



Internal/External

14. SERVICENAME: 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 or Division:	Office of the City Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Certificate of Live Birth (Child) PSA Copy • Marriage Contract (Parents) PSA Copy • Certificate of No Marriage CENOMAR (both Parents) PSA Copy • Affidavit Of Acknowledgement of Paternity (to be executed by the father if the child’s birth certificate has no father’s name and the child is not yet acknowledged) • Affidavit Of Legitimation by A Subsequent Marriage (to be executed by both parents) 	Client / Authorized representative PSA Law Office JRS / LBC Treasury Office



- Joint Supplemental Affidavit of Legitimation by a Subsequent Marriage (if one of the parents was still a minor at the time of conception)
- Affidavit Of Consent (if the child is 20 years old or above)
- Supplemental guidelines in the execution of Affidavit of Legitimation in case of death of parent/s

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Online Appointment for Legitimation Process via QR code	Accept and verify online application and requirements	None	5 Minutes	Kristine S. Quitola Admin Aide I Atty. Syra M. Miguel-Miranda City Civil Registrar
2. Pay the required fee at the City Treasury Office.	Ask for official receipt	Legitimation Fee P 1,000 2 Birth Form 1A Endorsement P 180	5 Minutes	CTO
3. Present official receipt to Counter 5	Accept official receipt	None	1 Minutes	Kristine S. Quitola Admin Aide I



Note: Client will return after 1 month to receive personal copy of the document and to request for Annotated PSA Copy of Birth				Atty. Syra M. Miguel-Miranda City Civil Registrar
	TOTAL		11 Minutes	