

Registration and Annotation of Court Decision and Legal Instruments

Court Decisions concerning the status of a person must be registered in the Civil Registry Office where the court is functioning within ten (10) days after the court decree/order has become final and executor.

Court decisions that must be registered are the following:

- Decree of Adoption
- Decree of Nullity of Marriage/Declaration of Nullity of Marriage
- Decree of Legal Separation
- Court decisions or orders to correct, change, cancel or delete entries in any certificate of birth, marriage or death
- Judicial determination or maternity affiliation

Legal Instruments that have to be registered:

- Affidavit of reappearance
- Marriage settlement
- Admission of paternity and acknowledgment, legitimacy, voluntary emancipation of minor, parental authorization or ratification nor artificial insemination
- Acknowledgment
- Acquisition of citizenship
- Option to elect Philippine citizenship
- Partition and distribution of properties of spouses and delivery of the children's legitimacy
- Waiver of rights interest of absolute nullity

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
Court Decrees: (Annulment/Adoption)		1. PSA

<ol style="list-style-type: none"> 1. Marriage Certificate/Birth Certificate -5 certified xerox copies 2. Court Decision - 5 certified xerox copies 3. Certificate of Finality - 5 certified xerox copies 4. Certificate of Authenticity -5 certified xerox copies 5. Certification from the LCR - 5 certified xerox copies <p>Legal Instruments:</p> <p>*Legitimation</p> <ol style="list-style-type: none"> 1. Birth Certificate 2. Affidavit of Legitimation 3. Certification from the LCR 4. Marriage Certificate 5. Certificate of No Marriage 6. Admission of Paternity <p>*AUSF</p> <ol style="list-style-type: none"> 1. Birth Certificate 2. Affidavit of Authority to Use the Surname of the Father (AUSF) 3. Certification from the LCR 		<ol style="list-style-type: none"> 2. Regional Trial Court 3. Regional Trial Court 4. Regional Trial Court 5. Place where the court was located <ol style="list-style-type: none"> 1. PSA 2. Notary Public 3. MCR Office 4. PSA 5. PSA 6. Notary Public <ol style="list-style-type: none"> 1. PSA 2. Notary Public 3. MCR's Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents	1. Verify documents presented as to authenticity	None	5 minutes	<i>Municipal Civil Registrar MCR Office</i>
2. Proceed to the Treasurer's Office for payment of fees and present receipt to the Office of the	2. Receive payment and issue official receipt	Per Registration of Adoption - P300.00	5 min	<i>RCC II/Mun. Treasurer Treasury Office</i>

Municipal Civil Registrar		Per Registration of Legal Separation - P1,000.00 Naturalization - P5,000.00 Per Registration of Change Name - P300.00		
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	