



REQUIREMENTS

PETITION FOR CHANGE OF FIRST NAME IN A REPORT OF BIRTH (ROB):

(note: all documents must be mailed to The Philippine Consulate General in San Francisco, Attn: Civil Registry Section, 447 Sutter Street, San Francisco, CA 94108)

1. Original Philippine Statistics Authority (PSA) and three (3) copies of the birth certificate to be annotated with the change of first name
2. Three (3) original Notarized Forms for [Petition for Change of First Name](#)
3. Three (3) copies of the US Live Birth Certificate
4. If available, three (3) copies of the US Court Order for the Change of First Name
5. Three (3) copies of two (2) or more public or private documents showing the correct entry or entries upon which the correction or change shall be based
6. Clearance from authorities

Those with criminal records or those with pending administrative, civil or criminal cases are prohibited from changing their first name. Therefore, a petitioner for change of first name shall be required to submit clearances from the following authorities:

- 6.1. Employer, if employed
- 6.2. National Bureau of Investigation
- 6.3. Philippine National Police
- 6.4. Other such clearances as may be required

In a case where the petition is filed on behalf of another person, the clearances to be submitted shall not be for the petitioner but for the person being represented by the petitioner.

7. Proof of publication

The petition for a change of first name is required to be published in a newspaper of general circulation in the applicant's place of residence at least once a week for two (2) consecutive weeks. Failure to publish the petition could mean denial or disapproval of the petition. As proofs of the publication, the petitioner is required to submit the following:

- 7.1. Affidavit of publication from the publisher
- 7.2. Copy of the newspaper clipping

8. Cover letter addressed to the Consulate regarding the request, with the contact details (e-mail and phone) of the applicant or the applicant's parents (for minors)
9. One (1) Self-Addressed Stamped Return Envelope with appropriate stamps and tracking number (USPS Express or Priority Mail)
10. Processing Fee of \$150 made payable to "Philippine Consulate General" in money order, bank draft, certified check, or cashier's check. Please do not enclose cash. Personal checks are not accepted.