



Legitimation of Natural Child

ABOUT THE SERVICE

LEGITIMATION is a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married. (1 Manresa 550, as cited on p. 251, Handbook on Family Code of the Philippines, Alicia V. Sempio-Diy)

Only Children conceived and born outside of wedlock of parents who, at the time of the conception of the former, were not disqualified by any impediment to marry each other, may be legitimated. (Article 177, Family Code)

FEES AND CHARGES

Registration Fee	P 400.00
Endorsement Fee	300.00
Certified True Copy of Legal Instrument	200.00
Certified True Copy of Annotated Birth	150.00
CTC of Annotated Birth Certificate	150.00
CTC of Un-Annotated Birth Certificate	100.00
Certification Fee	100.00

Department / Office:		CITY CIVIL REGISTRY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Parents whose child was conceived and born outside of wedlock without impediment		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Birth Certificate of the child • Marriage Contract of Parents • Joint Affidavit of Legitimation stating the minority of parents (R.A. 9858) at the time of conception of the child (if parents are minor) • Certificate of No Marriage (CENOMAR) - Both parents • Valid ID's or Residence Certificate (Cedula) of parents • Affidavit of Admission of Paternity to be executed by the father (if the child was not acknowledge in the birth certificate) • Consent of the child, if 18 yrs. old & above (affidavit stating that he/she is willing to use the surname of his/her father) • Authentic writing and death certificate of parent/s (in the absence of affidavit of acknowledgment of the deceased parent/s) • Death Certificate of deceased spouse or annotated Marriage Certificate/s of previous marriage/s, if applicable. 		<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) • Philippine Statistics Authority (PSA) • Philippine Statistics Authority (PSA) • City Civil Registry Office (Form) • Philippine Statistics Authority (PSA) • City Civil Registry Office (Form) • City Civil Registry Office (Form) • City / Municipal Civil Registry Office where the vital event was registered 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents to the employee-in-	2. Examination of Documents		7 minutes	ERLINDA M. BICALDO Administrative



charge (EIC).	EIC examines the presented documents as to authenticity.			Aide II
3. Payment of fees Pay the required fees.		See fees above.	10 – 20 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
4. Records the Request. Show your Official Receipt to the EIC.	5. EIC record the request in a logbook.		1 minute	ERLINDA M. BICALDO Administrative Aide II
	6. Registration of the Legal Instruments and Annotation to the affected Civil Registry Record EIC enters the legal instrument in Registry Book, and 5-10 annotates the same to the affected record.		10 minutes 5 minutes	
	7. Preparation and endorsement of the annotated birth certificate to NSO. EIC staff prepares the annotated Record.		15 minutes	
	8. Review & approved the registration of legal instruments.		2 minutes	MARIA DOLORES P. DE LOS REYES CDGH I (City Civil Registrar) MA. MIA B. ORDONEZ Registration Officer IV
	9. Release of Documents. EIC releases the documents to the client.		1 minute	ERLINDA M. BICALDO Administrative Aide II
TOTAL		P	1 hour and 1 minute	

CITY CIVIL REGISTRY OFFICE

Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur



For more information, please contact:

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