

7. LEGITIMATION, AUSF ACKNOWLEDGEMENT

Description of the Service: The legal process by which a child born out of wedlock is granted the same legal rights, privileges, and status as a child born within a valid marriage. Legitimation typically involves establishing a legal relationship between the child and the father, providing the child with the same rights of inheritance, support, and other legal benefits enjoyed by children born within a lawful marriage or the biological father and the mother of the child typically need to acknowledge and establish the paternity of the child.

Office of Division	Office of the City Civil Registrar			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CENOMAR PSA Birth Service fee Marriage Contract Affidavit of acknowledgement Affidavit of legitimation by subsequent marriage Joint supplemental affidavit of father & mother Affidavit of consent (20 years old above) Xerox Copies			Client / Authorized representative PSA Law Office JRS / LBC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform Civil Registrar and/or staff of problems in your registry record for verification. 2. Give the requirements to the person in charge 3. Pay the required fees at the City Treasury Office. 4. Present proof of payment Note: All documents are mandatory. Client will wait for advise either thru text or call.	Accept and Verify the Documents and requirements Prepare the Documents Sign the duly accomplish certificate Releasing of Document	Legitimation Fee P 1,000 2 Birth Form 1A Endorsement P 180	10 Minutes 5 Minutes	Kristine S. Quitola Admin Aide I Syra M. Miguel-Miranda OIC- City Civil Registrar
Total			15 Minutes	