

Registration of Legal Instrument for Legitimation (R.A. 9858) and Affidavit to Use the Surname of the Father (AUSF) R.A. 9255

Office or Division:	Municipal Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Child's PSA Birth Certificate (Original and 4 photocopy)		Philippine Statistics Authority		
MCR copy of birth certificate (4 photocopy)		Municipal Civil Registrar Office		
Government Issued Identification Card (2 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
CEMAR- both parents (Advisory on Marriage (original copy and 4 photocopy)		Philippine Statistics Authority		
Marriage Certificate		Philippine Statistics Authority or Municipal Civil Registrar Office		
Affidavit of Admission of Paternity/Acknowledgment of father		Notary Public		
Joint-Affidavit of Legitimation		Notary Public		
Cedula		Office of the Municipal Treasury		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or staff to request for legitimation or acknowledgement.	1. Verify if there is available record of Birth Certificate. If the record is available, advice the client to submit the requirements for legitimation or acknowledgement.	None	3 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
2. Submit the requirements or verification	2. Receive and verify the validity of the submitted documents	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
	2.1 Issue payment Order		1 Minute	
3. Client proceeds to the Office of the Municipal Treasury for	3. Accept payment and issue official receipt	180.00	2 Minutes	<i>LTOO I Revenue Collection Clerk I</i>



the payment.				<i>Administrative Aide</i> / Office of the Municipal Treasury
4. Return to the Office of the Municipal Civil Registrar and present the official receipt. Review the prepared documents.	4.1 Process the registration of the Legal Instrument for Legitimation and AUSF (Affidavit to Use the Surname of the Father).	None	15 Minutes	<i>Municipal Civil Registrar</i> <i>Administrative Aide</i> / Office of the Municipal Civil Registrar
	4.2 Record the Legal Instrument in the Registry Book.		1 Minute	
	4.3 The Municipal Civil Registrar review and signs the prepared legal Instruments.		2 Minutes	
5. Receive the owner's and the endorsement copy	5.1 Advise the client to send thru LBC the copy of the PSA. 5.2 Release the owner's and endorsement copy.	None	1 Minute	<i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar
TOTAL:		Php 180.00	27 Minutes	