



Filing Petition for Change of First Name (CFN) or Correction of Clerical Error/s (CCE) RA 9048 or Correction of Gender (COG) RA 10172

Republic Act No. 9048 authorizes the City or Municipal Civil Registrar or the Consul General to correct a clerical or typographical error in a civil registry entry; and/or change the first name or nickname of a person in the civil register without need of a judicial order.

Republic Act No. 10172, an Act further authorizes the City or 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.

Office or Division:	Municipal Civil Registry Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Persons who need to correct clerical/typographical error(s) or to change their first name or gender in their registry document(s).

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For correction of clerical error/s				
Birth/Marriage/Death Certificate (PSA Copy)		PSA		
Baptismal Certificate		Church		
Employment Record		Company		
SSS/GSIS Membership Record		SSS/GSIS		
Medical Record		Hospital		
Driver's License		LTO		
Insurance		Insurance Company		
NBI/Police Clearance		NBI/PNP		
Community Tax Certificate (Cedula)		Treasury Office		
For change of first name or change of gender (additional requirements)				
Employment Certificates		Company		
Voter's Registration Record		COMELEC		
School Records (Form 137/Transcript of Records)		School		
Publication in Newspaper for 10 days		Publisher		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete document evidence to justify the correction	2. Receive and Inspect the pieces of documentary evidence to justify correction	None	10 Minutes	Registration Officer Municipal Civil Registry Office
2. Pay fee at the treasury office	2. Accept payment and issue Official Receipt	Change of First Name - PHP 3,000.00 Clerical Error - PHP 1,000.00 Other charges: Publication Fee	5 Minutes	Revenue Collection Clerk Treasury Office



		- PHP 3,000.00 (option of petitioner to have own publisher) Cover for incidental expenses for all documents courier service, notarial fees, photocopying, etc.) - PHP 500.00		
3. Present Official Receipt	3. Prepare Petition and encode the entries 3.1 Secure & Authenticate the photocopies of evidence 3.2 Sort out copies for 10 days posting & submission		20 Minutes 10 Minutes 5 Minutes	<i>Registration Officer</i> Municipal Civil Registry Office
TOTAL:		PHP 7,500.00	50 Minutes	