publish petition in a local newspaper of general circulation for changed of first name & submit proof of publication in addition to 10 days posting.		Service Fee of Migrant Petitioner- P500.00	3 Months	
6. Get certified copy of affirmed petition w/ certificate of finality from the CCRO endorsed to OCRG, PSA-QC.	Sign the duly accomplish certificate			
	Releasing of Document			
Total			35 Minutes	