

J. Legitimation

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

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
1. Certificate of Live Birth in PSA Security Paper photocopies	1. Philippine Statistics Authority
2. Marriage Certificate of Parents- 3 photocopies	2. Philippine Statistics Authority
3. Certificate of No Marriage of parents	3. Philippine Statistics Authority



(CENOMAR)- original copy	
4. Affidavit of Paternity if child is not acknowledged- 3 photocopies	4. Notary Public
5. Joint Affidavit of legitimation	5. Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present / submit the required documents	1.1 Verify the documents submitted; 1.2 Issue the order of payment 1.3 Prepare the requested legitimation documents to be forwarded to PSA Manila via courier Note: The applicant /requestor shall bear the courier fee	Legitimation fee- P1,000.00	20 minutes	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		5 minutes	Terry Abellada Mun. Treas Ailyn Cabinto LTOOI Edison Quezada RCCII Leonora Lubid Ticket Checker
3 Request the annotated birth certificate from the PSA	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.		1 day	Norma P. Legaspi MCR
	TOTAL		1 day 25 minutes	