



# MEMBER'S CHANGE OF INFORMATION FORM (MCIF)

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
| Pag-IBIG MID NUMBER                    |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| HOUSING ACCOUNT NUMBER (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 all entries in BLOCK/CAPITAL LETTERS.
  4. Submit duly accomplished form together with required supporting documents to any Pag-IBIG Branch nearest you.
- NOTE: *Please submit photocopy of the documents depending on the information to be changed. The original or certified true copy of the said document shall be presented for authentication.*

**CHECK THE APPROPRIATE BOX/BOXES AND ACCOMPLISH ONLY THE APPLICABLE PORTIONS 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

**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 |
|------|----|

FOR MARRIED WOMEN

- Use Husband's Surname                       Use Maiden Name – Husband's Surname                       Retain Maiden Name

|                                |           |            |                |             |  |                            |
|--------------------------------|-----------|------------|----------------|-------------|--|----------------------------|
| SPOUSE<br>(For Married Status) | Last Name | First Name | Name Extension | Middle Name | No Middle Name<br><input type="checkbox"/> | DATE OF BIRTH (mm/dd/yyyy) |
|--------------------------------|-----------|------------|----------------|-------------|--|----------------------------|

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

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

**6. CHANGE OF EMPLOYMENT DETAILS**

|   |                             |
|---|-----------------------------|
| EMPLOYER/BUSINESS NAME  | OCCUPATION                  |
| EMPLOYER/BUSINESS ADDRESS<br>Unit/Room No. Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision             | EMPLOYMENT STATUS           |
| 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<br>(e.g. Jr., II) | MIDDLE NAME | NO MIDDLE NAME<br>(Check if applicable only) | RELATIONSHIP | DATE OF BIRTH<br>(mm/dd/yyyy) | ADDITION/DELETION |
|-----------|------------|----------------------------------|-------------|--|--------------|-------------------------------|-------------------|
|           |            |                                  |             | <input type="checkbox"/>                     |              |                               |                   |
|           |            |                                  |             | <input type="checkbox"/>                     |              |                               |                   |

**8. OTHERS (Please specify)**

|      |    |
|------|----|
| 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

| 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) (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 Contract (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <br/> <li>▪ For Change in name (for reason other than Marriage)               <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Birth Certificate (1 Photocopy)</li> <li>- Court Order granting petition of change of name (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </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 (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 Contract (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <br/> <li>▪ For Married to Single (<i>legally married to reported spouse</i>)               <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Court Order (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <br/> <li>▪ For Married to Single (<i>due to erroneous encoding</i>)               <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- CENOMAR (1 Photocopy)</li> <li>- Valid ID acceptable to the Fund (1 Photocopy)</li> </ul> </li> <br/> <li>▪ For Married to Widowed               <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Death Certificate of the deceased spouse (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/Gender (Due to erroneous encoding)</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate (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 ID 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 Contract (1 Photocopy)</li> <li>- Valid ID of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <br/> <li>▪ For Change in name (for reason other than Marriage)               <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Birth Certificate (1 Photocopy)</li> <li>- Court Order granting petition of change of name (1 Photocopy)</li> <li>- Valid ID of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </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 (1 Photocopy)</li> <li>▪ Valid ID 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 Contract (1 Photocopy)</li> <li>- Valid ID of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <br/> <li>▪ For Married to Single (<i>legally married to reported spouse</i>)               <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Court Order (1 Photocopy)</li> <li>- Valid ID of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <br/> <li>▪ For Married to Single (<i>due to erroneous encoding</i>)               <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- CENOMAR (1 Photocopy)</li> <li>- Valid ID of both parties (1 Photocopy)</li> <li>- Authorization Letter (1 Original)</li> </ul> </li> <br/> <li>▪ For Married to Widowed               <ul style="list-style-type: none"> <li>- MCIF (1 Original)</li> <li>- Death Certificate of the deceased spouse (1 Photocopy)</li> <li>- Valid ID 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 ID 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 ID of both parties (1 Photocopy)</li> <li>▪ Authorization Letter</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 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/Gender (Due to erroneous encoding)</u></b></p> <ul style="list-style-type: none"> <li>▪ MCIF (1 Original)</li> <li>▪ Birth Certificate (1 Photocopy)</li> <li>▪ Valid ID of both parties (1 Photocopy)</li> <li>▪ Authorization Letter (1 Original)</li> </ul> |

*NOTE: In all instances wherein photocopies are submitted, the original or certified true copy must be presented for authentication.*