

## Preparation of Annotated Birth Certificate of an Illegitimate Child to Use the Father's Surname (RA 9255)

Republic Act No. 9255, an Act allowing illegitimate children to use the surname of their father amending for the purpose, Article 176 of Executive orders 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.

<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>		
<ol style="list-style-type: none"> <li>1. Certificate of Live Birth- PSA Copy</li> <li>2. Affidavit of Acknowledgement</li> <li>3. Affidavit to Use the Surname of the father</li> <li>4. Baptismal Certificate</li> </ol>		<ol style="list-style-type: none"> <li>1. Philippine Statistics Authority</li> <li>2. Notary Public</li> <li>3. Notary Public</li> <li>4. Church/ Other Religious Sect</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. Submit documents for review	1. Verify documents presented and interview client	None	10 minutes	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
	1. Issue order of payment			
2. Proceed to the Treasury office for payment of fees	2. Receive payment and issue official receipt	Registration Fee in accordance with RA 9255- P1,000	5 min	<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 documents	3. Prepare documents	None	30 minutes	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
4. Mail documents to PSA Manila	4. Assist in mailing documents to PSA Manila	None	10 minutes	<i>NORMA P. LEGASPI</i>  <i>(MCR)</i> <i>MCR Office</i>
	TOTAL	Refer to step 2	45 minutes	