



14. Registration of Legal Instrument (Legitimation by Subsequent Marriage of Parents)

Legitimation by Subsequent Marriage of Parents is a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married.

Office or Division	Office of the Municipal Civil Registrar			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	Parents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registered Certificate of Live Birth - (3) photocopies		Client		
Affidavit of Legitimation - (3) original copies		Client		
Certificate of Marriage - (3) photocopies		Client		
Community Tax Certificate (both parent) - (1) original copy		Client		
Official Receipt		Municipal Treasurer's Office (Windows 1-6)		
Certificate of No Marriage (CENOMAR) - (3) photocopies		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all requirements at the receiving area	1. Receive and verify the duly prepared Affidavit of Legitimation with all the requirements attached	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	1.1 Check for the completeness of data and requirements and	None	5 Minutes	



	record the Affidavit of Legitimation to assign a registry number			
	1.2. Prepare and print the Registry Number at the upper right side of the Affidavit of Legitimation	None	5 Minutes	
	1.3. Issue a Certificate of Registration	None	5 Minutes	
	1.4 Issue a copy of annotated and unannotated legitimated birth	None	10 Minutes	
	1.5. Issue the order of payment	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Legitimation fee P 100.00 Documentary stamp P 30.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Return to the Registrar's Office for the processing and releasing of Affidavit of Legitimation	3. Approval and releasing of registered Affidavit of Legitimation and legitimated copy of birth	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	TOTAL:	PHP 130.00	40 Minutes	

Registration of Affidavit of Legitimation is under Administrative Order No. 1, series of 1