



Internal/External

11. SERVICENAME: CHANGE OF FIRST NAME (CFN)

Description of the Service: The process of rectifying or amending inaccurate or erroneous information recorded in the original birth, Death and marriage certificate.

Office or Division:	Office of the City Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C	
Who may avail:	All Clients	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none">• PSA Birth Certificate/Marriage Certificate/ Death Certificate and LCR Form 1A• Baptismal Certificate• NBI Clearance• Police Clearance• Voters Certificate/Voters Registration Record• Marriage Contract (if married)• Marriage Contract of Parents (if not married)• School Record (Diploma/TOR/Form 137)• Valid ID's• Affidavit of Employment with no pending• Administrative Case (if employed)• Affidavit of non-employment (if not employed)	<p>PSA</p> <p>Church COMELEC School NBI Hospital / Clinic GSIS Law Office</p> <p>Treasury Office</p>



Photocopy 2 copies/Document				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill-up Online Application for Administrative Petition for Correction Automated System via QR code</p> <p>Submit original and photocopy of requirements to Counter 2</p>	<p>Accept and verify online application and requirements</p> <p>Prepare the document.</p>	None	15 Minutes	<p>Twinkle S. Toralba DEMO-I</p> <p>Frances S. Aggabao Admin Aide I</p> <p>Glen J. Gollaba Admin. Aide- I</p> <p>Atty. Syra M. Miguel - Miranda City Civil Registrar</p>
<p>2. Pay the required fee at the City Treasury Office.</p>	<p>Ask for official receipt</p>	<p>Change of 1st name filing fee- P3,000.00</p> <p>Service Fee (Migrant Petitioner- P1,000.00)</p> <p>Correction of Clerical Error Filing Fee P1,000.00</p> <p>Service Fee of Migrant Petitioner- P500.00</p>	5 Minutes	CTO



3. Present official receipt to Counter 5	Accomplish and sign the document	None	1 Minute	Twinkle S. Toralba DEMO-I Frances S. Aggabao Admin Aide I Glen J. Gollaba Admin. Aide- I
4. Claim/Receive the accomplished document. Note : Publish petition in a local newspaper of general circulation for changed of first name Get certified copy of affirmed petition w/ certificate of finality from the CCRO after decision from the OCRG. Second Endorsement to PSA- Tuguegarao	Release the document	None	1 Minute	Twinkle S. Toralba DEMO-I Frances S. Aggabao Admin Aide I Glen J. Gollaba Admin. Aide- I Atty. Syra M. Miguel - Miranda City Civil Registrar
TOTAL			27 Minutes	