MEMBER'S CHANGE OF INFORMATION FORM (MCIF)

Pag-IBIG MID No.

HOUSING ACCOUNT No. *(if applicable)*

Pag-IBIG Loyalty Card Holder
(indicate Issuing Partner-Bank/s)

_____

INSTRUCTIONS

1. This form shall be accomplished in one (1) copy.
2. Accomplish the applicable portions to be changed/corrected only. Indicate N/A if not applicable.
3. Print in BLOCK/CAPITAL LETTERS.
4. Submit duly accomplished form together with required supporting documents to any Pag-IBIG Branch nearest you.

THE FOLLOWING ARE THE INFORMATION THAT MAY BE CHANGED/UPDATED:

1. Change of Membership Category
2. Change/Correction of Name
3. Correction of Date of Birth
4. Change of Marital Status
5. Change of Address/Contact Details
6. Change of Employment Details
7. Updating of Heirs
8. Other Updates

LAST NAME | FIRST NAME | NAME EXTENSION *(e.g., Jr., II)* | MIDDLE NAME

1. CHANGE OF MEMBERSHIP CATEGORY

FROM	TO

2. CHANGE/CORRECTION OF NAME *(Last Name, First Name, Name Extension, Middle Name)*

FROM	TO

3. CORRECTION OF DATE OF BIRTH

FROM *(mm/dd/yyyy)*	TO *(mm/dd/yyyy)*

4. CHANGE OF MARITAL STATUS

FROM			**TO**		
☐ Single	☐ Legally Separated	☐ Divorced	☐ Single	☐ Legally Separated	☐ Divorced
☐ Married	☐ Annulled/Nullified	☐ Widowed	☐ Married	☐ Annulled/Nullified	☐ Widowed

FOR MARRIED WOMEN

☐ Use Husband's Surname ☐ Use Maiden name - Husband's Surname ☐ Retain Maiden name

SPOUSE *(For Married Status)*	Last Name	First Name	Name Extension	Middle Name	No Middle Name ☐

5. CHANGE OF ADDRESS/CONTACT DETAILS *(Please accomplish portions to be changed only)*

PERMANENT HOME 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

PRESENT HOME 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

PREFERRED MAILING ADDRESS

☐ Present Home Address ☐ Permanent Home Address ☐ Employer/Business Address

(Indicate country code if abroad)
Country + Area Code Telephone Number

Home :
Cell Phone :
Email Address :
Viber :
Facebook Messenger :
WhatsApp :
Telegram :
WeChat :

6. CHANGE OF EMPLOYMENT DETAILS

EMPLOYER/BUSINESS NAME

OCCUPATION

EMPLOYER/BUSINESS 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

EMPLOYMENT STATUS

DATE EMPLOYED *(Month, Year)*

7. UPDATING OF HEIRS *(Please use separate sheet, if necessary)*

LAST NAME	FIRST NAME	NAME EXTENSION *(e.g. Jr., II)*	MIDDLE NAME	NO MIDDLE NAME *(Check if applicable only)*	RELATIONSHIP	DATE OF BIRTH *(mm/dd/yyyy)*	ADDITION/DELETION
				☐			
				☐			

8. OTHERS *(e.g. Correction of Place of Birth/Mother's Maiden name/Sex) (Please use separate sheet, if necessary)*

FROM	**TO**

CERTIFICATION

I hereby certify that the information given, and all statements made herein are true and correct. Likewise, I hereby authorize Pag-IBIG Fund to collect record, organize, update/modify, consult, use, consolidate, block, erase or destruct my personal data as part of my information. I hereby affirm my right to: (a) be informed; (b) object to processing, (c) access, (d) rectify, suspend, or withdraw my personal data; (e) damages; and (f) data portability pursuant to the provision of R.A. No. 10173 (Data Privacy Act of 2012).

_____ _____
Signature over Printed Name of Member Date

THIS PORTION IS FOR Pag-IBIG USE ONLY

RECEIVED BY	DATE	APPROVED BY	DATE

THIS FORM MAY BE REPRODUCED. NOT FOR SALE.

CHECKLIST OF REQUIREMENTS

MEMBER

A. Change of Membership Category
- Member's Change of Information Form (MCIF, HQP-PFF-049) (1 Original)
- Valid ID acceptable to the Fund (1 Photocopy)

B. Change/Correction of Name
- For Change in name due to Marriage
  - MCIF (1 Original)
  - Marriage Certificate issued by Philippine Statistics Authority (PSA)/National Statistics Office (NSO) or Local Civil Registry Office (LCRO) (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
- For Change in name (for reason other than Marriage)

  Basic Requirements:
  - MCIF (1 Original)
  - Valid ID acceptable to the Fund (1 Photocopy)

  Additional Requirements *(as applicable)*:
  - Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)
  - Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy)

C. Correction of Date of Birth
- MCIF (1 Original)
- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)
- Valid ID acceptable to the Fund (1 Photocopy)

D. Change of Marital Status
- **For Single to Married**
  - MCIF (1 Original)
  - Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
- **For Married to Legally Separated**
  (if legally separated with previously reported spouse)
  - MCIF (1 Original)
  - Decree of Legal Separation (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
- **For Married to Annulled/Nullified**
  (if due to annulment or void marriage with previously reported spouse)
  - MCIF (1 Original)
  - Certificate of Finality of Annulment/Nullity or annotated Marriage Certificate (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
- **For Married to Divorced**
  (if due to divorce with previously reported spouse)
  - MCIF (1 Original)
  - Certificate of Divorce (OCRG Form No. 102) *(applicable to Muslim member)* or its equivalent *(issued by other countries)* (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
- **For Married to Widowed**
  - MCIF (1 Original)
  - Death Certificate of the deceased spouse issued by PSA/NSO or LCRO (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
- **For Married to Single** *(due to erroneous encoding)*
  - MCIF (1 Original)
  - Certificate of No Marriage (CENOMAR) issued by PSA/NSO (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)

E. Change of Address/Contact Details
- MCIF (1 Original)
- Valid ID acceptable to the Fund (1 Photocopy)

F. Change of Employment Details
- MCIF (1 Original)
- Valid ID acceptable to the Fund (1 Photocopy)

G. Updating of Heirs
- MCIF (1 Original)
- Valid ID acceptable to the Fund (1 Photocopy)

H. Correction of Place of Birth/Mother's Maiden name/Sex
(Due to erroneous encoding)
- MCIF (1 Original)
- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)
- Valid ID acceptable to the Fund (1 Photocopy)

FILING THROUGH A REPRESENTATIVE

A. Change of Membership Category
- Member's Change of Information Form (MCIF) (1 Original)
- Valid IDs of both parties (1 Photocopy)
- Authorization Letter (1 Original)

B. Change/Correction of Name
- For Change in name due to Marriage
  - MCIF (1 Original)
  - Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)
  - Valid IDs of both parties (1 Photocopy)
  - Authorization Letter (1 Original)
- For Change in name (for reason other than Marriage)

  Basic Requirements:
  - MCIF (1 Original)
  - Valid IDs of both parties (1 Photocopy)
  - Authorization Letter (1 Original)

  Additional Requirements *(as applicable)*:
  - Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)
  - Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy)

C. Correction of Date of Birth
- MCIF (1 Original)
- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)
- Valid IDs of both parties (1 Photocopy)
- Authorization Letter (1 Original)

D. Change of Marital Status
- **For Single to Married**
  - MCIF (1 Original)
  - Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)
  - Valid IDs of both parties (1 Photocopy)
  - Authorization Letter (1 Original)
- **For Married to Legally Separated**
  (if legally separated with previously reported spouse)
  - MCIF (1 Original)
  - Decree of Legal Separation (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
  - Authorization Letter (1 Original)
- **For Married to Annulled/Nullified**
  (if due to annulment or void marriage with previously reported spouse)
  - MCIF (1 Original)
  - Certificate of Finality of Annulment/Nullity or annotated Marriage Certificate (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
  - Authorization Letter (1 Original)
- **For Married to Divorced**
  (if due to divorce with previously reported spouse)
  - MCIF (1 Original)
  - Certificate of Divorce (OCRG Form No. 102) *(applicable to Muslim member)* or its equivalent *(issued by other countries)* (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
  - Authorization Letter (1 Original)
- **For Married to Widowed**
  - MCIF (1 Original)
  - Death Certificate of the deceased spouse issued by PSA/NSO or LCRO (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
  - Authorization Letter (1 Original)
- **For Married to Single** *(due to erroneous encoding)*
  - MCIF (1 Original)
  - Certificate of No Marriage (CENOMAR) issued by PSA/NSO (1 Photocopy)
  - Valid ID acceptable to the Fund (1 Photocopy)
  - Authorization Letter (1 Original)

E. Change of Address/Contact Details
- MCIF (1 Original)
- Valid IDs of both parties (1 Photocopy)
- Authorization Letter (1 Original)

F. Change of Employment Details
- MCIF (1 Original)
- Valid IDs of both parties (1 Photocopy)
- Authorization Letter (1 Original)

G. Updating of Heirs
- MCIF (1 Original)
- Valid IDs of both parties (1 Photocopy)
- Authorization Letter (1 Original)

H. Correction of Place of Birth/Mother's Maiden name/Sex
(Due to erroneous encoding)
- MCIF (1 Original)
- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)
- Valid IDs of both parties (1 Photocopy)
- Authorization Letter (1 Original)

NOTES:
1. In all instances wherein photocopies are submitted, the original or certified true copy must be presented for authentication.
2. *For documents (e.g. Birth Certificate, Marriage Certificate, Death Certificate, etc.) issued abroad, the following shall be observed:*
   a. *If the issuing country is a member of The Hague Apostille Convention, the documents must be apostilized by the concerned apostillization authority/officer.*
   b. *If not, the said document/s should be duly certified by the Philippine Consulate General/Philippine Embassy in the country where the document was issued.*