

78. CHANGE OF FIRST NAME***DESCRIPTION OF THE SERVICE :***

The City Civil Registrar is authorized to change the first name or nickname in the register without the need of a judicial order as provided for under Republic Act No. 9048.

REQUIREMENTS :

1. Police and NBI Clearance
2. Employer's Clearance/ Affidavit of Unemployment, if unemployed
3. Certificate of Publication/Affidavit of the Publisher

FEE:

- * P 3,000.00 - Change of First Name
- * P 100.00 - Endorsement to NSO

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN-CHARGE
1. Submits requirements for evaluation		Client
2. Pays the corresponding amount at the CTO		Client
3. Prepares petition form for signature of the petitioner	20 minutes	CLARISA MAGTIBAY <i>Registration Officer</i> //
4. Posts the Notice of Publication at a newspaper of general circulation	2 consecutive weeks	Client

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN-CHARGE
5. The client submits the newspaper clippings and affidavit of publisher to the CCR		
6. Decides on the petition	Within 5 working days	MICHAEL COCHRAN <i>City Civil Registrar</i>
7. Transmits the petition form to the National Statistics Office— Office of the Civil Registrar General (NSO-OCRG) for affirmation	30 minutes	CLARISA MAGTIBAY <i>Registration Officer</i> //
8. Prepares Certificate of Finality for (Civil Registrar General) CRG's affirmed decision and Motion for Consideration for denied decision	5 minutes	CLARISA MAGTIBAY <i>Registration Officer</i> //
9. Annotates original file of Birth, Death and Marriage Certificate	10 minutes	CLARISA MAGTIBAY <i>Registration Officer</i> //