



# MEMBER'S CHANGE OF INFORMATION FORM (MCIF)

Pag-IBIG MID NUMBER									

**INSTRUCTIONS: PLEASE READ LIST OF SUPPORTING DOCUMENTS AT THE BACK. ACCOMPLISH AND SUBMIT THIS FORM IN ONE (1) COPY. PRINT ALL ENTRIES IN BLOCK OR CAPITAL LETTERS.**

<b>CHECK THE APPROPRIATE BOX AND ACCOMPLISH ONLY THE APPLICABLE PORTION/S TO BE CHANGED/UPDATED</b>											
<input type="checkbox"/> Correction of Name					<input type="checkbox"/> Change of Marital Status						
<input type="checkbox"/> Correction of Date of Birth					<input type="checkbox"/> Others (please specify) _____						
<b>LAST NAME</b>		<b>FIRST NAME</b>			<b>NAME EXTENSION (e.g., Jr., II)</b>			<b>MIDDLE NAME</b>			
<b>CORRECTION OF NAME (Last Name, First Name, Name Extension, Middle Name)</b>											
FROM					TO						
<b>CORRECTION OF DATE OF BIRTH</b>											
FROM					TO						
<b>CHANGE OF MARITAL STATUS</b>											
FROM					TO						
<b>OTHERS (please specify)</b> _____											
FROM					TO						
<b>UPDATING OF HEIRS (Please use separate sheet, if necessary)</b>											
LAST NAME		FIRST NAME		NAME EXTENSION (e.g., Jr., II)		MIDDLE NAME		NO MIDDLE NAME (check if applicable only)	RELATIONSHIP	ADDITION	DELETION
								<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>CHANGE OF ADDRESS/CONTACT DETAILS (Please accomplish portions to be changed only)</b>											
<b>PRESENT ADDRESS</b>							<b>CONTACT DETAILS</b>				
Unit/Room No., Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision							(Indicate country code if abroad) COUNTRY+AREA CODE TELEPHONE NUMBER				
Barangay		Municipality/City			Province/State/Country (if abroad)		ZIP Code		Home		
									Cellphone		
									Business (Direct Line)		
									Business (Trunkline)		
<b>PERMANENT ADDRESS</b>							Email Address				
Unit/Room No., Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision											
Barangay		Municipality/City			Province/State/Country (if abroad)		ZIP Code				
<b>PREFERRED MAILING ADDRESS</b>											
<input type="checkbox"/> Present Address			<input type="checkbox"/> Permanent Address			<input type="checkbox"/> Employer/Business Address					
<b>CHANGE OF EMPLOYMENT DETAILS</b>											
EMPLOYER/BUSINESS NAME											
EMPLOYER/BUSINESS ADDRESS											
Unit/Room No., Floor			Building Name				Lot No.	Block No.	Phase No.	House No.	
Street Name		Subdivision		Barangay		Municipality		Province		ZIP Code	
<b>CERTIFICATION</b>											
I HEREBY CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.											
_____ Signature of Member					_____ Date						
<b>THIS PORTION IS FOR Pag-IBIG USE ONLY</b>											
DOCUMENTS SUBMITTED			RECEIVED BY			DATE		APPROVED BY		DATE	
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Marriage Contract	<input type="checkbox"/> Court Order	<input type="checkbox"/> CENOMAR	<input type="checkbox"/> Death Certificate	<input type="checkbox"/> Others (Pls specify)						

## LIST OF SUPPORTING DOCUMENTS

### **A. Change of Name**

1. Birth Certificate issued by the National Statistics Office (NSO)
2. Due to Marriage
  - Marriage Contract with Registry Number issued by the National Statistics Office (NSO)

### **B. Correction of Date of Birth/Place of Birth/Mother's Maiden Name/Sex (due to erroneous encoding)**

1. Birth Certificate issued by the NSO

### **C. Change of Marital Status**

1. Single to married
  - Marriage Contract with Registry Number issued by the National Statistics Office (NSO)
2. Married to single (legally married to reported spouse)
  - Court Order
3. Married to single (due to erroneous encoding)
  - Certificate of No Marriage (CENOMAR) from NSO
4. Widowed
  - Death Certificate of deceased spouse

*Note: Please submit photocopy of the documents depending on the information to be changed/updated. The Certified True Copy of the said documents shall be presented for authentication.*