



# MEMBER'S CHANGE OF INFORMATION FORM (MCIF)

Pag-IBIG MID No.											
HOUSING ACCOUNT No. (if applicable)											

### 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 | 3. Correction of Date of Birth | 5. Change of Address/Contact Details | 7. Updating of Heirs |
| 2. Change/Correction of Name     | 4. Change of Marital Status    | 6. Change of Employment Details      | 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
<input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Widow/er <input type="checkbox"/> Legally Separated	<input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Widow/er <input type="checkbox"/> Legally Separated

#### 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 <input type="checkbox"/>
-----------------------------	-----------	------------	----------------	-------------	---

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

PERMANENT 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
							Home	
Barangay Municipality/City Province/State/Country (if abroad) Zip Code							Cell Phone	
PRESENT HOME ADDRESS							Business (Direct Line)	
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							Business (Trunk Line)	
PREFERRED MAILING ADDRESS							Email Address	
<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	OCCUPATION
EMPLOYER/BUSINESS ADDRESS	EMPLOYMENT STATUS
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	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
				<input type="checkbox"/>			
				<input type="checkbox"/>			

#### 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
-------------	------	-------------	------

# CHECKLIST OF REQUIREMENTS

HQP-PFF-049  
(V10, 05/2023)

MEMBER	FILING THROUGH A REPRESENTATIVE
<p><b>A. <u>Change of Membership Category</u></b></p> <ul style="list-style-type: none"> <li>▪ Member's Change of Information Form (MCIF, HQP-PFF-049) (1 Original)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>B. <u>Change/Correction of Name</u></b></p> <ul style="list-style-type: none"> <li>▪ For Change in name due to Marriage                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Marriage Certificate issued by Philippine Statistics Authority (PSA)/National Statistics Office (NSO) or Local Civil Registry Office (LCRO) (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <li>▪ For Change in name (for reason other than Marriage)</li> </ul> <p><b>Basic Requirements:</b></p> <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>Additional Requirements (as applicable):</b></p> <ul style="list-style-type: none"> <li>- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy)</li> </ul> <p><b>C. <u>Correction of Date of Birth</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>D. <u>Change of Marital Status</u></b></p> <ul style="list-style-type: none"> <li>▪ For Single to Married                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <li>▪ For Married to Legally Separated (<i>if legally separated with previously reported spouse</i>)                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Decree of Legal Separation (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <li>▪ For Married to Annulled</li> </ul> <p><b>Basic Requirements:</b></p> <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>Additional Requirements (as applicable):</b></p> <ul style="list-style-type: none"> <li>- Certificate of Finality of Annulment/Nullity or annotated Marriage Certificate, (<i>if due to annulled or void marriage with previously reported spouse</i>) (1 Photocopy)</li> <li>- Certificate of Divorce (OCRG Form No. 102) (<i>if due to the divorce of Muslim member with previously reported spouse</i>) (1 Photocopy)</li> <li>▪ For Married to Single (<i>due to erroneous encoding</i>)                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Certificate of No Marriage (CENOMAR) issued by PSA/NSO (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <li>▪ For Married to Widowed                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Death Certificate of the deceased spouse issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> </ul> <p><b>E. <u>Change of Address/Contact Details</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>F. <u>Change of Employment Details</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>G. <u>Updating of Heirs</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> <p><b>H. <u>Correction of Place of Birth/Mother's Maiden Name/Sex (Due to erroneous encoding)</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>▪ Valid ID acceptable to the Fund (1 Photocopy)</li> </ul>	<p><b>A. <u>Change of Membership Category</u></b></p> <ul style="list-style-type: none"> <li>▪ Member's Change of Information Form (MCIF) (1 Original)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>B. <u>Change/Correction of Name</u></b></p> <ul style="list-style-type: none"> <li>▪ For Change in name due to Marriage                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <li>▪ For Change in name (for reason other than Marriage)</li> </ul> <p><b>Basic Requirements:</b></p> <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> <p><b>Additional Requirements (as applicable):</b></p> <ul style="list-style-type: none"> <li>- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy)</li> </ul> <p><b>C. <u>Correction of Date of Birth</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>D. <u>Change of Marital Status</u></b></p> <ul style="list-style-type: none"> <li>▪ For Single to Married                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <li>▪ For Married to Legally Separated (<i>if legally separated with previously reported spouse</i>)                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Decree of Legal Separation (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <li>▪ For Married to Annulled</li> </ul> <p><b>Basic Requirements:</b></p> <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> <p><b>Additional Requirements (as applicable):</b></p> <ul style="list-style-type: none"> <li>- Certificate of Finality of Annulment/Nullity or annotated Marriage Certificate, (<i>if due to annulled or void marriage with previously reported spouse</i>) (1 Photocopy)</li> <li>- Certificate of Divorce (OCRG Form No. 102) (<i>if due to the divorce of Muslim member with previously reported spouse</i>) (1 Photocopy)</li> <li>▪ For Married to Single (<i>due to erroneous encoding</i>)                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Certificate of No Marriage (CENOMAR) issued by PSA/NSO (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <li>▪ For Married to Widowed                             <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Death Certificate of the deceased spouse issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>- Valid IDs of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> </ul> <p><b>E. <u>Change of Address/Contact Details</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>F. <u>Change of Employment Details</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>G. <u>Updating of Heirs</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> <p><b>H. <u>Correction of Place of Birth/Mother's Maiden Name/Sex (Due to erroneous encoding)</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</li> <li>▪ Valid IDs of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul>

**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 apostilled 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.