

Change of First Name, (CFN), Nickname and for Correction of Clerical or Typographical Error (CCE).

Republic Act 9048 authorizes the 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 documents. It is aimed at, according to petitioners, an expeditious and cheaper way of correcting errors found in their records.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C-Government to Client	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Certificate of Live Birth-original copy 2. Baptismal certificate - 3 photocopies 3. Voter's registration record - 3 photocopies 4. Employment Record-3 photocopies 5. GSIS/SSS Record - 3 photocopies 6. School Record- 3 photocopies 7. PNP/NBI clearance- 3 photocopies 8. Valid ID's of the Petitioner- 3 photocopies 9. Medical record-3 photocopies 10. Affidavit of Publication of Editor-3 original copies 	<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Church/other Religious Sect 3. Commission on Election 4. Office where the clients works/employed 5. GSIS/SSS office 6. School where the clients Enrolled 7. PNP/NBI office 8. Govt. issued 9. MHO 10. Newspaper publisher

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the MCR and state your purpose of visit	1. Advise client with remedies available: a. File a petition for Change of First Name or b. File a petition for Correction of Clerical Error	None	15 min	Municipal Civil Registrar MCR Office
2. Submit requirements	2. Prepare the petition 2.1 Issue order of payment	none	5 min	Municipal Civil Registrar MCR Office
3. Proceed to the Treasury Office for payment of fees	3. Receive payment and issue receipt	Filing Fee for Change of First Name(CFN) - P3,000 Service fee for Migrant Petitioner- P1,000 Filing fee for Correction of Clerical Error (CCE)-P1,000 Service fee for Migrant	5 min	RCC II/ Mun. Treasurer Treasury Office



		Petitioner-P500 Miscellaneous Fee-P100 Subscription Fee-P100 Certificate of Finality-P100		
4. Show proof of payment	4. Review & administer oath and approval 4.1 Prepare the required publication	none	10 min	<i>Municipal Civil Registrar</i> <i>MCR Office</i>
5. none	5. For Change of Name: Publish in a local newspaper of general circulation	none	2 consecutive weeks	<i>Municipal Civil Registrar</i> <i>MCR Office</i>
6. Return to MCRO after 2 weeks to submit proof of publication	6. Transmit approved petition to PSA then forward to PSA-Manila for affirmation		3 months	
7. Return to MCRO after 3 months to receive affirmed petition with the	7. Issue affirmed petition	None	5 min	<i>Municipal Civil Registrar</i> <i>MCR Office</i>

Certificate of Finality.				
	TOTAL	Refer to step 3	3 months, 14 days, 40 min	