

O. Registration and Annotation of Court Decision and Legal Instrument

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
- Admission of paternity and acknowledgement, legitimacy, voluntary emancipation of minor, parental authorization or ratification nor artificial insemination
- Acknowledgement
- 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 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
<ul style="list-style-type: none"> • Court Decrees Annulment/Adoption <ul style="list-style-type: none"> ➤ 5 certified copies of the following documents: 1. Marriage Certificate / Birth Certificate 2. Court Decision 3. Certificate of Finality 4. Certificate of Authenticity 5. Certification from the LCR • Legal Instruments Legitimation <ul style="list-style-type: none"> 1. Birth Certificate 	<ul style="list-style-type: none"> 1. PSA 2. Regional Trial Court 3. Regional Trial Court 4. Regional Trial Court 5. Place where the court was located <ul style="list-style-type: none"> 1. PSA

<ol style="list-style-type: none"> 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 username of the father (AUSF) 3. 3. Certification from the LCR 	<ol style="list-style-type: none"> 2. Notary Public 3. MCR Office 4. PSA 5. PSA 6. Notary Public <ol style="list-style-type: none"> 1. PSA 2. Notary Public <ol style="list-style-type: none"> 3. MCR's Office
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present / submit required documents	<ol style="list-style-type: none"> 1.1 Verify the submitted documents 1.2 Issue order of Payment 1.3 Prepare the documents to be forwarded to PSA Manila via courier <p>Note: The applicant /requestor shall bear the courier fee</p>	Registration of Adoption – P3,000.00 Registration of Legal Separation – P3,000.00 Naturalization – P5,000.00	20 minutes	Norma P. Legaspi MCR
2. Proceed to the Treasurer's Office for payment of fees and present the receipt to the MCR	2. Issue Official Receipt and collect payment	Annotation on Annulment of Marriage – P3,000.00 Clerical or Typographical Error – P1,000.00	5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker
3 Request for the annotated document from PSA	Note: PSA processing time not included and may vary depending on their workloads)			Norma P. Legaspi MCR
	TOTAL		1 day, 35 minutes	