

**Petition for CHANGE OF FIRST NAME (CFN)**

- Present orig. copy of all documentary evidences on every visit to the Registrar's Office •

A. BIRTH CERTIFICATE (document sought to be corrected) issued from NSO, Davao or SECPA (security paper) - present at Table 4 for checking

- B.  MARRIAGE CONTRACT if married
- BAPTISMAL CERTIFICATE
- BIRTH CERTIFICATE of children
- VOTER'S AFFIDAVIT/VOTER'S REGISTRATION record
- SCHOOL RECORD/Transcript of Record
- NBI CLEARANCE (new)
- POLICE CLEARANCE (new)
- EMPLOYMENT certificate (w/ no pending admin. Case)/ BUSINESS PERMIT/ AFFIDAVIT OF UNEMPLOYMENT
- EMPLOYMENT/SERVICE record or ID
- SSS/GSIS/BIR records or IDs

C. Additional documentary evidences (if available)

- MEDICAL CERTIFICATE
- PASSPORT/VISA/other IDs
- LAND TITLE/cert. of TRANSFER OF TITLE
- BANK PASSBOOK
- COLLEGE DIPLOMA
- OTHERS DOCS. w/c the office may find important

D. \* PETITIONER SHOULD FINALIZE FIXED PRICE AND DATE OF PUBLICATION WITH THE PUBLISHER OF HIS/HER OWN CHOICE BEFORE SUBMISSION OF PETITION TO THE CCRO \*

**PUBLICATION** - once for two(2) consecutive weeks in a newspaper of general circulation - LCR office will issue notice of publication (document to be published)

- NATIONAL newspaper .....for migrant petitioners
- MINDANAOWIDE or LOCAL newspaper .....for non-migrant petitioners

E. Preparation of RA 9048 Petition Form No. 4.1 (LCRO)

- prepared and notarized by an ATTORNEY
- 4 copies are to be submitted to the Civil Registrar's Office

F. Photocopy the documentary evidences in

- 2 copies (for non-migrant petitions)
- 3 copies (for migrant petitions)

G. PAYMENT TO TABLE 4

- submission of petition and documentary evidences
- Payment of filing fee and/or service fee & PMO
- issuance of petition number and notice of publication to the petitioner

H. FEES to be prepared

- ⇒ ₱3,000.00 filing fee for non-migrant petition
- ⇒ money order of ₱3,000.00 as filing fee for migrant petition
- ⇒ ₱1,000.00 additional service fee for migrant petition
- ⇒ money order of ₱200.00 as RKCR mailing for migrant petition
- ⇒ Mailing and secpa request -P400.00
- ⇒ 2 long, brown envelopes

I. Petitioner should submit AFFIDAVIT OF THE PUBLISHER

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