








LEGITIMATION/RA 9858

Shall apply to children conceived and born outside of marriage of parents, who at the time of conception of the child, were not disqualified by any impediment to marry each other, or were so disqualified only because either or both were below eighteen (18) years of age.

Office or Division:	City Civil Registry Department
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	General Public (Personal appearance of parents required)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Original PSA copy of the following: <ul style="list-style-type: none">  Birth Certificate of the child  Marriage Certificate of the parents  Certificate of No Marriage (CENOMAR) or Advisory on Marriages of both parents  In case of death of either parent, Death Certificate of the deceased parent Original copy of duly accomplished and notarized legal instrument: <ul style="list-style-type: none">  Affidavit of Legitimation  Affidavit of AAP (if not yet acknowledged by the father)  Affidavit of Minority (if both parents/either of the parents are/is minor during the conception of the child) If the name of the father is not written in the birth certificate, original copy of any two (2) legal documents to prove the child's filiation Valid government issued ID of the parents 		PSA		
		City Legal Office		
		Client/Document owner		
		Client/Document owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents.	1.1 Verify and receive the requirements presented. 1.2 Prepare the Affidavit of Legitimation and other legal instrument (if any) to be notarized.		20 minutes	Registration Officer III

2. Accept the Affidavit of Legitimation and other legal instrument (if any) to be notarized at the Legal Office.	2. Notarize the Affidavit of Legitimation and other legal instrument (if any).		15 minutes	City Legal Officer
3. Return to CCRD the notarized Affidavit of Legitimation and other legal instrument (if any).	3. Issue order of payment.		5 minutes	Registration Officer III
4. Pay the required fee at the Treasury Office.	4. Receive the payment and issue OR.	P 200.00 + P 50.00 per CTC	10 minutes	Local Treasury Operations Officer

5. Return to CCRD and present OR.	<p>5.1 Accept OR and register the notarized Affidavit of Legitimation and other legal instrument (if any).</p> <p>5.2 Prepare, certify and sign the necessary documents.</p> <p>5.3 Record transaction details in the logbook (client's name, civil document, time, OR number).</p>		35 minutes	Registration Officer III
6. Receive the certification of registered civil document and sign the logbook.	<p>6.1 Instruct the client to personally file the complete registered documents to PSA Main Office for approval.</p> <p>6.2 Release the certification of registered civil document.</p>		5 minutes	Registration Officer III

END OF TRANSACTION (Total Processing Time: 90 minutes with compliance to 10 days posting for late registration of Affidavit of Legitimation and AAP)