

5. Registration of Legal Instrument/Legitimation of Natural Child

Legitimation of children that is previously registered.

Office or Division:	Office of Local Civil Registry			
Classification:	Highly Technical			
Type of Transaction:	Government to community			
Who may avail:	All resident couples whose children were born prior to their marriage			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Two(2) copies each document:				
Marriage Contract of parents		Philippine Statistic Authority or Local Civil Registry		
Birth Certificate of child		Philippine Statistic Authority or Local Civil Registry		
Joint Affidavit of Legitimation of the parents		Prepared by Local Civil Registry and notarized by a lawyer.		
Affidavit of Acknowledgment of paternity		Prepared by Local Civil Registry and notarized by a lawyer.		
Affidavit to Use the Surname of the Father(AUSF)		Prepared by Local Civil Registry and notarized by a lawyer.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants show required documents	1.1 Evaluation of presented documents. 1.2 Execute Affidavit of Legitimation of parents.	None	5 minutes	<i>Statistician I</i> Office of the Local Civil Registrar <i>Process Server</i> Office of the Local Civil Registrar

<p>2. Client pays corresponding fees at the Treasurer's Office</p>	<p>2.1 Issue Order of Payment.</p>	<p>Acknowledgment - 300.00 Legitimation – 300.00 Legal Instrument – 50.00 Certification – 50.00</p>	<p>5 minutes</p>	<p><i>Statistician I</i> Office of the Local Civil Registrar <i>Process Server</i> Office of the Local Civil Registrar</p>
	<p>2.2 Registration of the Legal Instrument and annotations to the affected Civil Registry record.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Statistician I</i> Office of the Local Civil Registrar <i>Process Server</i> Office of the Local Civil Registrar</p>
	<p>2.3 Preparation of annotated record</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Statistician I</i> Office of the Local Civil Registrar <i>Process Server</i> Office of the Local Civil Registrar</p>
	<p>2.4 Release of document for mailing to Philippine Statistic Authority MANILA.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Statistician I</i> Office of the Local Civil Registrar <i>Process Server</i> Office of the Local Civil Registrar</p>
	<p>2.5 Request client to answer Client Satisfaction Survey and drop it in the feedback box</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Statistician I</i> Office of the Local Civil Registrar</p>

	TOTAL	400.00 per transaction	55 minutes	
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