

## 9. FOR REGISTRATION OF RA 9858 (LEGITIMATION)

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 of them were below eighteen (18) years of age.

<b>Office or Division:</b>	City Civil Registry Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	General Public (must be personal or his duly authorized representative)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>PSA Parents CENOMAR (Advisory of Marriage)</li> <li>PSA Parents Marriage Certificate</li> <li>PSA Child's Birth Certificate</li> <li>Community Tax Certificate</li> <li>Affidavit of Legitimation</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request & presentation of requirements.	1. Review of requirements and preparation of Deed of Legitimation to be notarized. Issue Order of Payment		3 mins.	Reg. Officer II
Order of Payment is given to be paid at the Treasury Dept.	Payment of legitimation fees.	P200.00	5 mins.	RO II LTOO II
Accepts Deed of Legitimation to be notarized at legal office.	Notarization of deed for legitimation purposes.		2 mins.	Legal Officer
Presents Official Receipt.	Registration of legitimation.		3 mins.	RO II / CCR
Accepts certification of registered legitimation on civil document.	The OR number, amount paid and name of requesting party is entered in the logbook for the day's transaction		2 mins.	RO II

**END OF TRANSACTION (Total Processing Time: 15 minutes)**