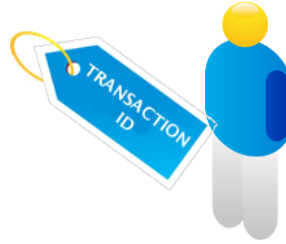


PETITION FOR CORRECTION OF ENTRY (CCE) OR CHANGE OF FIRST NAME (CFN) UNDER RA 9048

Contact Person: Ma. Edalyne Serrano
Contact Number: 227-5794

Step 1

Get a transaction ID for RA 9048 at the Front Desk



Step 2

Present the civil registry record to be corrected or changed (*CCE or CFN*) with the supporting documents for evaluation at the RA 9048 staff



Step 3

Fill up the necessary forms (*doc track form & petition*)



Step 4

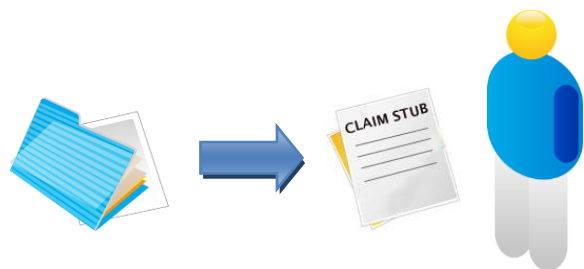
Pay the filing fees and/or service fees at the CTO

	Filing Fee	Service Fee (Migrant Petition only)
Correction of Clerical Error	P1,000.00	P 500.00
Change of First name	P 3,000.00	P 1,000.00



Step 5

File the petition at the Administrative Division and get the file copy of the petition with claim stub



Note: For Change of First Name (CFN), cause the publication of the NOTICE OF PUBLICATION in a newspaper of general circulation for two (2) consecutive weeks. Thereafter, submit the newspaper clippings and affidavit of publication to the CCRO.

Step 6

Pay the corresponding fees for the registration of the Decision after the Decision of the CCR is affirmed by the OCRG



Step 7

Return to the CCRO on the day specified in the claim stub to receive the Certificate of Registration etc.



Requirements for Correction of Clerical Error

- Birth/Marriage/Death containing the alleged erroneous entries (3 Certified Xerox Copies)
- Birth Certificate of Father (3 Certified Xerox Copies)
- Birth Certificate of Mother (3 Certified Xerox Copies)
- Marriage Contract of Parents (3 Certified Xerox Copies)
- Birth Certificate of Two (2) Siblings (3 Certified Xerox Copies)
- Baptismal Certificate (3 Certified Xerox Copies)
- School Record (3 Certified Xerox Copies)
- Voter's Registration Record (3 Certified Xerox Copies)
- Other

Requirements for Change of First Name

- Birth Certificate containing the alleged erroneous entries (3 Certified Xerox Copies)
- Birth Certificate of Father (3 Certified Xerox Copies)
- Birth Certificate of Mother (3 Certified Xerox Copies)
- Marriage Contract of Parents (3 Certified Xerox Copies)
- Birth Certificate of Two (2) Siblings (3 Certified Xerox Copies)
- Baptismal Certificate (3 Certified Xerox Copies)
- School Record (3 Certified Xerox Copies)
- Other

CLEARANCES

- NBI Clearance (Name Wrongly Entered)
 - Police Clearance (Name Wrongly Entered)
 - Employer's Certification/Clearance (3 copies). *Please state "No Administrative & Criminal Cases Pending."*
 - Ombudsman Clearance (If Government Employee)
 - Affidavit of No Employment (If not employed)
 - Affidavit of Explanation for Change of First Name (3 copies)
- Note: Grounds Justified.