

OFFICE OF THE CITY CIVIL REGISTRAR

G/F, New City Hall, Apokon, Tagum City
Tel: 084-216-9367 Local 111-113/ CP: 0927-531-3475

2 Petition for CHANGE OF FIRST NAME in the Birth Certificate (Pursuant to RA No. 9048)

WHAT ARE THE GROUNDS FOR PETITION FOR CHANGE OF FIRST NAME?

1. The petitioner finds the first name to be ridiculous, tainted with dishonor, or extremely hard to write or pronounce;
2. The petitioner has been habitually using and has been publicly known by the new first name; and
3. The change will avoid confusion.

WHO MAY FILE THE PETITION?

1. Document owner
2. Document owner's spouse, children, parents, brothers, sisters, grandparents or guardian, or any other person duly authorized by law or by the document owner in a Special Power of Attorney

WHAT ARE THE REQUIREMENTS?

1. **Birth Certificate** of the person who seeks to change his/her first name (PSA and Local Copy)
2. **Petition (RA 9048 Form No. 4.1)** duly subscribed by any person authorized to administer an oath
3. **At least two (2) public/private documents** that show the new first name of the document owner. These documents may be as follows:
 - a. *Baptismal Certificate*
 - b. *School Records /Form 137/TOR/Diploma*
 - c. *SSS/GSIS/PhilHealth/ TIN/Pag-Ibig/ COMELEC/ Driver's License/Passport/Land Title/Bank or Pass Book, etc.*
 - d. *Marriage Certificate, if married*
 - e. *Birth Certificate of children, if applicable*
4. **Police Clearance** (Purpose: Change of First Name)
5. **NBI Clearance** (Purpose: Change of First Name)
6. **Employment Certificate or Affidavit of No Employment** (Purpose: Change of First Name)
7. **Newspaper Publication** (A Notice of Publication will be issued when the petition is officially received.)
8. **Express Pouch, Phil Post Office or Prepaid Pouch, private courier** (Optional)
9. **PSA's Application Form** (Birth Certificate)
10. **Postal Money Order** (Payment for the annotated Birth Certificate in Security Paper or SECPA)
 - a. *Amount: P140.00*
 - b. *Payee: Philippine Statistics Authority, Quezon City*
 - c. *Payor: Flordeliza J. Zulueta, City Civil Registrar, Tagum City*

(Note: For migrant petition, please submit requirements 1-8 only.)

HOW MUCH ARE THE FEES AND CHARGES?

(Please refer Fees at the back.)

WHERE TO FILE THE PETITION?

As a general rule, the petition shall be filed with the Office of the Civil Registrar where the birth certificate is registered and kept.

But when the document owner or the petitioner had already migrated to another place within the Philippines, a migrant petition may be filed with the Office of the Civil Registrar of the place where he/she is presently residing or domiciled. The petition will be transmitted to the Office of the Civil Registrar where the birth certificate is registered and kept.

IMPORTANT TIPS/INFORMATION:

1. It is highly recommended that the birth certificate to be petitioned will be initially assessed by the Front Desk Officer (Tables 5, 6 or 7) to properly guide the document owner or petitioner on the appropriate remedy or action to be taken.
2. During the assessment, please bring pertinent public or private documents (see Requirement 3) for accurate and efficient assessment.
3. When the petition is received by our office, it will be posted for ten (10) days and will be published in a newspaper of general circulation for two (2) consecutive weeks before the City Civil Registrar will grant or deny the petition. Then it will be endorsed to the Office of the Civil Registrar General, Philippine Statistics Authority, Quezon City for affirmation of the petition. When affirmed, our office will issue a Certificate of Finality and will prepare the annotation in Birth Certificate. If impugned, a Motion for Reconsideration will be filed.
4. For migrant petition, it will be posted also for ten (10) days and will be published in a newspaper of national circulation for two (2) consecutive weeks before the petition will be transmitted to the receiving Office of the Civil Registrar.
5. To avoid complications in the assessment and filing of petition, **FIXERS ARE NOT ALLOWED.**
6. Our office observes "NO-NOON BREAK" Policy.

HOW TO AVAIL OF THE SERVICE:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEE	FORM
1	Get a priority number and wait to be called	Give a priority number and advise client to wait	5 minutes	Ann Janet O. Calzado	No Fees	Priority Number
2	When the priority number is called, go to the Front Desk Officer (Table 5,6 or 7) and present the requirements	Check the petition, supporting documents and requirements Advise the client to pay at the City Treasurer's Office- License Division	15 minutes	Nancy B. Balaga Ingrid P. Cabarron	No Fees	Requirements
		Review completeness and appropriateness of petition, supporting documents and requirements	10 minutes	Editha G. McCartney Jovelyn L. Duallo		Billing
3	Go to the City Treasurer's Office-License Division and pay the corresponding fees	Receive payment and issue Official Receipt Advise the client to go back to City Civil Registrar's Office	5 minutes	City Treasurer's Office Revenue Collection Officer	Php 3,240.00 Php 290.00 (Document owner born in Tagum) Php 1,240.00 (Document owner born outside Tagum) (Note: There will be fees and charges to be imposed by the Receiving Local Civil Registrar. Fees and charges vary depending on their Tax Code.)	Official Receipt
4	Go back to the City Civil Registrar Office and present original and photocopy of Official Receipt to the Front Desk Officer (Table 5,6 or 7)	Check Official Receipt, receive the petition and prepare Notice of Publication	15 minutes	Nancy B. Balaga Ingrid P. Cabarron	No Fees	Received Copy of the Petition/Claim Stub/ Notice of Publication
		Advise client to publish the Notice of Publication in a newspaper of local or national circulation, whichever is applicable				
		Register the petition, certify supporting documents and review Notice of Publication	15 minutes	Editha G. McCartney		
		Approve Notice of Publication	5 minutes	Flordeliza J. Zulueta, DPA City Civil Registrar		
END OF TRANSACTION						

