

ne Services: ISSUANCE OF AFFIRMED PETITION FOR CHANGE OF FIRST NAME

(CFN) AND CORRECTION OF CLERICAL ERRORS

(CCE) UNDER RA

9048; CORRECTION OF CLERICAL ERRORS IN

GENDER, DAY AND

MONTH IN THE DATE OF

BIRTH UNDER RA 10172

<p>ABOUT THE SERVICE: Republic Act No. 9048/Republic Act No. 10172 authorizes the City or Municipal Civil registrar or the Consul general to correct a clerical or typographical error in an error in an entry and/or change the first name or nickname, correction on gender and day and month in the date of birth in the civil registry without need of a judicial order.</p>	<p>REQUIREMENTS: PSA Authenticated copy of the document to be corrected Baptismal certificate School Record Voter’s Affidavit Marriage Contract of Petitioner Marriage Contract of Parents Certificate of Indigency issued by DSWD Any other document to support the correction</p>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEEES	FORM
1	Present the requirements at Window F	Accept and check submitted documents And forward such to City civil registrar for his approval	30 minutes	Officer-In- Charge	None	None
						None

2	Proceed to Office of the City Civil Registrar for an interview	Interview the client Evaluate the documents for final approval	30 minutes	City Civil Registrar	None	
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3	Return to Window F to ask for a Payment Order	Record the document in the log book and issue a Payment Order	10 minutes	Officer In-Charge	None	None
4	Pay at Window E	Accept payment and Issue an Official Receipt	3minutes	Revenue collection Clerk III	None	None

5	<p>Present O.R. to Window F and wait for instructions regarding the petition</p> <p>Note: The petition shall be posted for 10 days and published in 2 consecutive weeks before submission to PSA (NSO) where the processing may take approximately 3 months.</p> <p>If the petition is affirmed, the client shall proceed to Step 6 while if it was impugned, client is advised to wait until motion for reconsideration is approved.</p>	Attach the O.R. to the documents and advise the client	10 minutes	Officer-In-charge	None	None
6	Claim the document at Window F	Release the requested approved petition	20 minutes	Officer –In-charge		

****End of Transaction****