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

Department / Office:		**CITY CIVIL REGISTRY OFFICE**		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
● 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).	2. Examination of Documents EIC examines the presented documents as to authenticity. EIC issue order of payment.		6 minutes	ERLINDA M. BICALDO Administrative Assistant I
3. Payment of fees Pay the required fees.	4. EIC receives the payment and issue O.R.		5 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE

5. Records the Request Present the O.R. to the EIC.	6. EIC record the request in a logbook.		1 minute	ERLINDA M. BICALDO Administrative Assistant I
	7. Registration of the Legal Instruments EIC register the documents and assign Registry No.		10 minutes	
	8. 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 Assistant I MA. MIA B. ORDOÑEZ Assistant Civil Registrar MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)
	9. 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 Assistant
	10. 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. Once received, EIC will contact client.			
11. Release of the Annotated Civil Registry Document Client presents the transaction slip and	12. EIC records and release the documents to the client.			

ID/ authorization letter with ID.				
	TOTAL	P	33 minutes	

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