

# 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

<b>Office or Division:</b>	Office of the Municipal Civil Registrar	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Court Decrees(Annulment/Adoption) <ol style="list-style-type: none"> <li>1. Marriage Certificate/Birth Certificate -5 certified xerox copies</li> <li>2. Court Decision – 5 certified xerox copies</li> <li>3. Certificate of Finality – 5 certified xerox copies</li> <li>4. Certificate of Authenticity –5 certified xerox copies</li> <li>5. Certification from the LCR – 5 certified xerox copies</li> </ol>	<ol style="list-style-type: none"> <li>1. PSA</li> <li>2. Regional Trial Court</li> <li>3. Regional Trial Court</li> <li>4. Regional Trial Court</li> <li>5. Place where the court was located</li> </ol>

<b>Legal Instruments:</b> <b>*Legitimation</b> <ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. Affidavit of Legitimation</li> <li>3. Certification from the LCR</li> <li>4. Marriage Certificate</li> <li>5. Certificate of No Marriage</li> <li>6. Admission of Paternity</li> </ol> <b>*AUSF</b> <ol style="list-style-type: none"> <li>1. Birth Certificate</li> </ol>		<ol style="list-style-type: none"> <li>1. PSA</li> <li>2. Notary Public</li> <li>3. MCR Office</li> <li>4. PSA</li> <li>5. PSA</li> <li>6. Notary Public</li> </ol>		
<ol style="list-style-type: none"> <li>2. Affidavit of Authority to Use the Surname of the Father (AUSF)</li> <li>3. Certification from the LCR</li> </ol>		<ol style="list-style-type: none"> <li>3. MCR's Office</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present required documents and requirements	1. Verify and examine documents presented as to authenticity and completeness 1.1 Issue order of payment	None	20 minutes	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>

2. Proceed to the Treasurer's Office for payment of fees and present receipt to the Office of the Municipal Civil Registrar	2. Receive payment and issue official receipt	Registration of Adoption – P3,000.00 Registration of Legal Separation – P3,000.00 Naturalization – P5,000.00 Annotation on Annulment of Marriage- P3,000.00 Clerical or Typographical Error- P1,000.00	5 minutes	<i>TERRY V. ABELLADA</i>  <i>(MTO)</i>  <i>EDISON V. QUEZADA</i> <i>(RCC)</i>  <i>Treasury Office</i>
3. Wait for the preparation of the Annotated registration documents	3. Prepare documents	None	1 day	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
4. Mail documents to PSA Manila	4. Assist in mailing of documents to PSA Manila	None	10 minutes	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
	TOTAL	Refer to step 2	1 day, 35 minutes	