



MEMBER'S CHANGE OF INFORMATION FORM (MCIF)

Pag-IBIG MID NUMBER											
HOUSING ACCOUNT NUMBER (if applicable)											

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.

CHECK THE APPROPRIATE BOX AND ACCOMPLISH ONLY THE APPLICABLE PORTION/S TO BE CHANGED/UPDATED

<input type="checkbox"/> Change of Membership Category	<input type="checkbox"/> Change of Marital Status	<input type="checkbox"/> Updating of Heirs
<input type="checkbox"/> Change/Correction of Name	<input type="checkbox"/> Change of Address/Contact Details	<input type="checkbox"/> Others (Please specify)
<input type="checkbox"/> Correction of Date of Birth	<input type="checkbox"/> Change of Employment Details	

LAST NAME	FIRST NAME	NAME EXTENSION (e.g., Jr., II)	MIDDLE NAME
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1. CHANGE OF MEMBERSHIP CATEGORY

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

FROM	TO
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3. CORRECTION OF DATE OF BIRTH

FROM (mm/dd/yyyy)	TO (mm/dd/yyyy)
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4. CHANGE OF MARITAL STATUS

FROM	TO
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SPOUSE (For Married Status)	Last Name	First Name	Name Extension	Middle Name	No Middle Name <input type="checkbox"/>	DATE OF BIRTH (mm/dd/yyyy)
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5. CHANGE OF ADDRESS/CONTACT DETAILS (Please accomplish portions to be changed only)

PRESENT HOME ADDRESS							(Indicate country code if abroad)	
Unit/Room No.	Floor Bldg. Name	Lot No.	Block No.	Phase No.	House No.	Street Name	Subdivision	COUNTRY+AREA CODE TELEPHONE NUMBER
Barangay Municipality/City Province/State/Country (if abroad) Zip Code							Home	<input type="text"/>
PERMANENT HOME ADDRESS							Cellphone	<input type="text"/>
Unit/Room No.	Floor Bldg. Name	Lot No.	Block No.	Phase No.	House No.	Street Name	Subdivision	Business (Direct Line)
Barangay Municipality/City Province/State/Country (if abroad) Zip Code							Business (Trunk Line)	<input type="text"/>
PREFERRED MAILING ADDRESS							Email Address	<input type="text"/>
<input type="checkbox"/> Present Home Address <input type="checkbox"/> Permanent Home Address <input type="checkbox"/> Employer/Business Address								

6. CHANGE OF EMPLOYMENT DETAILS

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/City Province Zip Code
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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
				<input type="checkbox"/>			
				<input type="checkbox"/>			

8. OTHERS (Please specify)

FROM	TO
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CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

_____ Signature over Printed Name of Member	_____ Date
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THIS PORTION IS FOR Pag-IBIG USE ONLY

RECEIVED BY	DATE	APPROVED BY	DATE
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CHECKLIST OF REQUIREMENTS

BASIC REQUIREMENTS

1. Member's Change of Information Form (MCIF, HQP-PFF-049)
2. At least two (2) valid IDs
The following are the primary IDs acceptable to the Fund:
 - Company ID
 - Passport, issued by the Philippine or Foreign Government
 - Driver's License
 - Professional Regulation Commission (PRC) ID
 - Social Security System (SSS) Card/UMID Card
 - Government Services Insurance System (GSIS) e-card
 - Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card)
 - Integrated Bar of the Philippines (IBP) ID
 - Senior Citizen Card
 - Overseas Workers Welfare Administration (OWWA) ID
 - Overseas Filipino Worker (OFW) ID
 - Seafarer's Identification and Record Book (SIRB)
 - Postal ID
 - Voter's ID

ADDITIONAL REQUIREMENTS

A. CHANGE/CORRECTION OF NAME

For change in name due to marriage:

1. Marriage Contract with Registry Number issued by Philippine Statistics Authority (PSA)

For change in name (for reason other than marriage):

1. Birth Certificate issued by PSA
2. Court Order granting petition for change of name.

B. CORRECTION OF DATE OF BIRTH

1. Birth Certificate issued by PSA

C. CHANGE OF MARITAL STATUS

For single to married:

- Marriage Contract with Registry Number issued by PSA

For married to single (legally married to reported spouse)

- Court Order

For married to single (due to erroneous encoding)

- Certificate of No Marriage(CENOMAR) issued by PSA

For married to widowed

- Death Certificate of deceased spouse issued by PSA)

D. CORRECTION OF PLACE OF BIRTH/MOTHER'S MAIDEN NAME/GENDER (Due to erroneous encoding)

1. Birth Certificate issued by PSA

NOTES:

- a. In case the PSA Certificate is not available, the certificate issued by the Local Civil Registry Office (LCRO) and duly authenticated by PSA, may be submitted.
- b. Please submit photocopy of the documents depending on the information to be changed/updated. The original or Certified True Copy of the said documents shall be presented for authentication.
- c. If filing thru Authorized Representative, please submit the following:
 - At least two (2) valid IDs of Representative
 - At least two (2) valid IDs of Member
 - Authorization Letter