

## L. 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.

<b>Office of 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>
1. Certificate of Live Birth- original copy	1. Philippine Statistics Authority
2. Baptismal certificate - 3 photocopies	2. Church/other Religious Sect
3. Voter's registration record - 3 photocopies	3. Commission on Election
4. Employment Record - 3 photocopies	4. Office where the clients are employed
5. GSIS/SSS Record - 3 photocopies	5. GSIS/SSS office
6. School Record - 3 photocopies	6. School where the clients Enrolled
7. PNP/NBI clearance - 3 photocopies	7. PNP/NBI office
8. Valid ID of the Petitioner - 3 photocopies	8. Govt. issue
9. Medical record - 3 photocopies	9. MHO
10. Affidavit of Publication of Editor -3 original copies	10. Newspaper publisher

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present / submit the required documents	<p><b>1.1</b> Verify the submitted documents</p> <p><b>1.2</b> Interview the client and explain the process and necessary steps for the request</p> <p><b>1.3</b> Issue the order of payment</p> <p><b>1.4</b> Process the application for petition to be forwarded to PSA Manila via courier</p> <p><b>Note:</b> The applicant /requestor shall bear the courier fee</p>	<p><b>Change of First Name (CFN)</b> Filing Fee - P3,000 Service Fee for Migrant Petitioner – P1,000.00</p> <p><b>Correction of Clerical Error (CCE)</b> Filing Fee – P1,000.00 Service Fee for Migrant Petitioner – P500.00</p> <p>Miscellaneous Fee - P200.00</p> <p>Subscription Fee - P200.00</p>	40 minutes	<b>Norma P. Legaspi</b> MCR
2. Proceed to the Treasury Office for payment of required fees; present the OR to the MCR	<b>2. 1</b> Issue Official Receipt and collect payment		5 minutes	<b>Norma P. Legaspi</b> MCR
3 Request for the corrected document from PSA	<b>Note:</b> The PSA process duration generally ranges from 2 to 3 months, from the filing of the petition to the issuance of the corrected document. Processing times may vary depending on the complexity of the case		1 day	<b>Norma P. Legaspi</b> MCR
	<b>TOTAL</b>		1 day,45 minutes	