



**Filing Petition for:**

- **Change of Frist Name (CFN) or Correction of Clerical Error/s (CCE) – R.A. 9048**
  - **Change of Gender / Correction of Day and Month in the Date of Birth – R.A. 10172**

**ABOUT THE SERVICE**

REPUBLIC ACT No. 9048 & 10172 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order.

An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors or changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in their civil registry records.

**FEES AND CHARGES**

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| Filling Fee for CFN/CHANGE OF GENDER/DAY AND MONTH OF BIRTH                      | P 3,030.00 |
| Service Fee for migrant petitioner (CFN/CHANGE OF GENDER/DAY AND MONTH OF BIRTH) | 1,000.00   |
| Service Fee for migrant petitioner (CCE)   | 500.00     |
| Filling Fee for CCE  | 1,010.00   |
| Publication Fee – CFN/R.A. 10172   | 2,500.00   |
| Endorsement Fee  | 1,300.00   |
| Postal Money Order (PMO)   | 196.00     |

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| <b>Department / Office:</b>   | <b>CITY CIVIL REGISTRY OFFICE</b>  |
| <b>Classification:</b>  | Highly Technical   |
| <b>Type of Transaction:</b>   | G2C - Government to Citizens   |
| <b>Who may avail</b>  | Owner of document or any person having direct interest in the change of name/correction of clerical error/change of day and month of birth in the civil registry document; any authorized person by the document owner.                          |
| <b>CHECKLIST OF REQUIREMENTS</b>  | <b>WHERE TO SECURE</b>   |
| <b>❖ CHANGE OF NAME (CFN - R.A. 9048)/DAY &amp; MONTH AND GENDER (R.A. 10172)</b> <ul style="list-style-type: none"> <li>• Certified Machine Copy of the Birth Certificate issued by PSA &amp; Local Civil Registrar</li> <li>• Baptismal Certificate or Certificate of No Available Baptismal Certificate duly Notarized or Affidavit</li> <li>• Earliest School Record (Elementary &amp; Secondary)/Certificate of no available record duly notarized</li> <li>• GSIS/SSS/Voter's Certificate</li> <li>• Marriage Certificate</li> <li>• Birth Certificate of at least 2 children</li> <li>• Photo copies of valid Identification Cards (ID's)</li> <li>• Barangay Certificate with stated purpose (Change of First Name/Day and Month of Birth/Gender)</li> <li>• Police Clearance with stated purpose (Change of First Name/Day and Month of</li> </ul> | <ul style="list-style-type: none"> <li>• Civil Registry Office/ PSA</li> <li>• Church</li> <li>• School</li> <li>• GSIS/SSS/COMELEC</li> <li>• Civil Registry Office / PSA</li> <li>• Civil Registry Office / PSA</li> <li>• Barangay</li> </ul> |



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| <p>Birth/Gender)</p> <ul style="list-style-type: none"> <li>• NBI Clearance with stated purpose (Change of First Name/Day and Month of Birth/Gender)</li> <li>• Certificate of No Pending Administrative Case from employer (If employed)</li> <li>• Affidavit of Non-employment (If unemployed)</li> <li>• Certificate of Good Moral Character (For Students)</li> <li>• Medical Certificate Stating that the document owner HAS NOT UNDERGONE SEX CHANGE issued by the Accredited Government Physicians (BMC, City Hospital or City Health)</li> <li>• Medical Record issued by the Hospital or Institution where the child was born/Affidavit stating that the attendant at birth is a Traditional Midwife/Hilot and the Place of Delivery is at the Residence.</li> </ul> <p>❖ <b>CORRECTION OF CLERICAL ERROR</b></p> <ul style="list-style-type: none"> <li>• Birth/Marriage/Death Certificate issued by PSA and Local Civil Registry Office containing the alleged erroneous entry</li> <li>• Baptismal Certificate</li> <li>• School Records (Form 137, Transcript of Records, Diploma)</li> <li>• Voter's Certificate/GSIS or SSS Record</li> <li>• Valid ID's (Passport, Driver's License)</li> <li>• Marriage Certificate</li> <li>• Parent's Marriage Certificate</li> <li>• Father's Birth Certificate (If Negative request for Certificate of No Record, submit Baptismal or Death Certificate.</li> <li>• Mother's Birth Certificate (If Negative request for Certificate of No Record, submit Baptismal or Death Certificate.</li> <li>• Birth Certificate of at least two siblings containing the right entry</li> <li>• Birth Certificate of at least two children</li> </ul> <p>❖ <b>ALL SUPPORTING DOCUMENTS REQUIRED, DEPENDS ON THE ALLEGED ERROR/S IN THE BIRTH / DEATH/ MARRAGE CERTIFICATE</b></p> | <ul style="list-style-type: none"> <li>• Philippine National Police</li> <li>• National Bureau of Investigation</li> <li>• Office / Agency</li> <li>• City Health Office</li> <li>• Hospital where the child was born</li> <li>• Notary Public</li> <li>• Civil Registry Office/PSA</li> <li>• Church</li> <li>• COMELEC/GSIS/SSS</li> <li>• City Civil Registry Office/PSA</li> <li>• City Civil Registry Office/PSA</li> <li>• City Civil Registry Office/PSA</li> <li>• City Civil Registry Office/PSA</li> <li>• City Civil Registry Office / PSA</li> <li>• City Civil Registry Office / PSA</li> <li>• City Civil Registry Office / PSA</li> </ul> |
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| CLIENT STEPS  | AGENCY ACTION  | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE                                      |
|---|--|-----------------|-------------------|---|
| <p>1. Presentation of Problem</p> <p>Present the document to be change/corrected.</p> | <p>Receives the document to be changed or corrected.</p> |                 | <p>10 minutes</p> | <p>RITA IRENE V. FAJARDO<br/>Administrative Aide VI</p> |



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|  |   |                |               | CYNTHIA ZALDUA<br>Administrative Aide I   |
| 2. Introduction of administrative Remedies   | Discuss and advise the remedies available, whether to file a Petition for Change of First Name/ R.A. 10172 or a Petition for Correction of Clerical Errors. |                | 10 minutes    | RITA IRENE V. FAJARDO<br>Administrative Aide VI<br><br>CYNTHIA ZALDUA<br>Administrative Aide I  |
| 3. List of Requirements  | Hands over a list of supporting documents required in filing the petition.  |                | 10 minutes    | RITA IRENE V. FAJARDO<br>Administrative Aide VI<br><br>CYNTHIA ZALDUA<br>Administrative Aide I<br><br>MARIA DOLORES P. DE LOS REYES<br>City Civil Registrar |
| 4. Submission of Requirements<br><br>Submit all the required supporting documents. | Check if submitted documents are authentic, complete and duly-certified.<br><br>If acceptable, issue order of payment                                       |                | 10 minutes    | RITA IRENE V. FAJARDO<br>Administrative Aide VI<br><br>CYNTHIA ZALDUA<br>Administrative Aide I  |
| 5. Payment of Fees<br><br>Pay the required fees                                    | Receive payment and issue the O.R.  | see Fees above | 10-20 minutes | CITY TREASURER'S OFFICE   |
| 6. Preparation of Petition<br><br>Present the O.R.                                 | Prepares the petition.  |                | 30 minutes    | RITA IRENE V. FAJARDO<br>Administrative Aide VI<br><br>CYNTHIA ZALDUA<br>Administrative   |



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|  |  |  |                            | Aide I   |
| 7. Signature of Petitioner<br><br>Petitioner review and signs the Petition | Transactions Slip given to client stating the date when to follow up   |  | 5 minutes                  | RITA IRENE V. FAJARDO<br>Administrative Aide VI  |
|  | 8. Posting of petition<br><br>Prepares notice of posting (posted within 10 days)<br>Prepares Certificate of Posting                    |  | 10-15 minutes              | MARGIE LLANETA   |
|  | 9. Publication<br><br>Prepares Notice of Publication (Publish to local New Paper within 2 consecutive weeks)                           |  | 5-10 minutes               | ANTONIA C. DE LOS REYES  |
|  | 10. Review and Action Taken<br><br>CCR review the petition and renders the appropriate action  |  | 10-20 minutes              | MARIA DOLORES P. DE LOS REYES<br>City Civil Registrar  |
|  | 11. Transmittal of Approved Petition to PSA<br><br>Prepares the endorsement and forwards the same to PSA, Quezon City for affirmation. |  | 10-15 minutes per petition | RITA IRENE M. VERGARA<br>Administrative Aide VI<br><br>MA. DOLORES P. DE LOS REYES<br>City Civil Registrar |
|  | 12. Processing of Documents at the Legal Office of the PSA<br><br>Process the Petition   |  | 3 – 4 mos.                 | Legal Department<br>PSA, Q.C.  |
|  | 11. Receive the Affirmed Petition<br><br>Receives and Records the Affirmed Petition  |  | 3-6 minutes per petition   | RITA IRENE M. VERGARA<br>Administrative Aide VI  |



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|              | <p>12. Processing of Annotated Civil Registry Record and Endorsement</p> <p>Process the Annotation in the Civil Registry Record and Endorsement to PSA</p> <p>Signature of CCR</p> |   | <p>30 minutes to 1 hour per petition</p> | <p>RITA IRENE M. VERGARA<br/>Administrative Aide VI</p> <p>MA. DOLORES P. DE LOS REYES<br/>City Civil Registrar</p> |
|              | <p>13. Release of the Document</p> <p>Record and release the PSA issued document, and other Petitioner's file copies</p>   |   | <p>10 minutes per documents</p>          | <p>RITA IRENE M. VERGARA<br/>Administrative Aide VI</p>   |
| <b>TOTAL</b> |  | P | 4 months & 4 hours                       |   |

**CITY CIVIL REGISTRY OFFICE**

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur

For more information, please contact:

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