



# MEMBER'S CHANGE OF INFORMATION FORM (MCIF)

Pag-IBIG MID No.

1 2 1 0 9 7 0 2 7 2 9 4

HOUSING ACCOUNT No. (if applicable)

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**INSTRUCTIONS**

- This form shall be accomplished in one (1) copy.
- Accomplish the applicable portions to be changed/corrected only. Indicate N/A if not applicable.
- Print in BLOCK/CAPITAL LETTERS.
- Submit duly accomplished form together with required supporting documents to any Pag-IBIG Branch nearest you.

**THE FOLLOWING ARE THE INFORMATION THAT MAY BE CHANGED/UPDATED:**

1. Change of Membership Category	3. Correction of Date of Birth	5. Change of Address/Contact Details	7. Updating of Heirs
2. Change/Correction of Name	4. Change of Marital Status	6. Change of Employment Details	8. Other Updates
LAST NAME <b>RODRIGUEZ,</b>		FIRST NAME <b>MICHAEL JOHN</b>	
		NAME EXTENSION (e.g., Jr., II) <b>BELGERA</b>	
<b>1. CHANGE OF MEMBERSHIP CATEGORY</b>			
FROM		TO	
<b>2. CHANGE/CORRECTION OF NAME (Last Name, First Name, Name Extension, Middle Name)</b>			
FROM		TO	
<b>3. CORRECTION OF DATE OF BIRTH</b>			
FROM (mm/dd/yyyy)		TO (mm/dd/yyyy)	
<b>4. CHANGE OF MARITAL STATUS</b>			
FROM <input checked="" type="checkbox"/> Single/Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Widow(er) <input type="checkbox"/> Legally Separated		<input type="checkbox"/> Single/Unmarried <input checked="" type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Widow(er) <input type="checkbox"/> Legally Separated	
FOR MARRIED WOMEN			
<input type="checkbox"/> Use Husband's Surname		<input type="checkbox"/> Use Maiden Name – Husband's Surname	
<input type="checkbox"/> Retain Maiden Name			
SPOUSE (For Married Status)	Last Name <b>RODRIGUEZ, CZARINA</b>	First Name	Name Extension
			Middle Name <b>VARGAS</b>
No Middle Name <input type="checkbox"/>			
<b>5. CHANGE OF ADDRESS/CONTACT DETAILS (Please accomplish portions to be changed only)</b>			
PERMANENT HOME ADDRESS			
Unit/Room No. Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision			
(Indicate country code if abroad) COUNTRY+AREA CODE TELEPHONE NUMBER			
Home		<input type="text"/>	
Cell Phone		<input type="text"/>	
Business (Direct Line)		<input type="text"/>	
Business (Trunk Line)		<input type="text"/>	
Email Address		<input type="text"/>	
Barangay Municipality/City Province/State/Country (if abroad) Zip Code			
PRESENT HOME ADDRESS			
Unit/Room No. Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision			
Barangay Municipality/City Province/State/Country (if abroad) Zip Code			
PREFERRED MAILING ADDRESS			
<input type="checkbox"/> Present Home Address		<input type="checkbox"/> Permanent Home Address	
<input type="checkbox"/> Employer/Business Address		<input type="text"/>	
<b>6. CHANGE OF EMPLOYMENT DETAILS</b>			
EMPLOYER/BUSINESS NAME		OCCUPATION	
EMPLOYER/BUSINESS ADDRESS			
Unit/Room No. Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision			
Barangay Municipality/City Province/State/Country (if abroad) Zip Code		DATE EMPLOYED (Month, Year)	
<b>7. UPDATING OF HEIRS (Please use separate sheet, if necessary)</b>			
LAST NAME	FIRST NAME	NAME EXTENSION (e.g. Jr., II)	MIDDLE NAME
<b>RODRIGUEZ, CZARINA</b>		<b>BELGERA</b>	NO MIDDLE NAME (Check if applicable only)
		<input type="checkbox"/>	RELATIONSHIP
		<input type="checkbox"/>	SPOUSE
		<input type="checkbox"/>	DATE OF BIRTH (mm/dd/yyyy)
		<input type="checkbox"/>	ADDITION/DELETION
<b>8. OTHERS (e.g. Correction of Place of Birth/Mother's Maiden Name/Sex) (Please use separate sheet, if necessary)</b>			
FROM		TO	
<b>CERTIFICATION</b>			
I hereby certify that the information given, and all statements made herein are true and correct. Likewise, I hereby authorize Pag-IBIG Fund to collect record, organize, update/modify, consult, use, consolidate, block, erase or destruct my personal data as part of my information. I hereby affirm my right to: (a) be informed; (b) object to processing, (c) access, (d) rectify, suspend or withdraw my personal data; (e) damages; and (f) data portability pursuant to the provision of R.A. No. 10173 (Data Privacy Act of 2012).			
MICHAEL JOHN B. RODRIGUEZ		09-04-2024	
Signature over Printed Name of Member			
Date			
<b>THIS PORTION IS FOR Pag-IBIG USE ONLY</b>			
RECEIVED BY	DATE	APPROVED BY	DATE

**CHECKLIST OF REQUIREMENTS**

<b>MEMBER</b>	<b>FILING THROUGH A REPRESENTATIVE</b>
<p><b>A. Change of Membership Category</b></p> <ul style="list-style-type: none"> <li>▪ Member's Change of Information Form (MCIF, HQP-PFF-049) (1 Original)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>B. Change/Correction of Name</b></p> <ul style="list-style-type: none"> <li>▪ For Change in name due to Marriage           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Marriage Certificate issued by Philippine Statistics Authority (PSA)/National Statistics Office (NSO) or Local Civil Registry Office (LCRO) (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <li>▪ For Change in name (for reason other than Marriage)           <p><b>Basic Requirements:</b></p> <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> </ul> <p><b>Additional Requirements (as applicable):</b></p> <ul style="list-style-type: none"> <li>- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy)</li> </ul> <p><b>C. Correction of Date of Birth</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>D. Change of Marital Status</b></p> <ul style="list-style-type: none"> <li>▪ For Single to Married           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <li>▪ For Married to Legally Separated (<i>if legally separated with previously reported spouse</i>)           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Decree of Legal Separation (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <li>▪ For Married to Annulled           <p><b>Basic Requirements:</b></p> <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> </ul> <p><b>Additional Requirements (as applicable):</b></p> <ul style="list-style-type: none"> <li>- Certificate of Finality of Annulment/Nullity or annotated Marriage Certificate, (<i>if due to annulled or void marriage with previously reported spouse</i>) (1 Photocopy)</li> <li>- Certificate of Divorce (OCRG Form No. 102) (<i>if due to the divorce of Muslim member with previously reported spouse</i>) (1 Photocopy)</li> <li>▪ For Married to Single (<i>due to erroneous encoding</i>)           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Certificate of No Marriage (CENOMAR) issued by PSA/NSO (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <li>▪ For Married to Widowed           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Death Certificate of the deceased spouse issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> </ul> <p><b>E. Change of Address/Contact Details</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>F. Change of Employment Details</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>G. Updating of Heirs</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>H. Correction of Place of Birth/Mother's Maiden Name/Sex (<i>Due to erroneous encoding</i>)</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul>	<p><b>A. Change of Membership Category</b></p> <ul style="list-style-type: none"> <li>▪ Member's Change of Information Form (MCIF) (1 Original)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>B. Change/Correction of Name</b></p> <ul style="list-style-type: none"> <li>▪ For Change in name due to Marriage           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <li>▪ For Change in name (for reason other than Marriage)           <p><b>Basic Requirements:</b></p> <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> </ul> <p><b>Additional Requirements (as applicable):</b></p> <ul style="list-style-type: none"> <li>- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy)</li> </ul> <p><b>C. Correction of Date of Birth</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>D. Change of Marital Status</b></p> <ul style="list-style-type: none"> <li>▪ For Single to Married           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <li>▪ For Married to Legally Separated (<i>if legally separated with previously reported spouse</i>)           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Decree of Legal Separation (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <li>▪ For Married to Annulled           <p><b>Basic Requirements:</b></p> <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> </ul> <p><b>Additional Requirements (as applicable):</b></p> <ul style="list-style-type: none"> <li>- Certificate of Finality of Annulment/Nullity or annotated Marriage Certificate, (<i>if due to annulled or void marriage with previously reported spouse</i>) (1 Photocopy)</li> <li>- Certificate of Divorce (OCRG Form No. 102) (<i>if due to the divorce of Muslim member with previously reported spouse</i>) (1 Photocopy)</li> <li>▪ For Married to Single (<i>due to erroneous encoding</i>)           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Certificate of No Marriage (CENOMAR) issued by PSA/NSO (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <li>▪ For Married to Widowed           <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Death Certificate of the deceased spouse issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> </ul> <p><b>E. Change of Address/Contact Details</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>F. Change of Employment Details</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>G. Updating of Heirs</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>H. Correction of Place of Birth/Mother's Maiden Name/Sex (<i>Due to erroneous encoding</i>)</b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul>

**NOTES:**

1. In all instances wherein photocopies are submitted, the original or certified true copy must be presented for authentication.
2. For documents (e.g. Birth Certificate, Marriage Certificate, Death Certificate, etc.) issued abroad the following shall be observed:
  - a. If the issuing country is a member of The Hague Apostille Convention, the documents must be apostilled by the concerned apostillization authority/officer.
  - b. If not, the said document/s should be duly certified by the Philippine Consulate General/Philippine Embassy in the country where the document was issued.