



15. Registration of RA 9522 (Affidavit to Use Surname of the Father/AUSF)/Revised IRR March 2016

An Act Allowing Illegitimate Children to Use the Surname of their Father, Amending for the Purpose Article 176 of Executive Order No. 209, Otherwise Known as the "Family Code of the Philippines"). This revised IRR shall apply to all illegitimate children born on or after 19 March 2004, the effectivity of this R.A. No. 9255. This includes all unregistered births and registered births under the surname of the mother.

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		
Certificate of Live Birth (registered) - (3) photocopies		Client		
Certificate of Live Birth (unregistered) - (4) original copies		Client		
Affidavit to Use Surname of the Father (AUSF), executed by mother - (3) original copies		Client		
Community Tax Certificate (both parent) - (1) original copy		Client		
Official Receipt		Municipal Treasurers Office (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all the requirements at the receiving area	1. Receive and verify the duly prepared Affidavit to Use Surname of the Father w/ 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	None	5 Minutes	



	and requirements and record the Affidavit to Use Surname of the Father to assign a registry number			
	1.2. Prepare and print the Registry Number at the upper right side of the Affidavit to Use Surname of the Father	None	5 Minutes	
	1.3. Issue Certificate of Registration	None	5 Minutes	
	1.4 Issue a copy of annotated and unannotated birth acknowledged by the father	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	PHP 200.00		<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 to Use Surname of the Father	3. Approval and releasing of registered Affidavit to use Surname of the Father and a copy of birth under the surname of the father to client	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	TOTAL:	PHP 200.00	40 Minutes	