



**CHECKLIST OF REQUIREMENTS
FOR UPDATING OF BORROWER'S RECORD**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>FOR MEMBER-APPLICANT/ BORROWER</p> <p><u>Basic Requirements</u></p> <ol style="list-style-type: none"> 1. Member's Change of Information Form (HQP-PFF-049) (1 original copy) 2. One (1) valid ID with signature (1 photocopy, back-to-back) of the borrower/co-borrower. Any of the following: <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) <p><u>Additional Requirements</u></p> <ol style="list-style-type: none"> 1. For change in name (for reason other than marriage): <ul style="list-style-type: none"> - Birth Certificate with remarks on corrections (1 photocopy) 	<p>Pag-IBIG Website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)</p> <p>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Philippine Statistics Authority (PSA)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>2. For correction of date of birth: - Birth Certificate with remarks on corrections (1 photocopy)</p> <p>3. For change of marital status from “single” to “married”: - Marriage Contract with Registry Number (1 photocopy)</p> <p>4. For change of marital status from “married” to “single”: - Marriage Contract with Supplemental Report of dissolution of marriage (1 photocopy)</p> <p>5. For change of marital status from “married” to “widowed”: - Death Certificate of deceased spouse (1 photocopy)</p> <p>6. For correction of place of birth/mother’s maiden name/gender (Due to erroneous coding): - Birth Certificate (1 photocopy)</p>	<p>PSA</p> <p>PSA</p> <p>PSA</p> <p>PSA</p> <p>PSA</p>
<p>NOTES:</p> <p>a. In case there is no record in PSA, the PSA shall issue a certification indicating negative records, secure from Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) shall be submitted.</p> <p>b. In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>THRU REPRESENTATIVE/ATTORNEY-IN-FACT</p> <p><i>Basic Requirements</i></p> <p>1. Member’s Change of Information Form (HQP-PFF-049) (1 original copy)</p> <p>2. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the representative and borrower/co-borrower. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver’s License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter’s ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card 	<p>Pag-IBIG Website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Overseas Workers Welfare Administration (OWWA) ID 	Overseas Workers Welfare Administration (OWWA)
<ul style="list-style-type: none"> - Overseas Filipino Worker (OFW) ID 	Philippine Overseas Employment Administration (POEA)
<ul style="list-style-type: none"> - Seaman's Book or Seafarer's Identification and Record Book (SIRB) 	Maritime Industry Authority (MARINA)
<ul style="list-style-type: none"> - Alien Certification of Registration/Immigrant Certificate of Registration 	Bureau of Immigration (BI)
<ul style="list-style-type: none"> - National Council for the Welfare of Disabled Persons (NCWDP) Certification 	National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD)
<ul style="list-style-type: none"> - Department of Social Welfare and Development (DSWD) Certification 	DSWD
<ul style="list-style-type: none"> - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	Government Office/Government-Owned and Controlled Corporation (GOCC)
<p>3. Letter of Request for Updating of Borrower's Record <i>(if request is change of name or birthdate)</i> (1 original copy)</p>	Borrower/Buyer
<p>4. Authorization Letter (1 original copy)</p>	Borrower/Buyer
<p><u><i>Additional Requirements</i></u></p>	
<p>1. For change in name (for reason other than marriage):</p> <ul style="list-style-type: none"> - Birth Certificate with remarks on corrections (1 photocopy) 	Philippine Statistics Authority (PSA)
<p>2. For correction of date of birth:</p> <ul style="list-style-type: none"> - Birth Certificate with remarks on corrections (1 photocopy) 	PSA
<p>3. For change of marital status from "single" to "married":</p> <ul style="list-style-type: none"> - Marriage Contract with Registry Number (1 photocopy) 	PSA
<p>4. For change of marital status from "married" to "single":</p> <ul style="list-style-type: none"> - Marriage Contract with Supplemental Report of dissolution of marriage (1 photocopy) 	PSA
<p>5. For change of marital status from "married" to "widowed":</p> <ul style="list-style-type: none"> - Death Certificate of deceased spouse (1 photocopy) 	PSA

REQUIRED DOCUMENTS	WHERE TO SECURE
6. For correction of place of birth/mother's maiden name/gender (Due to erroneous coding): - Birth Certificate (1 photocopy)	PSA
NOTES: a. In case there is no record in PSA, the PSA shall issue a certification indicating negative records, secure from Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) shall be submitted. b. In all instances wherein photocopies are submitted, the original document must be presented for authentication.	

