

81. REGISTRATION OF LEGAL INSTRUMENTS

- a. **ALLOWING AN ILLEGITIMATE CHILD TO USE FATHER'S SURNAME**
- b. **LEGITIMATION**
- c. **ACKNOWLEDGMENT OF PATERNITY**
- d. **LEGAL CAPACITY TO CONTRACT MARRIAGE**

DESCRIPTION OF THE SERVICE :

- * Republic Act 9255 allows an illegitimate child to use his father's surname.
- * A process wherein a child born out of wedlock can be legitimized and carry his father's surname through subsequent marriage
- * A process wherein a child born out of wedlock can be acknowledged even without the benefit of a valid marriage
- * When either of the contracting parties are citizens of a foreign country, a Certificate of Legal Capacity from his/her respective diplomatic or consular official is required before a marriage license can be obtained.

REQUIREMENTS:**A. Allowing an Illegitimate child to use his father's surname**

- * Certified true copy of the child's birth certificate
- * Affidavit to use the surname of the father
- * Parent's valid ID's with signature
- * Parent's Community Tax Certificate

B. Legitimation

- * Certified true copy of the child's birth certificate
- * Affidavit of Acknowledgement
- * Father's Community Tax Certificate

C. Acknowledgement of Paternity

- * Certified true copy of the child's birth certificate
- * Affidavit of Paternity/Acknowledgement if the child has not yet been acknowledged
- * Joint Affidavit of Legitimation
- * Parent's Certificate of No Marriage Record (CENOMAR)
- * Parent's Certificate of Marriage
- * Parent's Community Tax Certificate

D. Legal Capacity to Contract Marriage

* Original copy of the Legal Capacity with 6 photocopies

FEE:

- A. Allowing an Illegitimate child to use father's surname - P 200.00
- B. Legitimation - P 152.00
- C. Acknowledgment of Paternity - P 200.00
- D. Legal Capacity to Contract Marriage - P 300.00

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN-CHARGE
A. Allowing an Illegitimate child to use father's surname		
1. Client submits documents for evaluation		
2. Client pays the corresponding amount at the CTO		
3. Retrieves original file and assigns number at the legal instrument	10 minutes	WILMA HERNANDEZ <i>Admin. Aide IV</i>
4. Reviews and causes annotation	10 minutes	ROLANDO SARMIENTO JR. <i>Registration Off. IV</i>
5. Prepares and issues annotated birth certificate	20 minutes	WILMA HERNANDEZ <i>Admin. Aide IV</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
B. Legitimation		
1. Client submits documents for evaluation		
2. Client pays the corresponding amount at the CTO		
3. Retrieves original file and assigns number at the legal instrument	10 minutes	WILMA HERNANDEZ <i>Admin. Aide IV</i>
4. Reviews and causes annotation	10 minutes	ROLANDO SARMIENTO JR. <i>Registration Off. IV</i>
5. Prepares and issues annotated birth certificate	20 minutes	WILMA HERNANDEZ <i>Admin. Aide IV</i>
C. Acknowledgment of Paternity		
1. Client submits documents for evaluation		
2. Client pays the corresponding amount at the CTO		
3. Retrieves original file and assigns number at the legal instrument	10 minutes	WILMA HERNANDEZ <i>Admin. Aide IV</i>
4. Reviews and causes annotation	10 minutes	ROLANDO SARMIENTO JR. <i>Registration Off. IV</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN- CHARGE
D. Legal Capacity to Contract marriage		
1. Client submits documents		
2. Client pays the corresponding amount at the CTO		
3. Assigns registry number at the legal instrument	10 minutes	CLARISSA MAGTIBAY <i>Registration Off. II</i>
4. Receives the registered document for marriage license application	5 minutes	VIVIAN LAQUIAN <i>Admin. Asst. IV</i>