



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





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

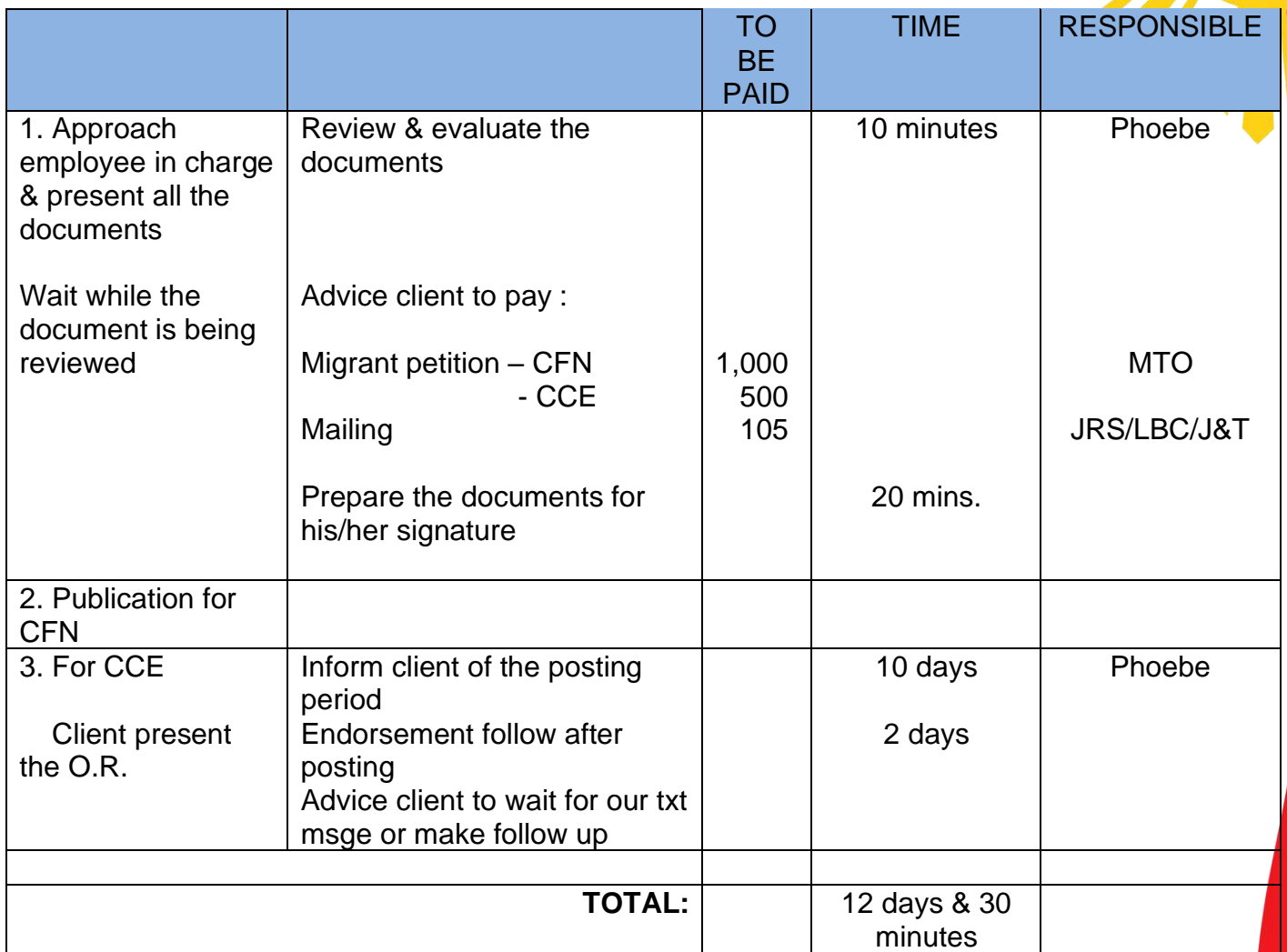




9. MIGRANT PETITION FOR CORRECTION OF CLERICAL ERROR (CCE) & CHANGE OF FIRST NAME(CFN)

-Correction of Clerical Error and Change of First Name maybe avail for birth, marriage and death certificate registered outside Tubigon

Office or Division:	LOCAL CIVIL REGISTRAR			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C – Government to public clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p><b>CHANGE OF FIRST NAME (CFN):</b></p> <p>1. PSA copy of birth/marriage/death</p> <p>2. Any (3) of the following:</p> <div><div>a) Baptismal Certificate</div><div>e) Medical record</div><div>b) Voter’s affidavit</div><div>f) Business record</div><div>c) Employment record</div><div>g) Marriage certificate</div><div>d) GSIS/SSS record</div><div>i) School record</div></div> <p>3. Employer’s certification w/ no pending case or Affidavit Of unemployment with no pending case</p> <p>4. NBI clearance</p> <p>5. Police clearance</p> <p>6. CTC (Petitioner)</p> <p>7. Proof of publication</p> <p>8. SPA/Authorization letter if authorized representative</p> <p>9. ID's of the person who give authority and the authorized person</p> <p><b>CORRECTION OF CLERICAL ERROR (CCE):</b></p> <p>1. PSA copy of birth/marriage/death</p> <p>2. Any (3) of the following:</p> <div><div>a) Baptismal certificate</div><div>g) Medical record</div><div>b) Voter’s registration record</div><div>h) Business record</div><div>c) Employment record</div><div>i) School record</div><div>d) GSIS/SSS record</div><div>j) Police clearance</div><div>e) Marriage certificate</div><div>k) NBI clearance</div><div>f) Passport</div></div> <p>Additional requirements if middle or last name to be corrected;</p> <div><div>a) Birth certificate of the mother/father</div><div>b) Birth certificate of siblings</div><div>c) Marriage certificate of the parents</div></div> <p>Fees: Migrant petition fee – CFN            1,000</p> <p>   CCE            500</p> <p>Mailing</p>		LCR		
CLIENTS	AGENCY ACTION	FEES	PROCESSING	PERSON



NOTE: Incidental fees may vary depending on the imposed fees of the Record Keeper Civil Registrar  
Waiting period depends on the action of the concerned MCR