

Office	CITY CIVIL REGISTRY OFFICE			
Classification:	R. A. 9048 CHANGE OF FIRST NAME			
Type of Transaction:	Complex			
Who may avail:	Document owner/ parents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ✓ PSA copy of birth cert. to be corrected (3 photocopies) ✓ A) Born in Cagayan de Oro City ✓ Supporting Documents comply relevant/ required documents only (2 photocopies) ➤ Baptismal certificate ➤ Immunization record / Medical record ➤ School records ➤ Voter Certification ➤ Marriage Certificate of document owner ➤ Birth Certificate of child, ➤ Police clearance ➤ NBI clearance ➤ Employment certification of no pending civil/ criminal or administrative case/ Affidavit of no employment (lawyer) / Business permit / School certification that he/ she is currently enrolled ➤ Death Certificate of document owner ➤ Identification Card, Passport/ Visa, Driver's License ➤ SSS, PhilHealth, GSIS, Income Tax Return, PRC, Land Title/ Tax Declaration/ Business Record/ Dental Record ➤ SSS/ GSIS/ PHIC (MDR)/ INSURANCE of parents showing the name of child as dependent ➤ Barangay Cert/ Affidavit of one-and-the-same person/ Affidavit of two witnesses or Affidavit of explanation/ self-affidavit ➤ Cedula and ID of petitioner ➤ Special power of attorney ➤ 1 long expanded envelope 		<p>PSA</p> <p>Document owner/ parents Health Center /Hospital School Comelec PSA/ Document owner PSA/ Document owner</p> <p>Police Station NBI Employer/ Lawyer/ Treasurer's Office/ School</p> <p>PSA/ document owner Office/ School/ DFA/ Embassy/ LTO</p> <p>SSS/ PhilHealth/ GSIS/ BIR/ PRC/ Registry of Deeds/ Assessor's Office/ Treasurer's Office/ Health Center/ Hospital</p> <p>SSS/ GSIS/ PHIC/ INSURANCE office</p> <p>Barangay/ Lawyer</p> <p>Barangay /Treasurer's Office Lawyer School Supplies Store</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Submit requirements to Employee-In-Charge	Verify documents	3,000.00 Cert Fee – 30.00/ per page	10 mins	Agar W. Puza Chezka Restie Mae A. Acedo Fritze Haida M. Pagao
Pays at the City Treasurer’s Office	Prepare, Sign Petition, notice, certificate of posting and notice for publication.		40-60 mins	
Review and sign petition	CCR or signatory will review documents and affix signature.		10 mins	Alice Theresa M. Gil Perle Joy T Lee Aeneas Vicente Akut Maribel Guzman
Publish in the newspaper	Post petition for 10-days and instruct client to come back after the 2 weeks publication to mail petition to Legal Services, PSA, Quezon City.		10-days posting	Agar W. Puza Chezka Restie Mae A. Acedo Fritze Haida M. Pagao
Submit affidavit of publication and newspaper clippings	CCR will approve petition and affix signature		5 mins	Evangeline C. Tapangan
Mail to Legal Division, PSA, Quezon City	Instruct client to go to any private courier to mail documents to Legal Services, PSA, Quezon City with pre-paid return envelope		5 mins	Agar W. Puza Chezka Restie Mae A. Acedo Fritze Haida M. Pagao
Wait for affirmation to arrive from PSA, Manila	Follow-up at Legal Services, PSA, Quezon City		After 30 days	Legal Services, PSA, Quezon City
Upon Affirmation:				

	Text/ call if affirmed			Agar W. Puza Chezka Restie Mae A. Acedo Fritze Haida M. Pagao
	Prepare Certificate of 1.Finality 2.Endorsement letter 3.Annotate the attached Birth Certificate of affected document for endorsement to PSA, Region 10, Gusa, CdOC Employee-In-Charge will text/ call if affirmed petition	P 50/copy P 50/copy	15-25 mins	
Claim owner's copy	Endorse to PSA Region X for annotation			Agar W. Puza Chezka Restie Mae A. Acedo Fritze Haida M. Pagao
	Follow-up			
Follow-up .Once positive. Request for annotated SECPA at PSA Region X (cel no. 09657205953				