



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER



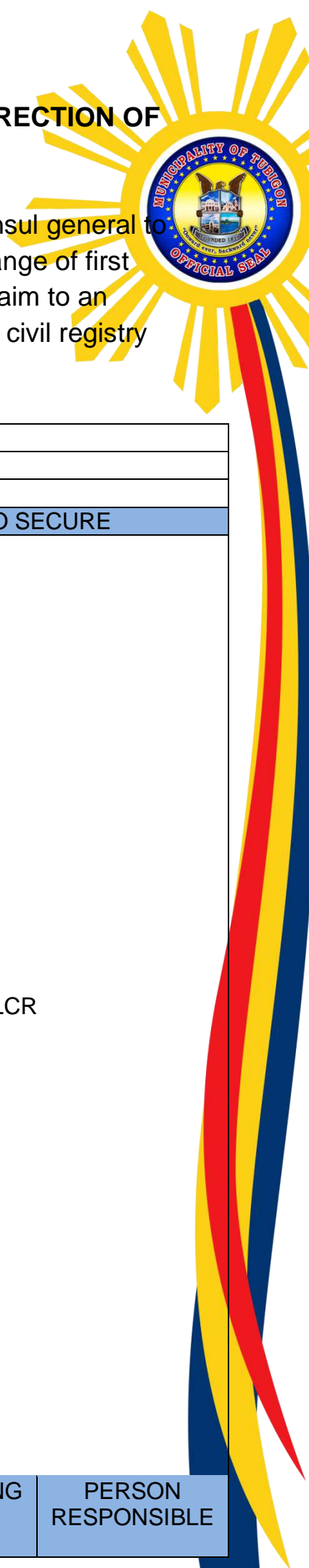


**MUNICIPAL CIVIL
REGISTRAR'S OFFICE**
ADMINISTRATIVE SERVICES

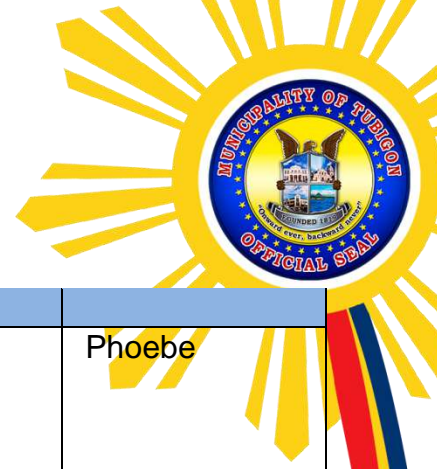


7. APPLICATION FOR CHANGE OF FIRST NAME & CORRECTION OF CLERICAL ERROR

RA 9048 authorizes the city/municipal civil registrar or the consul general to correct a clerical or typographical error in the entry and or change of first name in the civil registrar without need of judicial order. It is aim to an expeditious and cheaper way of correcting errors found in the civil registry documents.



Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2c – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CHANGE OF FIRST NAME (CFN): 1. PSA copy of birth/marriage/death 2. Any (3) of the following: a) Baptismal Certificate e) Medical record b) Voter’s affidavit f) Business record c) Employment record g) Marriage certificate d) GSIS/SSS record i) School record 3. Employer’s certification w/ no pending case or Affidavit Of unemployment with no pending case 4. NBI clearance 5. Police clearance 6. CTC (Petitioner) 7. Proof of publication 8. SPA/Authorization letter if authorized representative 9. ID's of the person who give authority and the authorized person CORRECTION OF CLERICAL ERROR (CCE): 1. PSA copy of birth/marriage/death 2. Any (3) of the following: a) Baptismal certificate f) NBI clearance b) Voter’s registration record g) Medical record c) Employment record h) Business record d) GSIS/SSS record i) School record e) Marriage certificate j) Police clearance Additional requirements if middle or last name to be corrected; a) Birth certificate of the mother/father b) Marriage certificate of the parents c) Birth certificate of siblings 4. SPA/Authorization letter if authorized representative 5. ID's of the person who give authority and the authorized person		LCR		
CLIENTS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE



		PAID		
1. Approach Employee in charge & present all the supporting documents 2. Wait	Review documents presented and check record on file Prepare Petition for CFN/CCE		30 mins.	Phoebe
3. Publication for Change of First Name (CFN)				
	Advice client to pay @ MTO : Filing fee for CFN CCE LCR subscription fee Endorsement fee BREQS service fee PSA for SECPA Mailing for Affirmation Mailing for SECPA	 3,000 1,000 100 100 200 150 200 155	10 mins.	MTO personnel JRS/LBC/J&T
4. Present O.R.	Inform client of the posting period & endorsement be done after posting. Advice client to make follow up 6-7 mos. for the SECPA		10 days 7 mos.	
TOTAL:			7 mos., 10 days & 40 mins	

NOTE: Waiting time may vary upon the PSA’s action.