



**Republic of the Philippines  
Professional Regulations Commission  
Manila**

**PICTURE  
1½ X 1½**

**PETITION FOR CHANGE OF REGISTERED NAME DUE TO MARRIAGE**

(Please see reverse side on Requirements and Procedures)

I, \_\_\_\_\_ of legal age, married, born  
on \_\_\_\_\_ at \_\_\_\_\_ and a resident of  
(date of birth) (place of birth)  
\_\_\_\_\_ do hereby apply for change of name  
(permanent mailing address)  
from \_\_\_\_\_ to \_\_\_\_\_  
(registered name) (married name)  
in the records of the Board of/for \_\_\_\_\_ and the Commission.

I took and passed the examination given by the Board in \_\_\_\_\_ and was  
(month and year)  
registered as \_\_\_\_\_ with Registration Number \_\_\_\_\_ dated \_\_\_\_\_  
and I got married to \_\_\_\_\_ at \_\_\_\_\_  
(husband's name) (place of marriage)  
on \_\_\_\_\_  
(date of marriage)

(A copy of Marriage Contract/Certificate of Marriage is herewith attached as Annex "A")

**I DO HEREBY CERTIFY** that the foregoing date and those in the attached Marriage Contract/Certificate of Marriage are all true and correct of my own knowledge, and that any false declaration herein and in the annex shall hold me liable for criminal/administrative prosecution

Date Accomplished	Signature (Maiden Name)	Signature (Married Name)
Affix Docs Stamp HERE	Administering Officer :	
(1) <b>REGISTRATION DIVISION</b> Window:	<b>DO NOT FILL THIS PORTION VERIFICATION</b>	(2) <b>RECORDS SECTION (Annex Bldg.)</b>
<b>Registered Name:</b>	<b>Name in the Master List</b>	
<b>Profession</b>	<b>Exam Taken/ Date/ Rating</b>	
<b>Date of Birth</b>	<b>Date of Birth</b>	<b>Verified by:</b>
<b>Reg. No.    Reg. Date</b>	<b>CASH SECTION (window 1 or 2) (payment of fees)</b>	
Last Year Paid:  Assessment of Fees    Verified by: _____ _____ _____	(a) <b>STATUTORY FEE:</b> O.R. NO. _____ Date _____ Amount Paid _____  (b) <b>RENEWAL/DUP. ID FEE</b> _____ O.R. NO. _____ Date _____	

Screened by: \_\_\_\_\_

**THIS FORM IS TO BE ACCOMPLISHED AND SIGNED BY THE PETITIONER HERSELF  
AND TO BE SUBMITTED IN ONE COPY**

**REQUIREMENTS:**

1. Duly accomplished Petition Form that is notarized or under oath.
2. Certificate of Marriage/Marriage Contract duly issued by the National Statistics Office (in NSO security paper).
3. One (1) copy of 1 ½ x 1 ½ picture
4. Statutory fee of P225.00
5. Metered documentary stamps

**PROCEDURE:**

1. Fill-up petition form.
2. Go the Legal Division (2<sup>nd</sup> Floor, Main Building) for notarization of your petition.
3. Proceed to the Registration Division, Ground Flr., Main Bldg. for verification of your registered names and for assessment of fees.
4. Bring the documents to the Records Section, Ground Flr., Annex Bldg. for verification of Examination Records.
5. Go to the cashier for payment of fees.
6. Go to the Customer Service, PRC Ground Flr. for the metered documentary stamp.
7. **FOR TEACHERS, GO TO 3<sup>RD</sup> FLR. ANNEX BUILDING FOR VERIFICATION (REGISTRATION: W-21 OR W-22 & RECORDS: W-9) AND PAYMENT OF FEES.**
8. Submit duly accomplish Petition Form to the REGULATIONS OFFICE. Petition form should be accompanied with a Certified True Copy of your Certificate of Marriage in NSO security paper. Should there be a discrepancy on the entries of the Certificate of Marriage and the verifications, submit a Certificate of Live Birth in NSO security paper.