

**PETITION FOR CHANGE OF  
NAME DUE TO CHANGE OF CIVIL STATUS**

**WHO CAN AVAIL OF THE SERVICE/PURPOSE:** CPC holder who intends to seek authorization for change of name due to change of their civil status.

*For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative who is a lawyer or a relative (re: direct ascendant/descendants) is allowed upon presentation of duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present;*

**REQUIREMENTS:**

1. Four (4) copies of Verified Petition with annexes and verification and certification of Non-Forum Shopping;
2. Original and photocopy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner and current address (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport);
3. Original and photocopy of Marriage Certificate or Certificate of Finality of Judgment.

TD	LEGAL	OBMC	OED	OCHM

**DURATION:** Five (5) to Ten (10) days

**OUTPUT:** Order Approving or Denying the Petition

**FEE:** Php 350.00 (Includes Clearance of Accounts, Franchise Verification and Legal Research Fee)