

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

Republic Act 9048. An act authorizing 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.

Republic Act 10172. An act further authorizing the City/Municipal Civil Registrar or the Consul General to correct Clerical or Typographical Errors in the Day and Month in the Date of Birth or Sex of a Person appearing in the civil register without need of a judicial order (amending for this purpose RA 9048).

<b>Office or Division:</b>		Office of the Municipal Civil Registrar		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C-Government to Client		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Certificate of Live Birth-original copy</li> <li>2. Baptismal certificate - 3 photocopies</li> <li>3. Voter's registration record - 3 photocopies</li> <li>4. Employment Record-3 photocopies</li> <li>5. GSIS/SSS Record - 3 photocopies</li> <li>6. School Record- 3 photocopies</li> <li>7. PNP/NBI clearance- 3 photocopies</li> <li>8. Valid ID's of the Petitioner- 3 photocopies</li> <li>9. Medical record-3 photocopies</li> <li>10. Affidavit of Publication of Editor-3 original copies</li> </ol>		<ol style="list-style-type: none"> <li>1. Philippine Statistics Authority</li> <li>2. Church/other Religious Sect</li> <li>3. Commission on Election</li> <li>4. Office where the clients works/employed</li> <li>5. GSIS/SSS office</li> <li>6. School where the clients enrolled</li> <li>7. PNP/NBI office</li> <li>8. Govt. issue</li> <li>9. MHO</li> <li>10. Newspaper publisher</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit certified true copy of document subject for correction and comply all the needed requirements  Note: Approval of petitions will take 6-8 months.	1. Receive and review all documents required and its completeness and advice clients of the correction to be made.	None	15 minutes	<i>NORMA P. LEGASPI (MCR)</i>  <i>MCR Office</i>

2.Proceed for interview	2. Interview client. 2.1 Prepare the needed documents for the petition. 2.2 Issue order of payment	None	30 minutes	NORMA P. LEGASPI (MCR)  MCR Office
3. Proceed to the Treasury Office for payment of fees  NOTE: Make sure to secure official receipt issued.	3. Receive payment and issue receipt	Filing Fee for Change of First Name(CFN)- P3,000.00  Filing Fee for Correction of Clerical Error (CCE)-P1,000.00  Service Fee for Migrant Petitioner (Abroad)- P1,000.00  Service fee for Migrant Petitioner (Local)-P500.00  Miscellaneous Fee-P200.00  Subscription Fee-P200.00	5 minutes	TERRY V. ABELLADA (MTO)  EDISON B. QUEZADA (RCC II)  Treasury Office
4.Present official receipt and receive further instruction.	4. Receive official receipt.  4.1 Advise client to follow-up their petition after 6-8 months	None	5 minutes	NORMA P. LEGASPI (MCR)  MCR Office
5.Wait for the decision on the filed petition  Note: Petition shall be posted for 10 consecutive days. Petitioner is advised to follow-up their		None		NORMA P. LEGASPI (MCR)  MCR Office

<p>petition for the result (affirmed or impugned) by the Office of the Civil Registrar-General, PSA Manila.</p> <p>Petition for Change of First Name/Correction of Sex or day and month of birth in the birth certificate shall be published in a newspaper once a week for 2 consecutive weeks in a newspaper of general circulation.</p>				
6. Follow-up petition	6. Inform client of the outcome of the petition (affirmed or impugned).	None	5 minutes	<p><i>NORMA P. LEGASPI (MCR)</i></p> <p><i>MCR Office</i></p>
	TOTAL	Refer to step 3	<p>1 hour</p> <p>Note: Approval will take 6-8 months or may exceed depending on the action of PSA Manila.</p>	