

K. 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

Office of 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 of Acknowledgement 3. Affidavit to Use the Surname of the father 4. Baptismal Certificate 		<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Notary Public 3. Notary Public 4. Church/ Other Religious Sect 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	<ol style="list-style-type: none"> 1.1 Verify documents presented and conduct a brief 1.2 Issue the order of payment 1.3 Prepare the document to be forwarded to PSA Manila via courier <p>Note: The applicant /requestor shall bear the courier fee</p>	None	<p>10 minutes</p> <p>1 day</p>	Norma P. Legaspi MCR
2. Proceed to the Treasury Office for payment of required fees; present the OR to the MCR	2. 1 Issue Official Receipt and collect payment	Registration Fee: P1,000.00 (in accordance with RA9255)	5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker

<p>3 Request the annotated birth certificate from the PSA</p>	<p>Note: The documents are sent to PSA for annotation in their national database. The PSA estimates a processing time of 3 months. Once the PSA updates its records, the annotated birth certificate reflecting the child's legitimate status can be requested.</p>		<p>1 day</p>	<p>Norma P. Legaspi MCR</p>
	<p>TOTAL</p>		<p>2 days, 15 minutes</p>	