

Office	CITY CIVIL REGISTRY OFFICE			
Classification:	LEGAL INSTRUMENT – ACKNOWLEDGMENT/ AUSF R.A. 9255/ LEGITIMATION/ R.A. 9858 (minor parent)			
Type of Transaction:	Simple - Complex			
Who may avail:	Document owner/ parents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ✓ PSA copy of birth (6 photocopies) ✓ Affidavit of Acknowledgment (1 orig & 2 photocopies) ✓ Affidavit to Use the Surname of the Father by Mother/ Child 7 yrs old and above (1 orig & 2 photocopies) ✓ Sworn Attestation by Mother of child 7 to 17 yrs old (1 orig & 2 photocopies) ✓ Joint Affidavit of Legitimation (1 orig & 2 photocopies) ✓ Joint Affidavit of Legitimation, R.A. 9858 – Minor Parent (1 orig & 2 photocopies) ✓ Death Certificate of deceased Parent ✓ PSA copy of the Certificate of Marriage of Parents ✓ CRS Form No. 5- Advisory of Marriage or CENOMAR of both parents – Father & Mother ✓ For parents with previous marriage: Death Certificate of previous spouse/ Court Decree/ Certificate of Finality/ Annotated Certificate of Marriage 			PSA Lawyer Lawyer Lawyer Lawyer Lawyer PSA PSA PSA PSA, Court, document owner	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements	Check all entries in documents for consistency & correctness	Acknowledgment Fee – 50.00 AUSF Fee – 100.00 Legitimation Fee – 75.00	10 mins	Lalaine Benette Sijub Rhea Montesa Montano Sabanal V
	Record Legal Instrument in the Registry Book of Legal Instruments and assign a Registry Number	Cert Fee – 50.00 x no of cert. Cert Machine	10 mins	Daisy Neri
Pay fees at the City Treasurer’s Office	Prepare the endorsement letter, certificate of registration, annotate the birth certificate and stamp certified copy all documents.	Copy Fee – 30.00 x no of doc Mailing Exp – 130.00	30 mins	Lalaine Benette Sijub Rhea Montesa Montano Sabanal V

	CCR or signatory will review documents and affix signature		5 mins	Evangeline C Tapangan Maribel S. Guzman Alice Theresa Gil Perle Joy T Lee Aeneas Vicente Akut
	Record transaction and give owner's copy to client		5 mins	Lalaine Benette Sijub Rhea Montesa Montano Sabanal V
Mail documents to PSA, Quezon City				
Verify status of endorsed legal instrument with PSA Region 10 after 2 months. Once positive, client may request security paper with a fee of P 155/ copy at PSA Region 10.			2 months	