



1. Application for Change of First Name under RA 9048

An Act Authorizing the City or Municipal Civil Registrar or the Consul General to correct a clerical error or typographical error in an entry and/or Change of First Name or Nickname in the Civil Register without need of a Judicial Order, Amending for this purpose Articles 376 and 412 of the Civil Code of the Philippines.

Office or Division	Office of the Municipal Civil Registrar	
Classification	Highly Technical	
Type of Transaction	G2C-Government to Citizen	
Who may avail	All party concerned	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Civil Registry Documents to be corrected (PSA & LCRO copy) - (3) photocopies	Client
	At least (2) or more of the following:	
	Baptismal Certificate - (3) photocopies	Client
	School Records - (3) photocopies	Client
	Voters Certification - (3) photocopies	Client
	Others, authentic documents w/c support the correct entries	
	Police Clearance - (1) original, (2) photocopies	Client
	NBI Clearance - (1) original, (2) photocopies	Client
	Court Clearance - (1) original, (2) photocopies	Client
	Employment Certification, if employed - (1) original, (2) photocopies	Client
	Affidavit of Non-Employment, if not employed - (1) original, (2) photocopies	Client
	Newspaper Publication:	Client



Affidavit of Publication - (3) original copy				
Newspaper Clippings (two (2) issues) - (1) original				
Official Receipt		Office of the Municipal Treasurer		
Note: Free filing fee for Indigent Petitioner, Certificate of Indigency		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all the requirements at the receiving area	1. Received, verify and review all the requirements	None	5 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
	1.1 Check for the completeness of all requirements attached and record to assign a petition number	None	5 Minutes	
	1.2. Issue the order of payment for the issuance of petition fee	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	PHP 3,000.00		Revenue Collection Clerk II Office of the Municipal Treasurer
	2.1. Prepare and encode the Petition for Change of First to the computer operated format	None	10 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
	2.2. Issue a Notice of Publication	None	5 Minutes	
	2.3. Posting of 10 days (start posting a day after filing and end with a	None	10 Days	



	working day)			
	2.4. Issue a Notice of Posting (issued 1 day after filing)	None	5 Minutes	
	2.5. Issue a Certificate of Posting (issued 1 day after Notice of Posting)	None	5 Minutes	
	2.6. Issue MCR's decision (issued 1 day after Certificate of Posting)	None	5 Minutes	
3. Receive transmittal and mailing receipt	3. Endorse the Petition to Philippine Statistics Authority, Legal Service, Quezon City (endorsement is done for the next day after the issuance of MCR's decision thru JRS Airmail 1 pounder w/ pre-paid return mail)	None	10 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Civil Registrar
	TOTAL:	PHP 3,000.00	10 Days and 55 Minutes	

Application for Change of First name is under Republic Act No. 9048 and its Implementing Rules and Regulations (IRR)