



## Registration of Legal Instruments

### ABOUT THE SERVICES

AS A GENERAL rule, all legal instruments concerning civil registry documents must be registered in the civil registry of the place where they were executed. The following, however, may be registered in the following places:

- Affidavit of Reappearance – where the parties to the subsequent marriage are residing;
- Marriage Settlement – where the marriage was recorded
- Admission of Paternity; and
- Acknowledgement; Legitimation; Voluntary Emancipation of Minor; Parental Authorization or Ratification of Artificial Insemination – where the birth of the child was recorded

Not falling under the aforementioned exceptions are the following registrable instruments:

- Acknowledgement
- Acquisition of citizenship
- Certificate of legal capacity of contract marriage
- Option to elect Philippine citizenship
- Partition and distribution of properties of spouses and delivery of the children's legitimate; and
- Waiver of rights interests of absolute community.

All legal instruments executed abroad shall be registered in the civil registry office of Manila.

### FEES

Legal Instrument for record purposes	P400.00
Repatriation or voluntary renunciation of citizenship	500.00
Registration of affidavit and/or Oath of Allegiance and children of naturalized Filipino citizens or Election of Citizenship	500.00
Certification Fee	100.00

<b>Department / Office:</b>		<b>CITY CIVIL REGISTRY OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Marriage Settlement				
• Election of Citizenship				
• Affidavit of Reappearance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of Document  Present the required documents to the employee-in-charge (EIC).			1 minute	ERLINDA M. BICALDO Administrative Aide
	2. Examination of Documents  EIC examines the presented documents as to authenticity.		5 minutes	ERLINDA M. BICALDO Administrative Aide



	EIC issue order of payment.			
3. Payment of fees Pay the required fees	EIC receives the payment and issue O.R.		5 minutes	CITY TREASURER'S OFFICE
4. Records the Request Present the O.R. to the EIC	EIC record the request in a logbook.		1 minute	ERLINDA M. BICALDO Administrative Aide
	5. Registration of the Legal Instruments EIC register the documents and assign Registry No.		10 minutes	ERLINDA M. BICALDO Administrative Aide
	6. Processing of Documents EIC prepares all the documents (annotation & certification) and endorsement to PSA, QC. CCR signs the documents		10 minutes	ERLINDA M. BICALDO Administrative Aide  MARIA DOLORES P. DE LOS REYES City Civil Registrar
	7. Release of Documents EIC releases the client's file copy and issue Transaction Slip to the client for the annotated document from PSA			ERLINDA M. BICALDO Administrative Aide
	8. Processing of Annotated Document at the PSA, QC Waiting period for the annotated Civil Registry Document. Client is advice to wait for a period of 2-3 months.			ERLINDA M. BICALDO Administrative Aide



	Once received, EIC will contact client			
9. Release of the Annotated Civil Registry Document				
Client presents the transaction slip and ID / authorization letter with ID	EIC records and release the documents to the client.			ERLINDA M. BICALDO Administrative Aide
<b>TOTAL</b>		P	33 minutes	

**CITY CIVIL REGISTRY OFFICE**

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For more information, please contact:

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