

Preparation of Annotated Birth Certificate of an Illegitimate Child to use the Father's Surname

Republic Act No. 9255, an Act allowing illegitimate children to use the surname of their father amending for the purpose, Article 176 of Executive order No. 209, otherwise known as "The Family Code of the Philippines".

This Law applies to illegitimate children whose births are either not yet registered or were previously registered under the surname of the mother whether born before or after the effectivity of R.A. 9255. Specifically, this Law applies to illegitimate children born on or after August 3, 1988.

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C-Government to Client	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Certificate of Live Birth-PSA Copy 2. Affidavit to Use the Surname of the father 3. Any 2 of the following documents showing the paternity between the father and child <ul style="list-style-type: none"> -employment records: SSS/GSIS records- 3 photocopies -Income Tax Return-3 photocopies -Certification from the Punong Barangay- 3 photocopies 	<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Notary Public <ol style="list-style-type: none"> 1. Social Security System/Government Service Insurance System 2. Bureau of Internal Revenue 3. Office of the Punong Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents for review	1. Verify documents presented and interview client 1.1 Inform client that documents required will be available after 2 days 1.2 Issue order of payment	None	10 minutes	<i>Municipal Civil Registrar MCR Office</i>
2. Proceed to the Treasury office for payment of fees	2. Receive payment and issue official receipt	Registration Fee in accordance with RA 9255-P500	5 min	<i>RCC II/ Mun. Treasurer Treasury Office</i>
3. Wait for the preparation of the Annotated registration documents	3. Prepare documents	None	2 days	<i>Municipal Civil Registrar MCR Office</i>
4. Return to MCR office to get annotated registry documents	4. Issue annotated registry documents	None	5 min	
	TOTAL	Refer to step 2	2 days, 20 min	