



**Internal/External**

**11. SERVICENAME: PAYMENT OF SERVICE/FILING FEE (REPUBLIC ACT 9048)**

**Description of the Service:** 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 Division:</b>	CITY TREASURER'S OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</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	2 minutes	Lyka A. Dupo Admin. Aide I  Ruben S. Calimag RCC III



		Fee P 1,000.00 4. Migrant Petition for CCE-Service Fee P 500.00  Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.		
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	Lyka A. Dupo Admin. Aide I  Ruben S. Calimag RCC III
TOTAL			3 minutes	