

Legitimation

This is the process if the child is born before the marriage of parents. They will be legitimated upon subsequent marriage.

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 in PSA Security Paper-3 photocopies 2. Marriage Certificate of Parents-3 photocopies 3. Certificate of No Marriage of parents (CENOMAR)-original copy 4. Affidavit of Paternity if child is not acknowledged-3 photocopies 5. Joint Affidavit of legitimation 		<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Philippine Statistics Authority 3. Philippine Statistics Authority 4. Notary Public 5. Notary Public 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all needed documents for legitimation	1. Verify documents as to completeness and authenticity	None	5 minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
	and if found complete and sufficient issue order of payment			

2. Proceed to Treasury office for the payment of fees	2. Receive payment of fees and issue official receipt	Legitimation fee- 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. Present receipt at MCR Office	3. Prepare documents for Legitimation	None	15 minutes	<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
4. Mail documents to PSA Manila	4. Assist in mailing of documents	None		<i>NORMA P. LEGASPI</i> <i>(MCR)</i> <i>MCR Office</i>
	TOTAL	Refer to step 2	25 minutes	