

Doña Hemady Ave. cor 4th St.  
New Manila, Quezon City  
724-8550 loc. 400

**JUBILEE CHRISTIAN ACADEMY**

1603 - 1607 E. Rodriguez Sr. Ave.  
Cubao, Quezon City  
724-0143

**NAME CHANGE REQUEST FORM**

*( file in duplicate )*

Requested by /Date: \_\_\_\_\_ Relationship to Student : \_\_\_\_\_

Name of student in original birth certificate: \_\_\_\_\_ New name to appear in JCA Records : \_\_\_\_\_

Reason/s for change : \_\_\_\_\_

**REQUIREMENTS :**

- Certified true copy of the birth certificate from National Statistics Office (NSO) / ACR
- Notarized affidavit of parents explaining discrepancy in name
- Joint affidavit of two (2) disinterested persons attesting to identity of student

NOTE : These documents are to be endorsed to the Department of Education upon receipt. You will be notified of approval or other appropriate action by \_\_\_\_\_ on \_\_\_\_\_.

All checked documents received by / Date : \_\_\_\_\_

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