

REQUIREMENTS FOR THE CHANGE OF FIRST NAME OF DOCUMENT OWNER (NOT MARRIED) UNDER RA 9048

1. Latest Copy of Birth Certificate to be corrected (Local Copy and PSA Copy – Have it photocopy for one (1)
2. 2 Xerox copies of personal records: Please bring the original copies
 - Baptismal Certificate
 - School records (F-137/138 or Certification either Elem or HS) or Transcript of record (TOR) (college) or Diploma (Elem., or HS or Vocational or College)
 - Voter's registration record/ voter's affidavit (COMELEC)
3. Other documents in relation to no. 2: GSIS/SSS Record, Medical Record, Business Record, Service Record, Insurance, Certificate of Land Bank Title, Passbook, Billing, etc.
4. **FOR EMPLOYED DOCUMENT OWNER** – one (1) original copy and one (1) Xerox/photo copy of certificate of no administrative case from employer
 - If employed ABROAD and the company/employer don't issue certificate of no administrative case-the document owner will execute an AFFIDAVIT before the PHILIPPINE CONSULATE OFFICE stating that he/she has no administrative or criminal case filed against him/her and that the company/employer don't issue the said certification**FOR UNEMPLOYED DOCUMENT OWNER AGES 18 YRS. OLD & ABOVE-** One (1) original copy and one (1) Xerox/photo copy of Affidavit of Non-Employment
 - INDICATE: Purpose “ For Change of Name and No pending Administrative/Criminal case”**FOR SELF EMPLOYED DOCUMENT OWNER** – one (1) copy and one (1) Xerox/Photo copy of Affidavit of Self-Employment
 - INDICATE: Purpose “ For change of Name and No pending Administrative/Criminal case”
 - 2 Xerox copies of certificate of business registration and business permit**FOR DOCUMENT OWNER BELOW 18 YRS. OLD** - one (1) original copy and one (1) Xerox/ Photo copy of certificate of good moral character issued by the school
5. One (1) latest original copy and one (1) photo copy of NBI Clearance and PNP clearance-(Purpose FOR CHANGE OF FIRST NAME)
6. For document owner ages 0 to 7 yrs. old (NBI and POLICE CLEARANCE NOT REQUIRED)
7. 2 Xerox copies of valid ID of petitioner and document owner or SPA (Special Power of Attorney), if the petitioner is not the document owner like auntie, uncle, godparents, client, friend, officemates etc.

REMINDERS: NO INTERVIEW EVERY FRIDAY

1. All requirements (civil document-birth certificate and personal records) should conform with the correction sought to be corrected (Lahat ng mga requirements na isusumite ay kailangan magtutugma sa itatamang dokumento)
2. After the compliance of the requirements, please proceed to the information counter and get a number for pre-interview
3. Publication of the petition for two (2) consecutive weeks in a newspaper of general and national circulation (List of newspapers will be provided during the final interview)
4. Follow-up of the Petition is after four (4) months. Will commence on the date the petition was received by this office
5. Payments are as follows: Registration Fee (P3, 000.00)/Certified Xerox Copy (P320.00-Single Petition and P540.00-Double Petition) and transmittal Fee (P280.00-Single Petition and P400.00-Double Petition). Payment for Publication and Notary of the Petition form not Included.